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PART 104-50 PROPERTY MANAGEMENT

SUBPART 104-50.000

104-50.001-2

□ 104-50.000 Scope of Part.

This part prescribes authorities, policies and related departmental requirements governing the management of personal and real property as provided by Chapter 101 of the Federal Property Management Regulations.

The authorities for these regulations are contained in:

- (a) The Federal Property and Administrative Services Act of 1949, as amended.
- (b) The General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 2.
- (c) Code of Federal Regulations, 7 C.F.R. 2.76.
- (d) Debt Collection Act of 1982.

□ 104-50.001 Definitions.

□ 104-50.001-1 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 (APMO) to be sensitive.

□ 104-50.001-2 Controlling Agency.

The controlling agency is the officially designated agency authorized to hold custody of the real and personal property for the United States. The agency exercises immediate assignment control over the use of and occupancy of such property. Controlling agency does not include an agency which has granted a permit or other right to another agency to assume custody.

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PART 104-50 PROPERTY MANAGEMENT

SUBPART 104-50.001 DEFINITIONS

104-50.001-3

□ 104-50.001-3 Depreciation.

The loss in service value of property measured in terms of cost allocated to a period of time.

□ 104-50.001-4 Gross Negligence.

The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect property in one's custody in reckless disregard of the consequences of the action.

□ 104-50.001-5 Maintenance.

The routine recurring work required to keep property in substantially original condition. It may include replacement of parts, materials or equipment.

□ 104-50.001-6 Betterment.

Changes made in property through the substitution of superior parts for inferior parts, the objective of which is to make the basic unit more useful or to extend its service life.

□ 104-50.001-7 Official Property Records.

The set of property records used for property management control and accountability. Official property records can be stored either electronically or on hard copy. Duplicate records, however, should not be maintained. Information on the PMIS/PROP and FIRM Systems can be considered official.

□ 104-50.001-8 Property Management Information System (PMIS).

An automated data base management system which provides managers with personal property inventory control and accountability on a nationwide basis. PMIS has three subsystems: (1) property (PROP),(2) motor vehicles (EMIS) and (3) supplies (SPIN).

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SUBPART 104-50.001 DEFINITIONS

104-50.001-14

¶ 104-50.001-9 Repairs.

Expenditures or labor, not limited to outside sources, required to keep property in operating condition suitable for intended use.

¶ 104-50.001-10 Sensitive Personal Property.

Any item of accountable property valued less than \$5,000 which is highly susceptible to loss or theft as defined by the Agency Property Management Officer.

¶ 104-50.001-11 Custodian.

The employee who has been assigned personal property for his or her use.

¶ 104-50.001-12 Additions.

A part added to a building or structure in such a manner as to become a part thereof.

¶ 104-50.001-13 Improvements.

Buildings, structures, and facilities located on land.

¶ 104-50.001-14 Leasehold Improvements.

Easements, rights-of-way, and improvements to land, buildings, or structures, and facilities occupied and paid for by the agency as lessee. This definition does not include the cost of any Government-owned buildings, structures, and facilities placed on land by an agency.

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PART 104-50 PROPERTY MANAGEMENT

SUBPART 104-50.001 DEFINITIONS

104-50.001-15

□ 104-50.001-15 Public Domain.

Lands which have never left Federal ownership; also lands in Federal ownership which were obtained by the Government in exchange for public lands or for timber on such lands; original public domain lands which have reverted to Federal ownership through implementation of public land laws.

□ 104-50.001-16 Real Property.

For the purpose of this part, the definition of real property is any interest of the United States in land, buildings, or structures, including any permanently attached fixtures, appurtenances, and improvements of any kind located thereon. The definition prescribed in 101-47.103-12 is for application in the utilization and disposal of real property.

□ 104-50.001-17 Resource Improvements.

Expenditures made for the primary purpose of increasing the value of the land through reforestation, range revegetation, timber stand improvement, and the propagation of seed and tree planting stocks.

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SUBPART 104-50.1 AUTHORITIES AND RESPONSIBILITIES

¶ 104-50.101 Authority and Responsibility of the Director, Office of Procurement and Property Management.

The Director, Office of Procurement and Property Management, is responsible for the promulgation of departmental policies, standards, techniques and procedures pertaining to the acquisition, leasing, utilization, value analysis, construction, maintenance, and disposal of real and personal property, including control and use of space assignments.

¶ 104-50.102 Departmental Property Management Officers.

The Chief, Property Management Division, is the Departmental Real and Personal Property Management Officer and has responsibility for the development of policies, procedures and standards for the effective acquisition, maintenance, utilization, and disposal of real and personal property throughout the Department.

¶ 104-50.103 Agency Property Management Responsibilities.

Each Agency/Office Head is responsible for the effective implementation of a property management program to ensure maximum utilization of Department property, operation of adequate inventory control and accountability systems, proper disposal of unneeded assets, and adequate security for government resources.

