

T4401.03 PROPERTY MANAGEMENT TECHNICAL REFERENCE MANUAL



U.S. Department of Justice  
Federal Bureau of Prisons

---

---

# Technical Reference Manual

---

OPI: ADM  
NUMBER: T4401.03  
DATE: 8/13/2001  
SUBJECT: Property Management

# PROPERTY MANAGEMENT

---

## TABLE OF CONTENTS

CHAPTER 1	GENERAL
CHAPTER 2	RESPONSIBILITIES FOR PROPERTY MANAGEMENT - Organization Chart
CHAPTER 3	IDENTIFICATION OF PERSONAL PROPERTY - Controlled Property Identification
CHAPTER 4	ADMINISTRATION OF PERSONAL PROPERTY - Controlled Property Identification
CHAPTER 5	INVENTORIES - CONTROLLED PERSONAL PROPERTY - Annual Inventory - Controlled Property Transaction Register
CHAPTER 6	ACQUISITION, TRANSFER, AND DISPOSAL OF EXCESS PERSONAL PROPERTY - Acquisition of Excess Personal Property - Acquisition for Redistribution - Appraisal of Excess/Donated Personal Property - Transfer of Excess Personal Property Within BOP Facilities - Transfer of Excess Personal Property to DOJ Bureaus - Distribution of Screening Listings - Transfer of Excess Personal Property to GSA - Recovery of Silver
CHAPTER 7	GIFTS OR DONATIONS OF PERSONAL AND REAL PROPERTY - Regulatory Requirements
CHAPTER 8	REAL PROPERTY (OWNED OR LEASED) - Real Property Owned - Real Property Record
CHAPTER 9	RECEIVING REPORTS AND REPORTS OF SURVEY - Receiving Reports - Reports of Survey

**TABLE OF CONTENTS (cont'd)**

CHAPTER 10	INMATE POSTAGE STAMPS, VEHICLE TITLES, MEAL TICKETS, AND PROTECTIVE CLOTHING - Postage Stamps - Vehicle Titles - Meal Tickets - Protective Clothing
CHAPTER 11	UNCLAIMED PROPERTY
CHAPTER 12	SEASONAL DECORATIONS
CHAPTER 13	STAFF HOUSING (QUARTERS) - Rental Computation Chart
CHAPTER 14	REPORT CALENDAR

### **GENERAL**

The purpose of this Technical Reference Manual (TRM) is to provide instructional, descriptive, and explanatory technical reference material which supplement requirements defined in Program Statement (PS) 4400.03, Property Management Manual.

The manual is primarily for staff involved in the management of information related to the acquisition, accountability, utilization, maintenance, transfer, and disposition of personal and real property throughout the Federal Bureau of Prisons (Bureau).

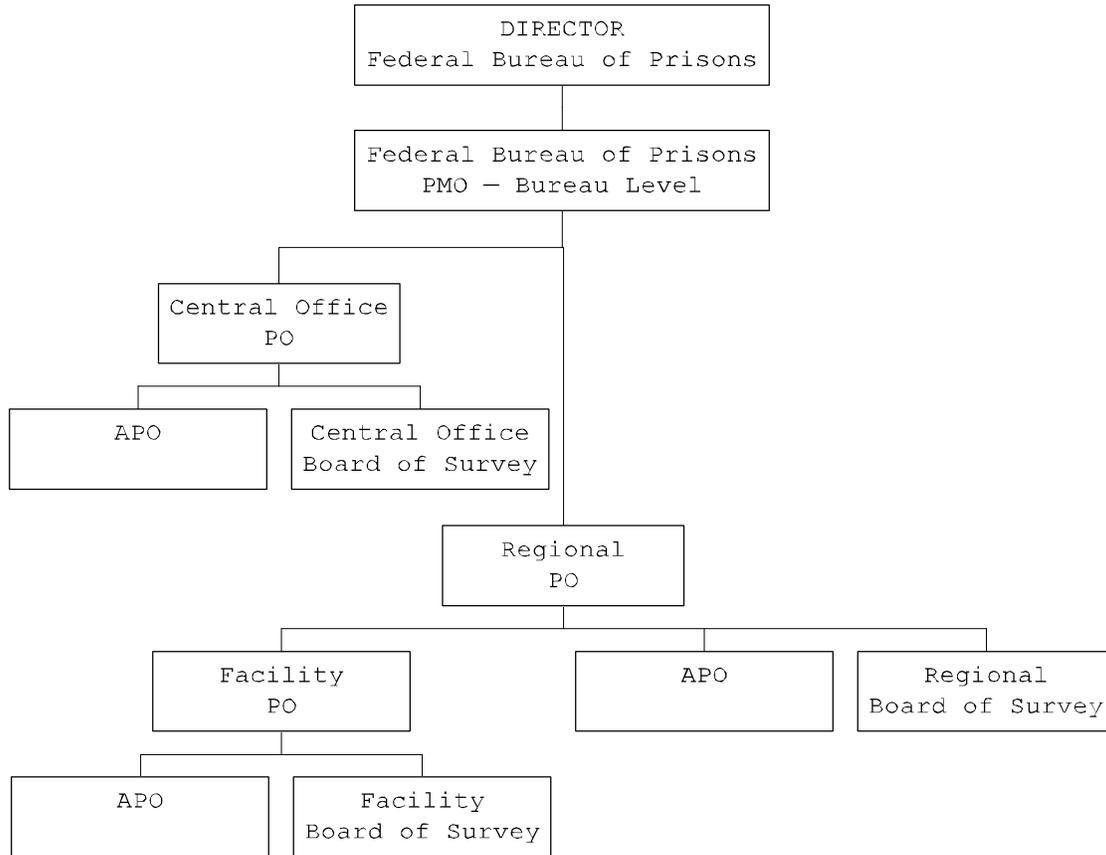
Achievement of effective property utilization and accountability through the utilization of information provided in this manual will ensure fulfillment of the program objective of maintaining an efficient property management system to meet the requirements of all pertinent property management regulations.

For property management policy requirements, authority, and delegations of authority, see PS 4400.03.

## **RESPONSIBILITIES FOR PROPERTY MANAGEMENT**

This chapter outlines technical procedures and functions of individuals and committees within the Bureau's property management system and defines the organizational relationship of individuals and/or committees.

The organizational chart on the next page depicts the relationships shown in Chapter 2 of PS 4400.03.



LEGEND

- PMO....Property Management Officer  
(Central Office)
- APO....Accountable Property Officer
- PO.....Property Officer/Inventory  
Management Specialist

**IDENTIFICATION AND DEFINITIONS OF PERSONAL PROPERTY**

The Property Management Manual identifies and defines all aspects of personal property.

This chapter will be reserved for additional technical reference materials.

## ADMINISTRATION OF PERSONAL PROPERTY

This chapter provides instructions for the identification of controlled personal property within the Bureau. Information on procedures to follow when equipment is removed from the facility for repair is included in PS 4400.03. Requirements regarding the administration of personal property, including the required use of property tags, are included in PS 4400.03.

### 1. CONTROLLED PROPERTY IDENTIFICATION.

- a. The facility warehouse staff tags and etches each item of controlled personal property, upon receipt, with a Federal Prison System Identification (FPS-ID) number. Leased or loaned property is not to be permanently marked, but an FPS-ID tag is to be affixed to the item. Due to possible damage, personal computer's central processing unit is not etched but tagged.
- b. The Warehouse Supervisor or designee acquires and maintains the stock of property tags in a secure location.
- c. Receiving Reports indicate in the "article" column the FPS-ID number for the newly acquired property.

If at any time it is necessary to void an FPS-ID number, attach the FPS-ID sticker to the corresponding number in the log. This procedure is not to be confused with survey procedures.

## INVENTORIES - CONTROLLED PERSONAL PROPERTY

This chapter provides technical procedures to be followed when conducting a complete physical inventory of controlled personal property and guidance for the use of transaction registers.

1. **ANNUAL INVENTORY.** The annual inventory (wall-to-wall) property register reflects property on hand for each Accountable Property Officer (APO) as of the last working day of March. This listing is used by the APO performing the inventory.

a. The APO performing the inventory verifies property listed on the property register with property in the facility. When property is located, the property location is recorded on the property register in the column marked "Location." After completing the physical inventory, the APO performing the inventory signs the property register in the signature block marked "Inventory." The APO being inventoried signs the property register in the block marked "Certification." Both signatures only acknowledge both APOs completed the physical inventory; it is not intended to indicate all property was located or that inventory differences do not exist.

\*

b. The APO conducting the inventory prepares a "Report of Equipment Inventory Differences" (RID), available on BOPDOCS, for "missing and add" property and returns it to the Property Officer (PO) with the property registers. The APO performing the inventory also completes all requested information on the RID. The column marked "APO Explanation" is used to explain efforts to locate the property. The PO completes the column marked "PO Disposition" to document the disposition of reconciliation. A RID signed by the APO is not required if there is no inventory discrepancies.

c. The APO being inventoried initiates a Report of Survey, BP-S111.044, available on BOPDOCS, for "missing and add" property after reconciliation efforts have been completed. A memorandum accompanies the Report of Survey providing detailed justification to support the removal of "missing" property and addition of "add" property to the SENTRY Property Management System (SPMS).

\*

- d. After the Board of Survey approves the Report of Survey, the PO makes adjusting entries to the SPMS, using the Report of Survey number as the source document.
- e. Reconciliation of inventory differences is completed by July 31 of the current year.

2. **CONTROLLED PROPERTY TRANSACTION REGISTER.** The APO verifies the accuracy of the controlled property transaction register by comparing the register to all accomplished documents (e.g., Report of Survey, Stores Requisition, etc.) which affect the APO's property accountability.

If the APO discovers any discrepancies, the APO notifies the PO to initiate corrective action. The APO signs the original of the transaction register after the APO has verified and taken corrective action on discrepancies. The following statement appears on each transaction register:

"I certify that I have reviewed the above property transactions and have indicated any activity not listed above (Program Statement 4400.03, Chapter 5)."

---

Accountable Property Officer

Date

After signing the transaction register, the APO returns the registers to the PO.

\* **ACQUISITION, TRANSFER, AND DISPOSAL OF EXCESS PERSONAL PROPERTY** \*

This chapter provides guidelines to assist the PO with the acquisition, transfer, and disposal of excess personal property.

1. **ACQUISITION OF EXCESS PERSONAL PROPERTY** includes these guidelines:

- a. Careful and adequate screening is conducted to ensure only usable property is obtained.
- b. All personal property acquired from excess is certified as to the need and approved by the Program Area Manager. The certification is attached to the numerical copy of the Transfer Order, Excess Personal Property form (SF-122), available through General Services Administration (GSA).
- c. Consideration is given to the expense of acquiring the excess property (i.e., shipping, storage, and repair costs) compared to procurement.

2. **ACQUISITION FOR REDISTRIBUTION.** Facilities are authorized to acquire excess property for redistribution to other facilities utilizing the following procedures:

- a. The screening facility "freezes" the property, offers the property to other facilities via Groupwise or telephone, and then directs the delivery to the designated facility.
- b. All excess property transactions and agreements with other Government agencies are confirmed in writing utilizing an SF-122.

3. **APPRAISAL OF EXCESS/DONATED PERSONAL PROPERTY.**

- a. When the facility receives excess/donated personal property, the property is appraised using the General Services Administration (GSA) condition code. The condition code and percentage of acquisition cost valuation table is listed below:

<u>Condition Code</u>	<u>Percentage of Acquisition Cost</u>
1-4	75%
5-7	50%
8-9	30%
X	25%

- b. Personal property in the SPMS that has been transferred within the Bureau need not be appraised. The gaining facility uses the value established at the transferring facility.
- c. The receiving report for excess/donated property is prepared in the same manner as for purchased property. The appraised value is typed on the receiving report with the word "Donated."

Property received at no charge from, and paid for by the Central Office, is not to be appraised nor considered donated; however, a no-charge receiving report is prepared and a copy mailed to the Supervisory Contract Specialist (SCS), Central Office, Business Office.

**4. TRANSFER OF EXCESS PERSONAL PROPERTY WITHIN BUREAU FACILITIES.** Personal property transferred between the Bureau facilities is supported by a Stores Invoice and Transfer Receipt, and is processed as follows:

- a. The Stores Requisition is prepared at the transferring facility.
- b. Three copies are forwarded to the gaining facility.
- c. The PO retains a copy for input into the SPMS to establish a record of the transfer.
- d. The gaining facility acknowledges receipt of the property and returns two copies to the transferring facility.
- e. The gaining facility retains a copy as a record of the transfer.

\*

The PO will ensure that all Transferred Out (TRO) property is Transferred In (TRI) by the receiving facility no later than the last working day of the month unless otherwise instructed. TRO property which cannot be TRI by the receiving facility by the last working day, will be "transferred back in" by the forwarding facility prior to the end of the month. The Regional PO will review SPMS TRI/TRO functions monthly to ensure property transactions between facilities have been completed before the end of the month. The Regional PO maintains documentation regarding the monitoring of incomplete transactions and action required to complete the transactions on file.

\*

\* In order for the Accounting Supervisor to identify the dollar amounts of TRO/TRI personal property, the regional and facility POs will generate and forward to the Accounting Supervisor a SPMS PAP3 "Property Transfer Amounts" report no later than the fifth working day of the month. See the SENTRY Financial Management Technical Reference Manual for instructions.

\* **5. TRANSFER OF EXCESS PERSONAL PROPERTY TO DEPARTMENT OF JUSTICE (DOJ) BUREAUS.** DOJ bureaus are offered excess property prior to offering to non-DOJ agencies. A listing of excess property to be offered to DOJ bureaus is prepared for each commodity group number. Acquisition value is the original acquisition cost to the Bureau, or if unknown, the cost is estimated and identified by an "E." The listing includes the following information:

NAME AND ADDRESS OF THE FACILITY  
 NAME OF PROPERTY OFFICER  
 TELEPHONE NUMBER  
 FPS-IDENTIFICATION NUMBER  
 SENTRY PROPERTY MANAGEMENT SYSTEM ITEM NUMBER  
 DESCRIPTION (including type, size, model, serial  
 number, mileage, make, etc.)  
 UNIT OF ISSUE  
 QUANTITY  
 UNIT ACQUISITION VALUE  
 CONDITION CODE

- a. Distribution of listings. Listings are distributed in accordance with paragraph 6.
- b. Numbering. The listing is numbered serially as issued, preceded by the facility number and the fiscal year digit. The listing includes an expiration date, normally 30 days from the date of issue.
- c. Informal arrangements. Contacts and transfer arrangements may be made by telephone to DOJ bureaus interested in excess personal property. No referral to the Regional or Central Office is needed.
- d. Files. The facility PO maintains a file on excess property offered to any other facility, bureau, or agency.
- e. Transfers. "Transfer order Excess Personal Property" (SF-122), is used to transfer personal property to DOJ bureaus.

\*

6. **DISTRIBUTION OF SCREENING LISTINGS.** A copy of the screening listing is forwarded to the attention of the following:

Federal Bureau of Investigation Chief Property Management Unit J. Edgar Hoover Building 935 Pennsylvania Avenue, N.W. Room 6823 Washington, D.C. 20535 (202) 324-2143	Federal Prison Industries Controller Office of the Controller 320 First Street, N.W. Rm. 8044, 400 First St. Bldg. Washington, D.C. 20534 (202) 305-3818
Department of Justice Director, Facilities Management Services Office of Justice Programs 810 Seventh Street, N.W. Room 3418 Washington, D.C. 20531 (202) 305-1549	Immigration and Naturalization Service Chief, General Services Branch Office of Administration 425 I Street, N.W. Room 2100 Washington, D.C. 20536 (202) 514-4181
U.S. Marshals Service Team Leader Property Management Team Business Services Division 600 Army-Navy Drive Arlington, Virginia 22202-4210 (202) 307-8644	Drug Enforcement Administration Chief Property Mgmt. 700 Army-Navy Drive Arlington, Virginia 22202 (202)307-7771

7. **TRANSFER OF EXCESS PERSONAL PROPERTY TO GSA.** Excess property is reported to GSA after screening within the Bureau and DOJ utilizing a "Report of Excess Personal Property" (SF-120). The form is completed as follows:

- Block 1 - Type the facility Activity Address Code/BOAC number plus Julian date.
- Block 2 - Type the date mailed.
- Block 3 - Type the total acquisition cost for all items under 18 (g).
- Block 4 - Type "X" in appropriate square.
- Block 5 - Type the name and address of the appropriate GSA office.
- Block 6 - Type "Reimbursement not Required."