¶ 104-50.104 Agency Property Management Organization.

Each Agency/Office Head shall provide resources to accomplish the following property management tasks:

- (1) Maintain accurate and complete property records;
- (2) Conduct inventories of accountable personal property at least every 2 years;
- (3) Survey agency property on a continuous basis and reassign underutilized items to other units within the agency for maximum usage;

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PART 104-50 PROPERTY MANAGEMENT

SUBPART 104-50.1 AUTHORITIES AND RESPONSIBILITIES

104-50.104-(4)

- (4) Effect prompt determinations of excess and refer such property for departmental screening and subsequent disposal;
- (5) Execute correct disposal of property eligible for abandonment or destruction;
- (6) Screen for available excess property from other agencies/offices rather than make new procurements;
- (7) Ensure adequate security of government resources;
- (8) Provide adequate training for property management personnel;
- (9) Report lost, stolen or damaged property immediately on Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property; and
- (10) Establish controls for property being used by or in the possession of contractors or cooperators.

□ 104-50.105 Agency/Office Property Management Officer.

Each Agency/Office Head shall designate an Agency/Office Property Management Officer (PMO) to serve as a departmental contact for Agency/Office Property Management Programs. PMO's may be appointed at levels in the agency/office to implement its programs and to make initial determinations regarding apparent gross negligence. These PMO's will be in managerial positions and must be at least one organizational level above the employee for which he/she makes a recommendation concerning liability.

□ 104-50.106 Accountable Property Officers.

Each Agency/Office Head shall designate managers to act as Accountable Property Officers (APO). The APO must ensure that all procedures are followed in accordance with the FPMR, AGPMR, and NFC procedures manual for those agencies who have responsibility and accountability for real or personal property. APO's must also ensure that employees have the necessary resources to adequately secure equipment for which they have responsibility.

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SUBPART 104-50.1 AUTHORITIES AND RESPONSIBILITIES

104-50.110

¶ 104-50.107 Employee/Custodian Responsibility.

USDA employees are directly responsible for the use and protection of Government property assigned to them, and will be held financially responsible in cases of gross negligence. Whenever property is lost, stolen, damaged or destroyed, the employee shall prepare a Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property, and furnish it to the APO. Employees charged with gross negligence have the right to appeal under the hearing process prescribed by USDA regulations concerning debt collection found in 7 C.F.R. 3.51-3.68 (See ¶ 104-85.108). Agencies may impose stricter standards for sensitive items (e.g., food stamps, weapons, badges, etc.).

¶ 104-50.108 PMO Actions on Lost, Stolen, Damaged or Destroyed Property.

Upon receipt of a Form AD-112, if the APO indicates property in the categories of lost, stolen, damaged, or destroyed, the PMO will consider both circumstances and evidence to determine if there appears to be gross negligence involved. Should the PMO relieve employees of liabilities, the Form AD-112 is referred to the property and fiscal officers for inventory adjustments. However, should the PMO determine that gross negligence is apparent, the Form AD-112 and associated documentation will be referred to the agency head or his designee for consideration of appropriate action under the Debt Collection Act. Cases of lesser negligence may be referred to agency personnel officials for consideration of disciplinary action.

¶ 104-50.109 Removing Property from Government Offices.

All employees in the Washington, D.C. area are required to follow the procedures set forth in DR-5200-1 for removing property from a Government owned building. In offices that do not fall under the procedures listed above, the APO should use Form OF-130, Personal Custody Property Receipt, to authorize removal of property from Government owned space.

¶ 104-50.110 Liability of State Employees Using Government Property.

State/Cooperative agreements should provide for the State to assume liability for Federal property in its possession.

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PART 104-50 PROPERTY MANAGEMENT

SUBPART 104-50.2 GENERAL PROVISIONS - REAL PROPERTY

104-50.201

¶ 104-50.201 Scope of Subpart.

This subpart promulgates Department policy and general regulations applicable to more than one phase of real property management.

¶ 104-50.202 Department Policy.

Only such real property as is needed for effective program operations should be acquired and then only after obtaining legislative authorization and such other clearances with appropriate committees of Congress as the circumstances warrant. Private property should be acquired or improvements constructed only if suitable Government owned facilities are not available. First priority shall be given to locating Department facilities and offices in rural areas with consideration to areas of persistent labor surplus. Similar field activities which serve the same geographical areas such as county, state, or region shall be housed together in collocated offices (See Departmental Regulation (DR) 1620-1, USDA Collocation Policy). Property held by this Department must be fully utilized and adequately maintained. Property no longer required must be promptly reported as excess or otherwise disposed of as authorized by law.

¶ 104-50.203 Intergovernmental Review of Department of Agriculture Programs and Activities.

- (a) Agencies shall coordinate all direct Federal development projects in accordance with 7 C.F.R. 3015, Subpart V. Direct Federal development projects include planning and construction of facilities and installations or other public works; the acquisition, use and disposal of real property; and granting of licenses and permits.
- (b) Agencies shall consult with all state, areawide, regional and local clearinghouses on appropriate plans and projects, and shall ensure that such clearinghouses are afforded an opportunity to review and comment on these activities. Consultation and project review shall be in accordance with 7 C.F.R. 3015, Subpart V. and supplemental Department regulations.
- (c) Direct Federal development projects that do not conform to State, areawide, regional and local plans will require departmental approval. Requests for approval shall be submitted to the Director, Office of Chief Financial Officer, Room 4094-S, South Building, Washington D.C. 20250, Attention E.O. 12372.

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SUBPART 104-50.3 GENERAL PROVISIONS - PERSONAL PROPERTY

104-50.302

¶ 104-50.301 Scope of Part

This part prescribes policy, principles, standards and related requirements governing the accountability and control of property by agencies/offices of the Department.

¶ 104-50.302 Use of Farm Service Agency Personal Property by FSA County Committees.

The Farm Service Agency (FSA) may lend personal property for which it is accountable to FSA County Committees. The accountability, use and disposal of such property shall be in accordance with departmental and GSA regulations and as further prescribed by the Administrator, FSA.

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PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.100

¶ 104-51.100 Scope of Subpart.

This subpart deals with the control and accountability of property from the time it is acquired to the time of final disposal.

¶ 104-51.102 PMIS Documentation.

Agencies under PMIS are required to use electronic transmissions to reflect agency property receipts and transactions. The APO should have documentation for each transaction.

For documentation of real property inventory, agencies shall use the GSA Form 1166. See ¶104-3 Annual Real Property Inventories.

¶ 104-51.103 Receipt of Property.

All accountable property acquired by purchase, transfer, construction, manufacture, or donation will be receipted for and recorded on the property records at the time it is accepted by the receiving agency. Entry into PMIS/PROP inventory satisfies this requirement.

¶ 104-51.104 Property Records.

Property records for accountable personal property items shall, at a minimum, contain source documentation to provide the following data:

- (1) Description of the property, including NFC identification numbers.
- (2) Location of the property.
- (3) Name of the accountable person responsible for the property.
- (4) Dates of acquisition and/or disposal.
- (5) Posted references (purchase orders, SF-122, etc.). Note: Found property will be added to the inventories at the time of discovery.

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PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.105(a)

¶ 104-51.104(6)

- (6) Manufacturer's serial number, stock number, and year of manufacture when available.
- (7) Annual depreciation rate or amount, when applicable.
- (8) Acquisition cost of item(s).
- (9) Additions or improvements.
- (10) Repair and maintenance costs and timetable.
- (11) Non-appropriated property information.
- (12) NSN or Federal Supply Group/Class.
- (13) Components.

¶ 104-51.105 Recording Items on Official Real Property Records.

- (a) Official real property records shall be maintained by each agency. These official records shall satisfy both the need for physical inventory information and financial management of such property.

Those agencies utilizing the GSA Form 1166 or the automation process of the 1166 report for the real property inventory shall do so in accordance with the instructions provided in ¶104-3.4901-1166(I).

Additional copies of records shall not be maintained except as required for sound management needs. Records shall be maintained on approved forms preferably at the location where management control of the property is located.

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PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.105(b)

- (b) Separate records of real property shall be maintained to adequately identify and segregate:
 - (1) Land owned by the Department of Agriculture.

- (2) Buildings.
 - (3) Structures and facilities.
 - (4) Leasehold improvements.
 - (5) Trust properties.
 - (6) Resource improvements.
- (c) Real property records shall, at a minimum, contain the following information:

Items (1) through (7) are provided in relation to the instructions on preparing the Real Property Inventory, whether using GSA Form 1166 hard copy or the electronic version and to further elaborate upon identifying proper data input.

- (1) Description and location of the property, including state, county and city.
- (2) Name of the person accountable for the property.
- (3) Dates of acquisition and/or disposition.
- (4) Posting references (purchase orders, transfer documents, contracts, location of title papers, etc.)
- (5) Land, how acquired (public domain, purchase, donation, etc.)
- (6) Annual depreciation rate or amount, when applicable.

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PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.2 ACCOUNTABILITY AND CONTROL

104-51.105(c)(7)(vii)

- (7) Unit cost or value:
 - (i) Legislative limitations. Where appropriate acts or other applicable laws provide limitations on expenditures such as additions or

betterment to real property, such expenditures shall be recorded in the property records. Appropriate controls shall be established to assure that expenditures do not exceed legal limitations.