\*

- \* Block 7 - Type "Justice-Prisons 1519" and the name and address of the facility.
- Block 8 - To be signed by the Board of Survey Chairman or PO.
- Block 9 - Type "Property Officer" and the name and address of the facility.
- Block 10 - Type "Same as Block 8."
- Block 11 - Type the mailing address of the facility.
- Block 12 - Leave Blank.
- Block 13 - Type the two-digit Federal Supply Classification (FSC) Group Number (separate reports are required for each commodity group). Each line item will have four digits (0001, 0002, etc.).
- Block 14 - Type the name and address of the facility, unless material is located elsewhere.
- Block 15 - Type "X" under "No."
- Block 16 - Leave Blank.
- Block 17 - Leave Blank.
- Block 18 - Self-explanatory. Facilities will describe items in sufficient detail (e.g., make, model, serial number, style, weight, mileage, etc.). Identify by the GSA or FSC stock number, if applicable.

Near the bottom of the page, type "This property has been screened for requirements within the agency." \*

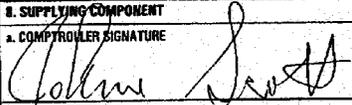
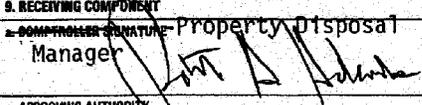
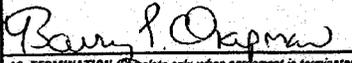
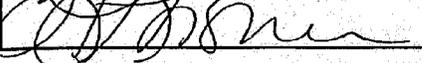
8. **RECOVERY OF SILVER.** The DOJ Interservice Support Agreement (DD Form 1144, Agreement No. SC4403-98032-007, Chapter 6 - Attachment A) with the Defense Reutilization and Marketing Service (DRMS) provides support to the DOJ to effect the recovery of silver from x-ray hypo solution and film.

Paragraph 6 of the Agreement specifies the responsibilities of the DOJ, including the Bureau, and the DRMS in connection with the silver recovery process.

If sufficient quantities of x-ray scrap are generated to warrant recovery of the silver content, arrangements are made with the nearest DRMS to receive the scrap. Delivery of the scrap to the DRMS is done annually or more frequently at the discretion of the PO and Health Services Administrator (HSA). The PO prepares a Stores Requisition for x-ray scrap removed for delivery to the DRMS. The HSA retains a copy as a temporary receipt until the PO returns a completed and signed Department of Defense Form 1348-1, "Single Line Item Release/Receipt Document" from the DRMS. The PO retains the form on file with a copy to the HSA for program review purposes.

If the DRMS does not have the capabilities to accept recovered silver, or the cost to transport the silver, due to distance, outweighs any benefit to the Government; the facility may reimburse UNICOR or a contractor to properly dispose the silver. The PO will obtain a signed Stores Requisition or contractor invoice as proof of delivery.

\*

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER <i>(Provided by Supplier)</i> SC4403-98032-007	2. SUPERSEDED AGREE. NO. <i>(If this replaces another agreement)</i> SC4400-86154-604	3. EFFECTIVE DATE (YYMMDD) 980301	4. EXPIRATION DATE <i>(May be "indefinite")</i> INDEFINITE
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS DEFENSE REUTILIZATION AND MARKETING SERVICE DRMS-RB 74 N. WASHINGTON BATTLE CREEK, MI 49017-3092		a. NAME AND ADDRESS DEPARTMENT OF JUSTICE JUSTICE MANAGEMENT DIVISION PROPERTY MANAGEMENT SERVICE FACILITIES AND ADMINISTRATIVE SERVICE STAFF WASHINGTON, DC 20530	
b. MAJOR COMMAND DLA		b. MAJOR COMMAND	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT <i>(Specify what, when, where, and how much)</i>	b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT	
STORAGE	Non-reimbursable	0	
EQUIPMENT	Non-reimbursable	0	
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE 	b. DATE SIGNED 1-5-98	a. <del>COMPTROLLER SIGNATURE</del> Property Disposal Manager 	b. DATE SIGNED: 4/14/98
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) Typed Name BARRY L. CHAPMAN		(1) Typed Name Harriett L. Fisher.	
(2) Organization OFFICE OF COMPTROLLER (DRMS-UR)	(3) Telephone Number (616) 961-5771	(2) Organization Property Management Services (202) FASS/JMD	(3) Telephone Number 514-6760
(4) Signature 	(5) Date Signed 1-6-98	(4) Signature 	(5) Date Signed 4/14/98
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

\*

**11. GENERAL PROVISIONS** (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to provisions, additional parties to this agreement, billing and reimbursement instructions.)

a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of DRMS-LMA prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to: N/A

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only . . . supplier's capabilities.

g. Enclosure 1 lists Department of Justice Precious Metals Recovery Locations.

h. Enclosure 2 lists the DRMS Points of Contact for DoD Silver Recovery Equipment.

i. Enclosure 3 contains information on how to access a list of all the DRMOs to utilize for the turn-in of precious metals bearing materials/scrap.

j. Enclosure 4 is a copy of the DoDI 4000.19, Interservice and Intragovernmental Support.

k. Enclosure 5 contains information on how to access the DoD 4160.21-M, Defense Materiel Disposition Manual.

DRMS-LMA 29 Oct 97 CONCUR PK DRMS-LM 12/30/97 CONCUR PK

ADDITIONAL GENERAL PROVISIONS ATTACHED:  YES  NO

**12. SPECIFIC PROVISIONS** (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

SEE ANNEX II.

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:  YES  NO

DD FORM 1144, MAR 92 (Back) (EG)

WJ  
29 Oct 97

\*

\*

ANNEX I

1. This Interservice Support Agreement (ISA) is made by and between two agencies of the United States Government, the Defense Reutilization and Marketing Service (DRMS), Battle Creek, MI, and the Department of Justice, Washington DC, to provide for support service for the cooperative services set forth herein.

2. Authority to execute and accept this agreement on behalf of DRMS is vested in the Commander (or his designated representative, Vice-President, DRMS-UR), pursuant to authority contained in the DoDI 4000.19, Interservice and Intragovernmental Support, and the DoD 4160.21-M, Defense Disposal Manual, and the Federal Property Management Regulation (FPMR), which authorize civilian agencies, including the Department of Justice, to utilize the Department of Defense Precious Metals Recovery Program conducted by DRMS for the Defense Logistics Agency (DLA).

3. Authority to execute and accept this agreement on behalf of the Department of Justice is vested in the Attorney General (or a designated representative), pursuant to authority contained in the Federal Property Management Regulation (FPMR), which authorizes civilian agencies, including the Department of Justice, to utilize the Department of Defense Precious Metals Recovery Program conducted by DRMS for DLA.

4. Purpose: The purpose of this agreement is to establish policies, principles, and procedures under which DRMS will provide support to the Department of Justice to effect the recovery of precious metals from hypo solutions and receive the turn-ins of scrap film, electronic equipment and other precious metals bearing materials.

5. Implementation: Support will be provided by DRMS on a non-reimbursable basis. Recovered precious metals (gold, silver and platinum family metals) will become the property of the Defense Industrial Supply Center (DISC) of the Defense Logistics Agency (DLA), which is the Item Manager. The Department of Justice will be entitled to requisition refined precious metals from DLA for use as government-furnished material (GFM) to reduce new procurement costs.