- (ii) Combined items or property. When two or more items of real property are combined, only one record, describing the combined unit and its total cost, should be maintained. For the purpose of complying with appropriation limitations, a separate cost of the individual real property improvements may be maintained.
- (iii) Acquisition involving exchange. When nonexpendable property is applied as part payment of the purchase price on new property the gross acquisition cost of the new property will be recorded. Real property acquired by exchange outside of the Federal Government shall be recorded at the cost of the property exchanged. If lands acquired by purchase or donation are exchanged for public domain lands, no cost shall be recorded for the public domain lands.
- (iv) Purchases or construction. Nonexpendable real property purchased or constructed will be recorded at its acquisition cost to the agency.
- (v) Additions and betterment. The cost of additions or betterment should be recorded when they (a) constitute an enlargement of a structure; (b) provide additional or enlarged facilities; or (c) constitute a major renovation or other substantial improvement which materially increases the usefulness, productivity, or other value of real property or substantially extends its useful life.
- (vi) Reassignment. Real Property acquired by official reassignment from another agency of the Department shall be recorded at the cost shown on the records of the transferring agency.
- (vii) Discounts. All discounts shall be deducted from the purchase price in determining the cost to be recorded on the property record.

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SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.205(c)(7)(viii)

- (viii) Donated property. Real property donated by non-Federal sources shall be recorded on the property records at the estimated cost that the acquiring agency would be willing to pay on the date of donation, assuming funds were available.

- (ix) Foreclosures. Real property acquired by foreclosure shall be recorded at the foreclosure sale price plus foreclosure costs, but the total recorded cost shall not exceed the amount of indebtedness outstanding against such property.
- (x) Costs incidental to construction. Cost of design, supervision, surveys, site preparation, and other costs incident to construction of property shall be recorded.
- (xi) Land. Land shall be recorded at cost to the agency except as provided in 104-51.205c(7)(xv). In addition to the purchase price, costs incidental to the acquisition shall be included. Examples of such costs are: search and guaranty of title, notarial and recording fees, land surveys, accrued tax liability assumed at date of acquisition, all existing liens assumed, cost of obtaining consents and payment of damages, and demolition cost of existing improvements when such demolition is anticipated at the time of acquisition.
- (xii) Transfer at no cost. Record estimated depreciated value at date of transfer based on original cost (estimate if not known).

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SUBPART 104--51.2 ACCOUNTABILITY AND CONTROL

104-51.105(c)(7)(xvi)(a)

- (xiii) Transfer with reimbursement. Real property acquired by transfer with reimbursement will be recorded in the property records at the amount paid by the agency for the property. If, however, such amount is substantially less than the estimated depreciation value, the estimated depreciation value on the date of transfer will be recorded.

- (xiv) Leasehold improvements. Leasehold improvements shall be recorded at cost. Cost of buildings, structures, and facilities placed on leased land are not to be recorded as leasehold improvements, but such items shall be recorded as if on owned land. In the event items consist of an interest in land, such as an easement, incidental costs applicable to land acquisitions as indicated in ¶ 104-51.205c(7)(x) shall also be included.
- (xv) Public domain lands. No cost shall be included for public domain or lands withdrawn or reserved from public domain for national forests and other conservation purposes unless specifically required by law or regulation. Program expenditures which increase the value of such lands should be recorded when the data will significantly contribute to the control of the property or will be meaningful when disclosed in agency financial statements. (See ¶ 104-51.205c(7)(xix).
- (xvi) Property controlled by another Agency of the United States. Unless otherwise authorized by the Director, Office of Procurement and Property Management, the agency making expenditures for the acquisition of real property shall maintain the records relating thereto. Where, however, additions, improvements and betterment resulting in accountable real property are constructed or placed on or in real property controlled by another Agency of the United States Government, the following shall apply:
 - (a) Costs shall be recorded by the agency making the expenditure until completion of construction or installation.

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SUBPART 104--51.2 ACCOUNTABILITY AND CONTROL

¶ 104-51.105(c)(7)(xvi)(b)

- (b) Additions or betterment to improvements controlled by another agency shall be transferred to the controlling agency upon completion and payment of all costs.
- (c) Records of improvements shall be maintained by the agency making the expenditure unless the improvements

are transferred to the controlling agency by mutual agreement. Agreement as to the agency to have control of the completed improvements shall generally be reached prior to the purchase or construction.

Unless authorized by law, expenditures for betterment or permanent additions and improvements to private property are not permitted. If authorized, records shall be maintained by the agency making the expenditure.

- (xvii) Acquisitions of real property at no cost. When property of large value, such as buildings, is acquired at no cost to the agency, significant cost of initial repairs prior to placing in service will be added to the recorded value of such property; provided that such costs and the capitalized value, when combined, do not exceed the original cost or estimated original cost of the property to the Government.
- (xviii) Real property acquired by purchase or construction. Costs of a preliminary nature necessary to put the new property in a serviceable condition shall be added to the cost of the basic property and capitalized. After the property has been placed in service, costs of restoring property to its fullest service capacity after damage, accident, or prolonged use, such as repairs, structural maintenance, or ordinary replacement in kind of items included therein, shall be charged as operating expense.
- (xix) Resource improvements. Cost of resource improvements will not be included as part of land value but will be identified separately.

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PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.106 (b)

- (xx) Transportation expenses. Transportation costs incidental to acquisition shall be included in the record costs of nonexpendable property, except that transportation costs to first agency destination only will be included in the recorded costs of completed or prefabricated buildings. Transportation charges on property acquired by transfer or donation will not be included in its recorded value, except that transportation or moving costs of buildings acquired under excess property procedures shall be

included. Costs of moving buildings under agency control or repairs to buildings resulting from moving operations will not be recorded.

- (xxi) Disposition. Property identified as not being needed shall be carried on the property records and removed only after final authorized disposal action is complete. Disposal actions mean transfer, sale, donation, abandonment, etc.

¶ 104-51.106 Physical Inventories.

- (a) Frequency of physical inventories.

- (1) Personal Property. Physical inventories of all accountable personal property shall be taken by each agency every two years.
- (2) Real Property. Physical inventories of all real property, except land, shall be taken by each agency every five years.

The use of an agency approved means of electronically touching IT equipment that is connected to a network that permits use of this method, fulfills the requirement for a physical inventory. Software is considered physically inventoried when the software program is accessed and verified as to being in working order.

Land records shall be checked annually to determine that all dispositions or acquisitions have been accurately entered on the property record.

More frequent inventories may be taken of particular types or kinds of property or of property in a particular activity when deemed essential for its control and protection.

- (b) Conduct of physical inventories. Upon the death, resignation, retirement, transfer, reassignment, or extended absence of an employee charged for property on the accountable records, an inventory shall be conducted. Insofar as possible, such inventories should be conducted by the incumbents and their successors. Where such action is not feasible, the employee assuming responsibility for the property shall take and certify the inventory. The former accountable employee or his estate may be held financially liable for property not located during the physical inventory.

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¶ 104-51.106(c)(3)

- (c) Personal Property Inventory record forms. All agencies on PMIS shall refer to the NFC Procedures Manual for inventory documentation.
- (d) Real Property Inventory records form. Agencies shall use the GSA Form 1166, Quarterly Report of Real Property Owned or Leased by the United States. This form may be used for listing physical inventories and to certify persons accountable for the property. (See ¶104-3. for further instructions).

¶ 104-51.107 Reconciliation of Detailed Property Records and Physical Inventories.

Official property records shall be reconciled with physical inventories immediately following each periodic and special inventory of property. Shortages of items revealed by physical inventories, which cannot be accounted for by rechecking inventories, posting to property records, etc., shall be referred to the PMO for appropriate determination in accordance with ¶104-50.108.

¶ 104-51.108 Documentation for Real Property Transactions

- (a) Form AD-107 shall be used to document the transfer, other disposition, or construction of real property as follows:
 - (1) Transfer between accountable property officers within an agency.
 - (2) Transfer between agencies within the Department, except land (See ¶ 104-47.203-1(b)).
 - (3) Disposal by sale, abandonment or destruction.

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AG 5110 AMENDMENT NO. N-1 SEPTEMBER 1997
PART 104-51 PROPERTY ACCOUNTABILITY AND CONTROL

SUBPART 104--51.1 ACCOUNTABILITY AND CONTROL

104-51.110

- (4) Transfer of property to other Federal agencies and to donees, except land.
 - (5) Construction of single items of real property from other items of real property.
- (b) Land Transfers. Land transfers shall be by written document describing the land and providing for acceptance of custody by the receiving agency. If improvements are also involved, they shall be documented on an attached Form AD-107 or in the land transfer document. Where available, abstracts of title, conveyance documents, and other related papers shall be made a part of the transfer. Otherwise, the location of such instruments shall be included in the transfer document. (See § 104-47.203-1(a))

§ 104-51.109 Accountability for Precious Stones and Metals.

Articles of a precious nature, such as diamonds, gold, platinum, other precious stones and metals, and articles partially made thereof, when the value is significant, will be specially safeguarded and will be accounted for by weight, size, or identification mark. Transfer of such stones and metals from one employee to another will be evidenced by receipts. Any loss, damage, consumption in use, or other disposal of such stones and metals will be properly recorded on Form AD-112 and submitted to the PMO. Such articles should not be recorded in the accountable property records if normally consumed in use.

§ 104-51.110 Control of Nonaccountable Property.

Agencies shall be responsible for maintaining reasonable controls over their nonaccountable property to safeguard it against improper use, theft and undue deterioration. Records and other documentation relative to nonaccountable property shall be kept to the minimum required to provide essential management information.