6. Provisions/Responsibilities:

a. DRMS will:

- (1.) Provide technical advice to the Department of Justice activities/personnel.
- (2.) Provide funding authority and shipping instructions, on an as needed basis, for turn-ins of precious metals bearing materials/scrap from the Department of Justice to the DRMOs.

b. DRMS-DEO/DWO will:

- (1.) Determine the need and arrange for the silver recovery surveys to establish the type and quantity of silver recovery equipment for the removal of silver from photographic fixer solutions required by Department of Justice activities.
- (2.) Provide and assist in the installation of silver recovery equipment, as required, at the Department of Justice locations.
- (3.) Provide guidance on the operation, performance and maintenance of silver recovery equipment.
- (4.) Maintain accountability of all serialized silver recovery equipment furnished by DRMS, by means of a hand receipt, to the using Department of Justice activity.

c. DRMOs will:

- (1.) Provide technical assistance on turn-in procedures to the Department of Justice activities.
- (2.) Accept excess/surplus precious metals bearing materials/scrap from Department of Justice activities.
- (3.) Provide the Department of Justice activities with receipt(s) (DD Form 1348-1/1a) from the turn-in of precious metals bearing materials/scrap.

- d. The Department of Justice will:
- (1.) Comply with the Federal Property Management Regulation (FPMR) and the procedures set forth in the DOD 4160.21-M, Defense Material Disposition Manual.
  - (2.) Provide DRMS current status of major changes to locations, personnel, silver recovery equipment and shipping/turn-ins, on an "as required" basis.
  - (3.) Identify to DRMS, on an as needed basis, all Department of Justice activities who generate precious metals under their control, to include those specifically for photographic processing.
  - (4.) Install, operate and maintain DRMS provided silver recovery equipment.
  - (5.) Ensure maximum participation by all Department of Justice activities.
  - (6.) Maintain data, prepare and provide reports, as required, in accordance with governing regulations, directives and manuals.
7. Period of Agreement:
- a. This agreement between DRMS, for DLA, and the Department of Justice will remain in force indefinitely.
  - b. This agreement will be reviewed every 5 years and, if necessary, amended as agreed upon by DRMS and the Department of Justice.

ANNEX IISpecific Provisions

Category of <u>Support</u>	<u>Supplier will:</u>	<u>Receiver will:</u>
STORAGE AND WAREHOUSING	Provide technical advice to Department of Justice activities/personnel.	Comply with the Federal Property Management Regulation (FPMR) and the procedures set forth in the DoD 4160.21-M, Defense Material Disposition Manual.
	Provide funding authority and shipping instructions on an as needed basis, for turn-ins of precious metals bearing materials/scrap from the Department of Justice.	Provide DRMS current status of major changes to locations, personnel, silver recovery equipment and shipping/turn-ins, on an "as required" basis.
	Determine the need and arrange for the silver recovery surveys to establish the type and quantity of silver recovery equipment required by the Department of Justice.	Identify to DRMS, on an as needed basis, all Department of Justice activities who generate precious metals under their control, to include those specifically for photographic processing.
	Accept turn-ins of precious metals bearing materials/scrap from Department of Justice activities.	Ensure maximum participation by all Department of Justice Activities.
	Provide Department of Justice activities with receipt(s) (DD Form 1348-1/1a) from the turn-in of precious metals bearing materials/scrap.	Maintain data, prepare and provide reports, as required, in accordance with governing regulations, directives and manuals.

Category of <u>Support</u>	<u>Supplier will:</u>	<u>Receiver will:</u>
EQUIPMENT MAINTENANCE, REPAIR AND CALIBRATION	Provide and assist in the installation of silver recovery equipment, as required, at Department of Justice locations.	Install, operate and maintain DRMS provided silver recovery equipment.
	Provide guidance on the operation, performance and maintenance of silver recovery equipment used for the removal of silver from photographic fixer solutions.	
	Maintain accountability of all serialized silver recovery equipment furnished by DRMS, by means of a hand receipt, to the using Department of Justice activity.	

**GIFTS OR DONATIONS OF PERSONAL AND REAL PROPERTY**

This chapter provides guidelines on preparing a statement for each employee, spouse, or dependent receiving a gift or decoration.

**1. REGULATORY REQUIREMENTS.**

- a. For tangible gifts:
  - (1) Name and title of recipient.
  - (2) Gift, date of acceptance, estimated value, disposition or location.
  - (3) Identity of foreign donor and Government.
  - (4) Circumstances justifying acceptance.
  
- b. For travel or travel expenses:
  - (1) Name and title of recipient.
  - (2) Brief description of travel or travel expenses occurring entirely outside the United States.

**REAL PROPERTY (OWNED OR LEASED)**

This chapter provides instructions and guidelines for the General Services Administration's "Annual Report of Real Property Owned By or Leased to the United States" and the "SENTRY Real Property Management System (SRPMS) Record." This chapter also provides guidelines for conducting real property reviews and preparation instructions for facilities which are notified that a review of real property will be conducted.

1. REAL PROPERTY OWNED. Some important guidelines for preparing an "Annual Report of Real Property Owned by or Leased to the United States", GSA Form 1166, available through General Services Administration, are as follows:

- a. Block 2 - Type "J-BOP-(plus numeric institution allotment code number)."
- b. Block 8 - Type "1519."
- c. Block 9 - Type the geographic location code for State, City, or County as shown on Attachment 8-B. For new facilities not listed, contact the Chief, Property Management.
- d. Block 10 - Type the facility's Real Property Location Code (Attachment 8-B).
- e. Block 12 - The installation name will be abbreviated (limited to 30 typed spaces), i.e., FED CORRECTIONAL INST.
- f. The total dollar amount of blocks 31, 40, and 46 will agree with the SRPMS as of September 30 for Land, Buildings, Structures/Facilities, and related improvements, including Trust Fund appropriation. The total dollar amount, block 49, will be the total of blocks 31, 40, and 46.
- g. Land acreage will be recorded in block 29 or 30 and will agree with the Land Deed and/or certified surveyor map. Buildings square footage will be recorded in block 39 and classified as Code 22, Prisons, and will agree with the Facilities Department records. Staff housing square footage is to be classified as Code 30, Housing, and will agree with Government Quarters Inventory forms.

\* **REAL PROPERTY RECOGNITION AND ACCOUNTABILITY.**

**REAL PROPERTY RECORD - LAND**

A. The total number of acre(s) will be obtained from the Asset Recognition Form (ARF), deed, title, transfer document, and/or certified surveyor's land survey. The cost will be recorded on a SRPMS Record based on the following criteria:

1. Purchased by the Bureau.
  - a. The total cost will be obtained (after the Land is "Placed In Service") by the Controller from the Chief Finance Branch. This is accomplished by utilizing an Establishment of Real Property Values/ARF memorandum and will include all of the following costs:
    - (1) Purchased price (regardless of dollar amount).
    - (2) Attorney, escrow, title, or recording costs (regardless of dollar amount).
    - (3) Surveying, clearing, demolition, draining, or grading costs (regardless of dollar amount).
2. Transferred to the Bureau by a federal agency.
  - a. Transferring agency's original acquisition costs of the land (regardless of dollar amount).
    - (1) The original acquisition cost will be obtained (after the Land is "Placed In Service") by the PO from the transferring agency's PO or the Chief, Finance Branch.
  - b. Attorney, escrow, title or recording costs (regardless of dollar amount).
  - c. Surveying, clearing, demolition, draining, or grading costs (regardless of dollar amount).
    - (1) These costs will be obtained (after the Land is "Placed In Service") from the Chief, Finance Branch.

- \* 3. Donated to the Bureau by other than a federal agency; e.g., state/local government, nonprofit organization, a private citizen, etc.
- a. A written certified appraisal is required at the time donated Land (regardless of dollar amount) is obtained by the Bureau.
    - (1) The fair market value will be obtained (after the Land is "Placed In Service") by the PO from a licensed real estate appraiser or the Chief, Finance Branch.
  - b. Attorney, escrow, title, or recording costs (regardless of dollar amount).
  - c. Surveying, clearing, demolition, draining, or grading costs (regardless of dollar amount).
    - (1) These costs will be obtained (after the Land is "Placed In Service") by the Controller from the Chief, Finance Branch.