AGRICULTURE PROPERTY MANAGEMENT REGULATIONS

SEPTEMBER 1997 AMENDMENT NO. N-1 AG 5111
PART 104-52 REGULATIONS APPLICABLE ONLY TO THE METROPOLITAN
WASHINGTON, D. C. AREA

SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.204

□ 104-52.200 Scope of Subpart.

This subpart contains regulations applicable only within the District of Columbia.

□ 104-52.201 Lost and found articles.

Privately-owned articles found in the departmental buildings or premises in the District of Columbia are to be delivered to the building's Security Office. Persons who lose such articles should notify the building's Security Office. If there is any reason for suspecting theft, the matter should be reported at once to the Captain of the Guards.

NOTE: This item is pending removal upon completion of Departmental Regulation (DR) 4620-3.

□ 104-52.203 Keys.

Keys may be obtained from OO, Washington Area Service Center (WASC). Requests for keys must be submitted to WASC's Projects Management Branch on Form AD-311 (Speed Memo). Cost for keys will be charged to the requesting agency using a reimbursable agreement established with WASC. If keys are lost or stolen, immediately report this to WASC, Physical Security Branch.

□ 104-52.204 Secured Areas.

Agencies requesting specific space needing security should request this through the OO, WASC, Physical Security Branch. Requests, including justification should be submitted in triplicate. The Physical Security Branch will make the appropriate security arrangements and notifications.

AGRICULTURE PROPERTY MANAGEMENT REGULATIONS

SEPTEMBER 1997

AMENDMENT NO. N-1

AG 5201

**PART 104-52 REGULATIONS APPLICABLE ONLY TO THE METROPOLITAN
WASHINGTON, D. C. AREA**

SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.207

USDA agencies shall comply with the following requirements when planning construction or alterations in the Headquarters Complex:

- (a) If the proposed project involves the acquisition of additional space or change in the classification/use of space, prior written approval from the Space Management Branch of WASC is required. A copy of the approval memo must accompany the project request.
- (b) If the proposed project requires a major new or expanded IT or telecommunications system, prior written approval by the Information Resources Management (IRM) is required. A copy of the IRM approval memo must accompany the request.
- (c) If the proposed project involves the use of modular or systems furniture, there are mechanical, electrical, telecommunications, and architectural changes which may be necessary to accommodate the furniture. When designing a project do the following:
 - (1) Maintain adequate air circulation. As an example, furniture or partitions must not be placed in front of coil induction units in the typical South Building office. Any disruption of air circulation will reduce the effectiveness of the existing HVAC system. Additional equipment and improved space utilization will increase the heat load and may result in the need for additional air conditioning to maintain comfort;
 - (2) Provide accessibility to HVAC, electrical and telephone equipment for maintenance and repair;
 - (3) Provide power for each work station and upgrade electrical service as needed;
 - (4) Provide for ceiling and lighting adjustments as needed due to new work station locations;
 - (5) Provide for telephone and data service to each work station;

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AG 5203

**PART 104-52 REGULATIONS APPLICABLE ONLY TO THE METROPOLITAN
WASHINGTON, D. C. AREA**

SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.207-2(c)(6)

□ 104-52.207-2(c)(6)

- (6) Comply with historic preservation principles. For example, the appearance of windows as viewed from the outside cannot be modified, and the appearance of the public corridor cannot be changed.

- (d) If the project includes cabling for telecommunications, the following requirements must be met:
 - (1) Cabling design and installation shall meet the National Electrical Code and National Fire Protection Association Standards;
 - (2) The existing Departmental Local Area Network shall be used;
 - (3) Cabling shall not run exposed in any public areas (corridors, lobbies);
 - (4) All holes in walls, floors, and ceilings must be properly repaired and fire-stopped.

- (e) All proposed work shall comply with the Historic Preservation Act of 1966 (PL 89-655), as amended, and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The Jamie L. Whitten Building and Auditors Buildings are listed on the National Register of Historic Places, and the Annex and South Buildings are eligible to be nominated for listing.

- (f) Along with the letter requesting approval for construction, submit a project data package to WASC prior to procurement action. The project data package must include the following:
 - (1) A location plan showing location of work site in the building, including exact room numbers;

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SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.207-2(j)

□ **104-52.207-2(f)(2)**

- (2) Construction plans (drawings or sketches), as appropriate, showing a

larger scale plan of the area involved in the proposed project, sections, elevations and details of the work to be done. Plans shall be clear enough to define the extent of the work, type, and quantity of materials to be used;

- (3) Specifications establishing the quality of materials to be used, stating the installation requirements. The specifications shall also include provisions for security, fire safety, daily clean-up of site, and restrictions on use of building facilities. A list of these special conditions and safety regulations will be provided by the WASC;
- (4) A cost estimate.
- (g) All construction projects shall be submitted to WASC for review and approval prior to procurement and at least 2 weeks prior to the start of any major construction project. Construction shall not commence until written approval of the request has been received by the requesting agency. Emergency needs will be handled on a case by case basis.
- (h) Once a project has been approved, the agency shall notify WASC of the proposed start and completion dates. This shall be done at least 5 work days in advance of the proposed start date.
 - (i) The agency shall be responsible for arranging a preconstruction conference with WASC, contractor, and agency representatives to discuss requirements and procedures for proper execution of construction by the contractor. This conference shall be arranged at least 5 work days in advance of the scheduled construction start date.
- (j) At the pre-construction conference, WASC will issue a construction permit, and necessary building passes. Limitations on construction activities will be discussed. The construction permit shall be posted at a conspicuous location at the work site until completed.

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AMENDMENT NO. N-1

AG 5205

**PART 104-52 REGULATIONS APPLICABLE ONLY TO THE METROPOLITAN
WASHINGTON, D. C. AREA**

SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.207-2(k)

□ 104-52.207-2(k)

- (k) The agency shall be responsible for inspecting the construction work to ensure compliance with the contract. WASC will, however, conduct periodic inspections

for safety and building regulations compliance. WASC will have authority to issue a stop work order if safety and building regulations are violated, with concurrent notification to the agency contact.

- (l) All proposed revisions to the contract shall be approved prior to incorporating a change in the construction.
- (m) Upon completion of the construction work, the agency shall notify WASC for a joint final inspection. If the work has been completed satisfactorily with respect to building code compliance, a notice of acceptance will be issued to the agency. The agency shall not occupy the space until the notice of acceptance has been issued.
- (n) At the conclusion of the construction, the agency shall provide WASC with a complete set of plans and specifications showing all changes made to the original documents to reflect the as-built conditions. This information will be used to maintain a complete and current record of the building floor plans and utilities.
- (o) The agency may elect to utilize resources of OO to accomplish the design, procurement, and construction management of projects. The cost of such services shall be paid by the agency. Requests for construction or alteration projects to be accomplished through WASC, can be submitted by Purchase Order (AD-838), Speed Memo (AD-311) if Blanket Agreements have been established with WASC, or by reimbursable agreement (AD-672 or AD-742).

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AG 5206 AMENDMENT NO. N-1 SEPTEMBER 1997
PART 104-52 REGULATIONS APPLICABLE ONLY TO THE METROPOLITAN
WASHINGTON, D. C. AREA

SUBPART 104-52.2 GENERAL BUILDING AND SPACE MANAGEMENT

104-52.301(c)

¶ 104-52.208 Acquisition by lease.

No building or part of any building shall be leased or rented in the District of Columbia for any purpose without a specific appropriation. (40 U.S.C. 34). For the purpose of this regulation, the procurement of conference and meeting facilities for short terms is considered to be a service contract

rather than a rental. Such facilities may be procured under that authority without regard to the above limitation.

To ensure proper utilization of existing Federal facilities, informal clearance must be obtained from GSA prior to procuring the use of conference and meeting facilities. (FPMR 101-17.101-4)

¶104-52.3 Assignment and Utilization of Space

¶ 104-52.300 Scope of subpart.

This subpart contains regulations applicable to the District of Columbia, (DC).

¶ 104-52.301 Space assignments in DC.

- (a) Authority and responsibility. The Director, OO is responsible for final space assignments and utilization of buildings in DC.
- (b) Concessions and employee activities. All space assignments for eating facilities, concessions and employees' activities in DC shall be made by the Director, OO. Requests which involve the use of space for employees' activities shall require a statement from the Director, Human Resources Management that the assignment is essential to health, comfort or efficiency of employees and the specific services to be provided are not reasonably obtainable from nearby facilities. See 104-20.109-55 regarding vending services.
- (c) Removal of wall to wall carpeting. Carpeting permanently installed by gluing, tacking or placed with trackless strips, shall be considered as part of the room and left in place by the agency vacating the space.

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SEPTEMBER 1997

AMENDMENT NO. N-1

AG 5207

PART 104-53 CENTRAL SUPPLY SERVICES

SUBPART 104-53.1 Authority and Responsibilities

104-53.102

¶ 104-53.100 Scope of Subpart.

This subpart prescribes authorities, policies and procedures for acquiring supply services provided by the Central Supply Stores, Landover Service Center, Procurement and Facilities Operations, Office of Operations.

¶104-53.101 Authority

7 U.S.C. 2235 provides "for the establishment of a Working Capital Fund of a reasonable amount without fiscal year limitations for the payment of salaries and other expenses necessary for the maintenance and operation of ... (3) a Central Supply Service for the purchase, storage, handling, issuances or packing of stationery, supplies, equipment, and miscellaneous materials, for which stock thereof not to exceed a reasonable value at the cost of any fiscal year, may be maintained sufficiently to meet, in whole or in part, requirements of the agencies and offices of the funds to be reimbursed from applicable funds of the agencies and offices for which services are performed on the basis of rates which shall include estimated or actual charges for personal services, materials, equipment (including maintenance, repairs, and central services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the agencies and offices of the Department."