#### **REAL PROPERTY RECORD - BUILDINGS**

B. A Building, which consists of flooring, walls, roof, electric and is utilized as a work/office area, will have the cost recorded on a SRPMS Record based on the following criteria:

- 1. Construction at an existing Bureau institution.
  - a. Total B&F project building cost at an existing institution will be obtained (after the Building is "Placed In Service") by the PO from the Facility Manager's ARF.

Examples: Housing unit, tower, chapel, administration building, mechanical services shop, warehouse, rear gate shakedown building, etc.
  - b. Utilizing the ARF, the Facility Manager and Controller determine if the total B&F project building cost meets the capitalization criteria established by Program Statement (PS), "Accounting for Real Property and Depreciation", which is \$100,000 or more. If the total B&F project building cost is less than the criteria, the Building(s) will be recorded on a SRPMS Record(s) with a \$0 cost. \*

\*

## Examples:

- (1) An \$85,000 B&F project for the construction of a housing unit will be recorded with a \$0 cost.
- (2) A \$190,000 B&F project for the construction of two (2) identical \$95,000 housing units will be recorded with a cost of \$95,000 on two (2) separate SRPMS Records.
- (3) A \$110,000 B&F project for the construction of a housing unit will be recorded with a cost of \$110,000.

## 2. Construction of a new Bureau institution.

- a. Total B&F project costs for all real property (Land, Buildings and/or Structures/Facilities) at newly activated institutions will be obtained (after the real property is "Placed In Service") by the Controller from the Chief, Finance Branch's Establishment of Real Property Values/ARF memorandum.
- b. Utilizing the Establishment of Real Property Values/ARF memorandum, the Facility Manager will provide the PO with a written breakdown of B&F project costs (less land and/or structures/facilities costs) per Building by building square footage or actual costs per Building.

(1) **Building Square Footage Cost Formula**

$$\frac{\text{B\&F project cost - land and/or structure/facilities cost}}{\text{B\&F project square footage}}$$

$$\text{equals}$$

$$\text{building square footage cost}$$

$$\text{building square footage cost} \times \text{building square footage}$$

$$\text{equals}$$

$$\text{cost per Building}$$

- c. Since total B&F project activation costs always meet PS, "Accounting for Real Property and Depreciation" capitalization criteria, the PO will record the cost per Building by building square footage cost or actual cost per Building regardless of cost; i.e., a \$90,000 chapel.

\*

\*

3. Transferred to the Bureau by a federal agency.
  - a. Total original acquisition and improvement costs (less depreciation) for all real property (Land, Buildings and/or Structures/Facilities) transferred to the Bureau will be obtained (after the real property is "Placed In Service") by the PO from the transferring agency PO's real property records or the Chief, Finance Branch.
    - (1) Presently, the military does not depreciate Buildings.
  - b. Utilizing the transferring agency's records, the Facility Manager and the Controller determine if the total transfer cost meets PS, "Accounting for Real Property and Depreciation" capitalization criteria. If the total transfer cost is less than the criteria, the Building(s) will be recorded on a SRPMS Record(s) with a \$0 cost. If the capitalization criteria is met, the PO will record the actual cost of each Building; i.e., a \$15,000 gymnasium.
4. Donated to the Bureau by other than a federal agency; i.e., state/local government, nonprofit organization, a private citizen, etc.
  - a. Total fair market value costs for all real property (Land, Buildings and/or Structures/Facilities) donated to the Bureau will be obtained (after the real property is "Placed In Service") by the PO from a licensed real estate appraiser's written appraisal or the Chief, Finance Branch.
  - b. Utilizing the appraisal, the Facility Manager and the Controller determine if the total fair market value cost meets PS, "Accounting for Real Property and Depreciation" capitalization criteria. If the total fair market value cost is less than the criteria, the Building(s) will be recorded on a SRPMS Record(s) with a \$0 cost. If the capitalization criteria is met, the PO will record the actual cost of each Building; i.e., a \$75,000 powerhouse. \*

- \* 5. Leased/Permitted to the Bureau by a federal agency; i.e., military.
- a. A SRPMS Record will be prepared for each Building with all data fields entered, with the exception of the Initial Cost field which will be blank.
  - b. When Leased/Permitted building(s) are transferred to the Bureau, the PO will enter the cost into the Initial Cost field. Also, the PO will enter the actual date, in the Date Placed In Service field, that the Building(s) is actually transferred to the Bureau; if the total original acquisition and improvement costs (less depreciation) for all transferred real property (Land, Buildings, and Structures/Facilities) meet PS, "Accounting for Real Property and Depreciation" capitalization criteria, as determined by the Facility Manager and Controller.

#### **REAL PROPERTY RECORD - STRUCTURES/FACILITIES**

C. A Structure/Facility, other than Land or Buildings, will have the cost recorded on a SRPMS Record based on the following criteria:

1. Construction at an existing Bureau institution.
  - a. Total B&F project structure/facility costs at an existing institution will be obtained (after the Structure/Facility is "Placed In Service") by the PO from the Facility Manager's ARF.

Examples: Paved road, paved parking lot, interior security fencing, exterior security fencing (to include rear gate sally-port security fencing), high mast lighting, communication tower, communications building (equipment only), water tower (to include storage tank), pump house (equipment only), sewage treatment plant (equipment only) and pond, cooler and/or freezer (stand-alone), and utility lines (gas/electric/water/sewage).

\*

\*

- b. Utilizing the ARF, the Facility Manager and Controller determine if the total B&F project structure/facility cost meets the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", which is \$100,000 or more. If the capitalization criteria is met, the PO will record the actual cost on a SRPMS Record.

## Examples:

- (1) An \$85,000 B&F project for the construction of a water tower will not be recorded.
- (2) A \$190,000 B&F project for the construction of two (2) identical \$95,000 water towers will be recorded with a cost of \$95,000 on two (2) separate SRPMS Records.
- (3) A \$110,000 B&F project for the construction of a water tower will be recorded with a cost of \$110,000.

## 2. Construction of a new Bureau institution.

- a. Total B&F project costs for all real property (Land, Buildings, and/or Structures/Facilities) at newly activated institutions will be obtained (after the real property is "Placed In Service") by the Controller from the Chief, Finance Branch's Establishment of Real Property Values/ARF memorandum and/or from the Facility Manager's project files.
- b. Utilizing the Establishment of Real Property Values/ARF memorandum and/or the Facility Manager's project files, the Facility Manager will provide the PO with a written breakdown of B&F project costs (less land and/or building costs) by actual cost per Structure/Facility.
- c. Since total B&F project activation cost always meet PS, "Accounting for Real Property and Depreciation" capitalization criteria, the PO will record the actual cost per Structure/ Facility (regardless of cost); i.e., \$90,000 paved parking lot. \*

- \* 3. Transferred to the Bureau by a federal agency.
- a. Total original acquisition and improvement costs (less depreciation) for all real property (Land, Buildings, and/or Structures/Facilities) transferred to the Bureau will be obtained (after the Real Property is "Placed In Service") by the PO from the transferring agency PO's real property records or the Chief, Finance Branch.
    - (1) Presently, the military does not depreciate Structures/Facilities.
  - b. Utilizing the transferring agency's records, the Facility Manager and Controller determine if the total transfer cost meets PS, "Accounting for Real Property and Depreciation" capitalization criteria. If the capitalization criteria is met, the PO will record the actual cost of each Structure/Facility; i.e., a \$15,000 communication tower.
4. Donated to the Bureau by other than a federal agency; i.e., state/local government, nonprofit organization, a private citizen, etc.
- a. Total fair market value costs for all real property (Land, Buildings, and/or Structures/Facilities) donated to the Bureau will be obtained (after the real property is "Placed In Service") by the PO from a licensed real estate appraiser's written appraisal or the Chief, Finance Branch.
  - b. Utilizing the appraisal, the Facility Manager and Controller will determine if the total fair market value cost meets PS, "Accounting for Real Property and Depreciation" capitalization criteria. If the capitalization criteria is met, the PO will record the actual cost of each Structure/Facility; i.e., \$75,000 high mast lighting.
5. Leased/Permitted to the Bureau by a federal agency; i.e., military.
- a. A SRPMS Record will be prepared for each Structure/Facility with all data fields entered, with the exception of the Initial Cost field, which will be blank. \*

- \* b. When Leased/Permitted Structures/Facilities are transferred to the Bureau, the PO will enter the cost into the Initial Cost field. Also, the PO will enter the actual date, in the Date Placed In Service field, that the Structures/Facilities are actually transferred to the Bureau; if the total original acquisition and improvement costs (less depreciation) for all transferred real property (Land, Buildings, and Structures/Facilities) meet PS, "Accounting for Real Property and Depreciation" capitalization criteria, as determined by the Facility Manager and Controller.