104-53.102 Responsibility of the Office of Operations

The Director, Office of Operations, is responsible for operation of central supply services. Central Supply Store is responsible for the central storage of stock in bulk and for the retail distribution to the agencies and offices of the Department in the Washington, D.C. Metropolitan Area. Consolidated Forms and Publications Distribution Center is responsible for the central storage of forms and publications stock in bulk and for the retail distribution to the agencies and offices of the Department nationwide. Maintaining these central services makes it unnecessary for agencies and offices to maintain bulk stock other than cupboard or small shelf stock customarily maintained in offices.

AGRICULTURE PROPERTY MANAGEMENT REGULATIONS

SEPTEMBER 1997

AMENDMENT NO. N-1

AG 5301

PART 104-53 CENTRAL SUPPLY SERVICES

SUBPART 104-53.2 Ordering Supplies

104-53.201

104-53.201 Ordering Supplies From Central Supply Stores.

A. Office supplies and related items are stocked in the Central Supply Stores. These items may be purchased on a walk-in basis from the Central Supply Self-Service Store, Room 0304, South Building. All stores customers (browsers included) must be authorized holders of Supply Authorization Cards and must present a valid USDA identification card. The authorization cards shall be issued to designated employees by authority of the Chief, Landover Service Center, Office of Operations, upon written request from responsible agency managers.

EXCEPTIONS: Supply Purchases by the Office of the Secretary, Under and Assistant Secretaries and those purchases of bulk quantities for agencies and offices located outside of the downtown Washington, D.C. USDA complexes, may be made by forwarding requisitions to the Central Supply Stores Bulk Warehouse, 3320 Hubbard Road, Landover, MD 20785.

B. Self-Service Store customers will properly complete the Customer Supply Information form, provided by the Store operator (until such time as bar coding equipment is operational), and accurately record the stock number, item description, and quantities of all line items selected. At the completion of item selection, the customer will present the completed Customer Supply Information form to the store operator for entry in the automated inventory system, ensuring all selected items are in plain view of the operator. The customer will sign and receipt for their selections on a computer print-out sales sheet, and be given a copy for their records. **NOTE:** Operation of the bar coding system will eliminate customers having to record their selections.

C. Bulk Warehouse customers will complete Form AD-14 - Request for Supplies and forward it via departmental or U.S. Postal Service mail to the Landover, MD facility. The order must include a physical delivery address, authorization card number, telephone number of a contact person, and a signature in the authorized representative space. (**SEE DR 5300-1, 7d**). During periods when supplies are needed in less than 7 working days, the customer should note the desired delivery time on the order, or hand carry the order to 3320 Hubbard Road, Landover, MD for walk-through processing.

D. Storekeepers and delivery personnel will require all customers to comply with these procedures. A report of each supply transactions will ill be furnished to designated agency managers at the end of each month for their review and action as appropriate. **SEE DR 5300-1 FOR COMPLETE CSS OPERATING PROCEDURES.**

AGRICULTURE PROPERTY MANAGEMENT REGULATIONS

AG-5302 AMENDMENT NO. N-1
PART 104-53 CENTRAL SUPPLY SERVICES

SEPTEMBER 1997

SUBPART 104-53.2 Ordering Supplies

104-53.504(c)

¶ 104-53.202 Ordering From Consolidated Forms and Publications Distribution Center.

A. Departmental and Agency forms are stocked in bulk at the Consolidated Forms and Publications Distribution Center (CFPDC), 3322 Hubbard Road, Landover, MD 20785. Departmental Forms consist of administrative forms and certain publications used by all USDA agencies and offices and those other governmental agencies and offices served by the USDA National Finance Center. Agency forms consist of those forms and certain publications designed specifically for individual agency programs. Single and cut sheet forms should be maintained by the agencies and offices and may be reproduced locally.

B. Forms shall be ordered electronically or on form CFPDC-1 - Request for Forms and Publications. Electronic ordering instructions must be obtained from CFPDC. The order shall be prepared to show the Customer Identification Number, agency, physical delivery address, and a complete description and quantity of the forms(s) requested. The form(s) requested will be dispatched via the most economical means available, unless the ordering office specifies otherwise. Turn-around time (the time the order is received until it is dispatched) is four working days for normal or routine orders, and two working days for expedited or rush orders. Instructions on obtaining electronic ordering procedure and customer identification numbers are contained in DM-3020-1.

C. DM-3020-1, Departmental Forms Manual, contains policies, responsibilities, standards, procedures, and instructions of ordering and stocking forms used Department-wide including a catalog of Department Forms. This manual also contains operating instructions for the Consolidated Forms and Publications Distribution Center.

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AMENDMENT NO. N-1

AG 5303