#### **REAL PROPERTY RECORD - CAPITAL IMPROVEMENTS TO BUILDINGS**

D. A Capital Improvement, which must be associated with an existing Building, will have the cost recorded on a SRPMS Record based on the following criteria:

1. Improvement is a renovation, addition, remodeling, or equipping of an existing Building.
  - a. Examples: cell house renovation, food service addition, administration building remodeling, PBX equipment installation, cooler and/or freezer installation (attached to a Building), building renovation (reconfiguring offices), etc.
  - b. General maintenance items such as painting, cleaning, wallpapering, and carpeting are not classified as Improvements and are "direct expensed."
2. Extends the useful life, enlarges, or improves the capacity/usefulness, and . . .
  - a. Examples of Improvements which may extend the useful life: roof replacement, exterior wall restoration, foundation renovation, etc . . .
  - b. Examples of Improvements which may improve capacity/usefulness: wheelchair accessibility, cell door installation, security bar installation, concrete bed construction, lead paint and/or asbestos abatement, utility upgrade (within the Building), etc. \*

\*

3. Total improvement costs must meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", as determined by the Facility Manager and Controller.

- a. Total B&F project improvement costs will be obtained (after being "Placed In Service") by the PO from the Facility Manager's ARF. Utilizing the ARF, the Facility Manager and Controller determine if the total B&F project improvement costs meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", which is \$100,000 or more. Building improvements will not be recorded on SRPMS Record(s), but will be "direct expensed," if total B&F project improvement cost is less than the criteria with the following noted exception:

**If capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the personal property will be subtracted from the total B&F costs and recorded in the SPMS. The remaining B&F costs regardless of the dollar amount; (e.g., 90,000), will be recorded on SRPMS Record(s).**

**If non-capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the controlled non-capitalized personal property will be recorded in the SPMS. This dollar amount will not be subtracted from the original B&F project and will be recorded on SRPMS Record(s).**

- (1) If the capitalization criteria is met, the PO will record total improvement costs on SRPMS Record(s) utilizing the ARF(s).
- (2) Improvement costs will be allocated based on actual costs per improved Building; i.e., a \$100,000 B&F project for the roof replacement of four (4) identical housing units will be recorded with a cost of \$25,000 on four (4) separate SRPMS Records.
- (3) Improvements which are completed in phases or piecemeal will be recorded after the Improvement to the affected Building(s) is totally completed; i.e., wheelchair accessibility improvement. \*

\*

**REAL PROPERTY RECORD - CAPITAL IMPROVEMENTS TO STRUCTURES/FACILITIES**

E. A Capital Improvement, which must be associated with an existing Structure/Facility, will have the cost recorded on a SRPMS Record based on the following criteria:

1. Improvement is a renovation, addition, remodeling, or equipping of an existing Structure/Facility.

a. Examples: water tower renovation, paved parking lot addition, or security fence detection equipment installation.

2. Extends the useful life, enlarges or improves the capacity/usefulness, and . . .

a. Examples of Improvements which may extend the useful life: barn roof replacement, water tower renovation, road and/or parking lot re-paving, etc.

b. Examples of Improvements which may improve the capacity/usefulness: parking lot addition, paved road widening, security fence detection enhancement, utility upgrade (within the structure/facility), etc.

3. Total improvement costs must meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", as determined by the Facility Manager and Controller.

a. Total B&F project improvement costs will be obtained (after being "Placed In Service") by the PO from the Facility Manager's ARF. Utilizing the ARF, the Facility Manager and Controller determine if the total B&F project improvement costs meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", which is \$100,000 or more. Structure/Facility Improvements will not be recorded on SRPMS Record(s), but will be "direct expensed," if total B&F project improvement costs are less than the criteria with the following noted exception: \*

\*

If capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the personal property will be subtracted from the total B&F costs and recorded in the SPMS. The remaining B&F costs, regardless of the dollar amount; (e.g., \$90,000), will be recorded on SRPMS Record(s).

If non-capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the controlled non-capitalized personal property will be recorded in the SPMS. This dollar amount will not be subtracted from the original B&F project and will be recorded on SRPMS Record(s).

1. If the capitalization criteria is met, the PO will record total improvement costs on SRPMS Record(s) utilizing the ARF(s).

2. Improvement costs will be allocated among improved Structures/Facilities based on actual costs per Structure/Facility; i.e., a \$100,000 B&F project for the roof replacement of two (2) identical barns will be recorded with a cost of \$50,000 on two (2) separate SRPMS Records.

3. Improvements which are completed in phases or piecemeal will be recorded after the Improvement to the affected Structures/Facilities has been totally completed; i.e., security fence detection improvement.

#### **REAL PROPERTY RECORD - CAPITAL IMPROVEMENTS TO LEASED/PERMITTED BUILDINGS AND/OR STRUCTURES/FACILITIES**

F. A Capital Improvement, which must be associated with an existing Leased/Permitted Building and/or Structure/Facility, will have the cost recorded on a SRPMS Record based on the following criteria:

1. Improvement is a renovation, addition, remodeling, or equipping of an existing Building, or Structure/Facility, and

2. Total improvement costs must meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", as determined by the Facility Manager and Controller.

- a. Examples: military-owned/permitted water tower renovation, military-owned/permitted housing unit addition, leased Regional Office remodeling, leased

\*

\*

Central Office security detection equipment installation, military-owned/permitted food service renovation.

- b. Total B&F project improvement costs will be obtained (after being "Placed In Service") by the PO from the Facility Manager's ARF. Utilizing the ARF, the Facility Manager and Controller determine if the total B&F project improvement costs meet the capitalization criteria established by PS, "Accounting for Real Property and Depreciation", which is \$100,000 or more.

Building and/or Structure/Facility Improvements will not be recorded on SRPMS Record(s), but will be "direct expensed" if the total B&F project improvement cost is less than the criteria with the following noted exception:

**If capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the personal property will be subtracted from the total B&F costs and recorded in the SPMS. The remaining B&F costs, regardless of the dollar amount (e.g., \$90,000), will be recorded on SRPMS Record(s).**

**If non-capitalized personal property is acquired as part of a capitalized B&F improvement project, the dollar amount of the controlled non-capitalized personal property will be recorded in the SPMS. This dollar amount will not be subtracted from the original B&F project and will be recorded on SRPMS Record(s).**

- (1) If the capitalization criteria is met, the PO will record total improvement costs on SRPMS Record(s) utilizing the ARF(s).
- (2) Improvement costs will be allocated among improved Buildings and/or Structures/Facilities based on actual costs per Buildings and/or Structures/Facilities; i.e., a \$100,000 B&F project for the roof replacement of two (2) identical barns will be recorded with a cost of \$50,000 on two (2) separate SRPMS Records.
- (3) Improvements which are completed in phases or piecemeal will be recorded after the Improvement to the affected Buildings and/or Structures/Facilities is totally completed; i.e. security fence detection improvement.

\*

\*

**REAL PROPERTY RECORDING**

The following instructions are provided to assist in the completion of the Real Property Input Transaction Form (ITF) (available on BOPDOCS) and the Acquisition, Replacement and Disposal of a SRPMS Asset or Improvement Record. All applicable ITF fields will be completed prior to entry in the SRPMS.

The PO will utilize a signed ITF, ARF, and/or a source document (e.g., project file, YREGDOC, Report of Survey (ROS), etc. . .) to enter the real property data. The original ITF and a copy of the ARF and/or source document will be maintained by the PO with the original ARF being forwarded to the Accounting Supervisor once an Asset is "Placed In Service". Procedures to Acquire, Replace, or Dispose real property in the SRPMS will be obtained from the SPMTRM.

**A. ITF FIELDS**

1. **FUNCTION** - Fill in a valid 3 character alpha code from the SENTRY Property Management Technical Reference Manual (SPMTRM) Function Code Table, which represents the type of function being accomplished.
  - a. **ACQ** (Acquisition) - To acquire or create an Asset or Improvement Record.
  - b. **REP** (Replace) - To replace or update/correct an Asset or Improvement Record.
  - c. **IMP** (Improvement) - To acquire or create an Improvement Record.
  - d. **DSP** (Disposal) - To dispose an Asset or Improvement Record.
  - e. **DIS** (Display) - To display an Asset or Improvement Record.
  - f. **PRT** (print) - To print an Asset or Improvement Record.
2. **FACILITY CODE** - 3 character alpha field which is automatically generated by the SRPMS and represents the facility's Property Station. Fill in a valid 3 character alpha code from the SPMTRM Property Station Code Table, if you desire to key for a different Property Station.

3. ASSET TYPE - Fill in a valid 1 character alpha code from the SPMTRM Asset Type Code Table which represents the type of real property.

\*

- a. L (Land)
- b. B (Building)
- c. S (Structure/Facility)

4. ASSET NUMBER - 3 character numeric field which is automatically generated by the SRPMS in numerical order and represents an Asset's unique ID number.

5. ASSET ID - 7 character alpha/numeric field which is automatically generated by the SRPMS and represents the Facility Code, Asset Type, and Asset Number.

6. IMPROVEMENT ID - 2 character numeric field which is automatically generated by the SRPMS in numerical order and represents an improvement's unique ID number.

7. UPDATE ACCOUNTING - Fill in a "Y" (Yes) if the ACCOUNTING CODE field is to be replaced.

8. ACQUISITION METHOD - Fill in a valid 2 character alpha code from the SPMTRM Acquisition Method Code Table which represents the type of acquisition.

- a. BF (B&F Constructed)
- b. SE (S&E Constructed)
- c. TI (Transferred In) - Asset transferred in from one Bureau facility to another; i.e., double-wide trailer, disassembled/assembled prefabricated warehouse, facility acquired accountability in the SRPMS for another facility's real property, etc. . . An Asset which is transferred in will be reacquired in the SRPMS, via an Acquisition, after the Asset, Stores Requisition Form and Asset Record have been forwarded and received at the gaining facility.
- d. PD (Public Donation) - Asset donated to Bureau by non-federal agency; i.e., state/local government, nonprofit organization, private citizen, etc. . .
- e. FD (Federal Donation) - Asset donated to Bureau by federal agency; i.e., military, General Services Administration (GSA), etc. . .

\*

- \* f. RE (Leasehold) - Asset acquired by Bureau under lease or permit; i.e., leased Regional office, permitted military base housing utilized as inmate housing.
- g. JR (Leased Capital Asset) - Asset acquired by Bureau under capitalized lease; i.e., Federal Transfer Center (FTC) Oklahoma City, Oklahoma.
- h. LA (Reacquiring a Reclassified Asset) - Asset disposed due to incorrect initial entry into the SRPMS of an Asset Type Code or Fund Code and then reacquired, via an Acquisition, with a correct Asset Type Code or Fund Code; i.e. Asset incorrectly entered into the SRPMS as a Building or with a Fund Code of "02" and then correctly reacquire as Structure/Facility or with a Fund Code of "X4".

9. ACQUISITION DATE - Fill in a valid 8 character numeric field which represents the Month/Day/Year an Asset or Improvement is acquired, but not necessarily "Placed In Service"; i.e., military transfers Building to Bureau, but Building is not habitable until the following year. Generally, the ACQUISITION DATE and DATE IN SERVICE fields are the same.

10. LAND TYPE - Fill in a valid 2 character alpha code from the SPMTRM Land Type Code Table which represents the type of acreage.

- a. UA (Urban Acres) - Facility located within the boundaries of a densely populated area of 2,500 inhabitants or more.
- b. RA (Rural Acres) - Facility located within the boundaries of an area of less than 2,500 inhabitants.

10a. ACREAGE - Fill in up to 6 numeric characters which represents the total number of Bureau owned acres as shown on the ARF, deed, title and/or certified surveyor's survey map.

11. BUILDING TYPE - Fill in a valid 2 character alpha code from the SPMTRM Building Type Code Table which represents the usage type.

- a. IH (Inmate Housing)
- b. SH (Staff Housing)
- c. AD (Administration Building)
- d. TF (Trust Fund Commissary/ITS, B&F funded) \*

- \* e. TC (Trust Fund Commissary/ITS, Trust Fund funded)
- f. IS (Inmate Services Buildings); i.e., Education/Recreation Departments, Laundry, Barber Shop, Clothing Room, Food Service, etc . . .
- g. MS (Mechanical Service Building)
- h. CC (Central Complex); i.e., a stand-alone building with a number of different connecting departments, shops and/or offices under one (1) roof.
- i. HR (High-rise Correctional or Detention Center)
- j. WH (Warehouse/Storage)
- k. UN (UNICOR factory and/or offices, B&F funded)
- l. UF (UNICOR factory and/or offices, UNICOR funded)
- m. CS (Correctional Services); i.e., towers, shakedown building, stand-alone lobby/entrance building, stand-alone armory, etc. . .
- n. OT (All other Buildings)

11a. BUILDING SQUARE FOOTAGE - Fill in up to 6 numeric characters which represents the total number of square feet per Building or Improvement (building addition) as shown on the ARF and/or Facility Manager's record.

12. STRUCTURE/FACILITY TYPE - Fill in a valid 2 character alpha code from the SPMTRM Structure/Facility Type Code Table which represents the usage type.

- a. ST (Storage) i.e., shed, lean-to, barn (storage only), etc. . .
- b. US (Utility System) i.e., water/sewage/electrical/gas/communication lines which are not considered an improvement to a Building or Structure/Facility.
- c. FN (Security Fencing) - Interior and perimeter fencing will be recorded on separate Asset Records, as each type of fencing is considered a Structure.
- d. PR (Parking Lot/Road/Bridge) \*

- \* e. CT (Communication Tower)
- f. HI (High Mast Lighting)- All similar high mast lighting, not street lighting or parking lot lighting, will be recorded on one (1) Asset Record.
- g. WT (Water Tower)
- h. OT (All Other Structures/Facilities)
13. IMPROVEMENT TYPE - Fill in a valid 2 character alpha code from SPMTRM Improvement Type Code Table which represents the purpose type.
- a. RN (Renovation/Remodeling) - Construction requiring major structural changes or rebuilding; i.e., asbestos/lead abatement, office reconfiguration, foundation/wall restoration, etc.
- b. AD (Addition) - i.e., gymnasium addition, new housing unit wing, second floor segregation addition, etc. . .
- c. EQ (Equipping) - i.e., PBX installation, interior fence detection system installation, fire detection system installation, etc. . .
- d. RU (Replacement/Upgrade) - i.e., roof replacement, perimeter fence replacement, security window/door replacement, etc. . .
14. SOURCE DOCUMENT - Fill in up to 15 alpha/numeric characters which represents the source document number which initiated the acquisition; i.e., project, YREGDOC, deed, title, ROS numbers, etc. . .
15. INITIAL COST - Fill in the asset's original B&F cost, asset's transferred in Initial Cost (excluding related Improvement Cost), public donation value (written certified appraisal of fair market value of Asset and related Improvement(s)) or federal donation cost (asset's original acquisition cost and related improvement cost, less depreciation).
- a. Fill in up to 11 numeric characters separated by commas, as necessary. A decimal point followed by 2 numeric characters will be filled in as needed.

- \* 16. IMPROVEMENT COST - Fill in the improvement's original B&F cost, improvement's transferred in Improvement Cost, public donation value (written certified appraisal of fair market value of Improvement), or federal donation cost (improvement's original acquisition cost, less depreciation).
- a. Fill in up to 11 numeric characters separated by commas, as necessary. A decimal point followed by 2 numeric characters will be filled in as needed.
17. DESCRIPTION - Fill in up to 60 alpha/numeric characters which represents a narrative description of an Asset or Improvement; i.e., Borden Housing Unit, "asbestos abatement of Boyd Housing Unit", etc. . . .
18. REMARKS - Fill in up to 60 alpha/numeric characters which represents any additional comments that explain the reason for the SRPMS transaction.
19. DATE PLACED IN SERVICE - Fill in a valid 6 character numeric SENTRY date which represents the Month/Year an Asset or Improvement becomes operational and is "Placed In Service" as shown on the ARF; i.e., housing unit begins housing inmates, sewer line becomes operational, etc. . . .
- NOTE: The Date Placed In Service for an "O", "R" or "X" Improvement must be greater than the Date Placed In Service for the Asset which was improved.
20. USEFUL LIFE - 2 character numeric field which is automatically generated by the SRPMS and represents the useful life for an owned/leased/permitted Building or Structure/Facility. Fill in valid 1 - 2 numeric characters from the SPMTRM Useful Life Code Table which represents the useful life for an Improvement to a Building or Structure/Facility.
- a. 0 - Land (Do not fill in a Useful Life)
  - b. 20 - Structure/Facility (Automatically Generated by the SRPMS)
  - c. 30 - Building (Automatically Generated by the SRPMS)
  - d. 1-20 - Improvement to owned Structure/Facility (Fill in 1 - 20 years for Improvements with an "0" or "X" Depreciation Method Code.) \*

- C
- e. 1-30 - Improvement to owned Building (Fill in 1 - 30 years for Improvements with an "0" or "X" Depreciation Method Code.)
  - f. 1-20 - Improvement to leased/permitted Building or Structure/Facility (Fill in 1-20 years for Improvements). Use only an "0" Depreciation Method Code. Do not fill in an "R" or "X" Depreciation Method Code.

NOTE: Do not fill in a Useful Life Code for an Improvement with an "R" Depreciation Method Code.

21. DEPRECIATION METHOD - Fill in a valid 1 character alpha code from the SPMTRM Depreciation Method Code Table which represents the method of depreciation.

- a. X (Improvement extends the useful life of the Asset.)
- b. R (Improvement will be depreciated over the remaining useful life of the Asset.)
- c. O (Improvement will have a useful life of its own.)

NOTE: Do not fill in an "R" or "X" Depreciation Method Code for a fully depreciated Asset.

22. DISPOSAL COST - Fill in the total cost of totally (100%) demolishing an Asset or Improvement (building addition) and the cost of clearing the land after the demolition.

- a. Fill in up to 11 numeric characters separated by commas, as necessary. A decimal point followed by 2 numeric characters will be filled in as needed.

23. DISPOSAL DATE - Fill in a valid SENTRY date which represents the Month/Day/Year an Asset or Improvement is disposed.

24. DISPOSAL METHOD - Fill in a valid 2 character alpha code from the SPMTRM Disposal Method Code Table which represents the reason for the disposal.

- a. TO (Transferred Out)
- b. EX (Excessed/Transferred)
- c. DN (Destruction by Nature)

- d. DD (Destruction by Disturbance)
- e. DA (Destruction due to Age or Economics)
- \* f. CA (Disposing an Incorrectly Classified Asset) - Asset disposed due to incorrect initial entry into the SRPMS of an Asset Type Code or Fund Code; i.e. Building incorrectly entered as a Structure/Facility or "02" Fund Code incorrectly entered as a "X4" Fund Code.
- g. OT (All Other Disposals)

25. ACCOUNTING YEAR - 4 character numeric field which is automatically generated by the SRPMS and represents the Year the Asset or Improvement is "Placed In Service."

26. ACCOUNTING CODE - Fill in valid Fund, Region, Facility and Level Codes from the Property Station Code Table and a valid PA Code from the PA Code Table; e.g., 02FP010907P1.

27. SUB-OBJECT - Fill in a valid 4 numeric character code from the SPMTRM Sub-Object Code Table which represent the type of Asset or Improvement.

- a. 3201 (Owned Land)
- b. 3203 (Owned/Leased/Permitted Building)
- c. 3209 (Owned/Leased/Permitted Structure/Facility)
- d. 3207 (Capital Improvement to Owned Building)
- e. 3208 (Capital Improvement to Owned Structure/Facility)
- f. 3202 (Leasehold Improvement to Leased/Permitted Building or Leased/Permitted Structure/Facility)

28. PERCENTAGE - Fill in the percentage, by the Accounting Code's PA, of square footage utilized by the Asset or Improvement.

- a. Fill in up to 5 numeric characters.
- b. This field must include a decimal point followed by 2 decimal digits.
- c. Total percentage amount(s) by the Accounting Code's PA(s) must equal 100%.
- d. Repeat steps 26, 27, and 28 as many times as necessary; up to 45 times.

\* **NOTE:** Other SRPMS generated ITF Fields:

CAPITALIZED/NONCAPITALIZED	SRPMS and identifies a capitalized or noncapitalized Asset or Improvement.
TOTAL SQUARE FOOTAGE -	Automatically generated by the SRPMS and represents the asset's initial square footage and related improvement (building addition) square footage.
TOTAL COST -	Automatically generated by the SRPMS and represents the asset's Initial Cost and related Improvement Cost.
BOOK VALUE -	Automatically generated by the SRPMS and represents the asset's Initial Cost, less depreciation cost.
TOTAL BOOK VALUE -	Automatically generated by the SRPMS and represents the asset's Total Cost, less depreciation cost.
DATE DEPRECIATION BEGINS -	Automatically generated by the SRPMS and represents the month following the date an Asset or Improvement is "Placed In Service."
FISCAL YEAR DEPRECIATION -	Automatically generated by the SRPMS and represents an asset's or improvement's total depreciation cost during the fiscal year.
ACCUMULATED DEPRECIATION -	Automatically generated by the SRPMS and represents an asset's or improvement's total depreciation cost during the useful life.

\*

Automatically generated by the

\*

**SENTRY REAL PROPERTY MANAGEMENT SYSTEM (SRPMS)**

The SRPMS is an automated data tracking system designed to allow the PO to record, track, and depreciate real property. The SRPMS consists of the following three (3) transactions:

A. PAR1 is a SRPMS transaction which allows the PO to Acquire (ACQ), Replace/Change (REP), or Dispose (DSP) real property (Land, Buildings, Structures/Facilities, or related Improvements).

B. PAR3 is a SRPMS transaction which allows the PO to produce six (6) separate real property reports which are as follows: Totals (TOT), Transaction Register (REG), Listing (LIS), Depreciation (DEP), Balance (BAL) and Listing Depreciation (LID) Reports. Procedures to produce all six (6) PAR3 Reports will be obtained from the SPMTRM.

A PAR3 Listing Depreciation Report, PAR3 Monthly Transaction Register Report and, if applicable, PAR1 Real Property Record Update/Display with original ARF attached, will be produced monthly and forwarded to the Accounting Supervisor, no later than the fifth working day of the following month. The PO will also maintain a file for the PAR3 and PAR1.

C. PAR7 is a SRPMS transaction which allows the PO to display an Asset or Improvement record. Procedures to display real property data will be obtained from the SPMTRM.

**ASSET RECOGNITION FORM.**

The facility PO will maintain a file for all ARFs provided by the Facility Manager, chronologically by project, as assets are "Placed In Service." This file will track capitalized B&F projects and will be utilized to establish SRPMS Records for capitalized projects in a timely and accurate manner. The PO will prepare an adding machine tape for all ARFs no later than the fifth working day of the following month, with the PO's initials and date shown, and forward the tape to the Accounting Supervisor. Once a project is "Placed In Service" and closed by the Facility Manager, all related original ARFs will be forwarded to the Accounting Supervisor. A copy of the ARF will be retained by the PO and attached to the PAR1 and original ITF.

\*

Federal Bureau of Prisons INSTITUTION GEOGRAPHICAL LOCATION CODES
--

<u>INSTITUTION</u>	<u>REAL PROP LOC. CODE</u>	<u>COUNTY</u>	<u>GEOGRAPHICAL LOCATION CODE</u>
Alderson	09112	Monroe/ <u>Summers</u>	54-0040-089
Allenwood (FPC)	15451	Union/ <u>Lycoming</u>	42-5440-081
Allenwood (FCI)	20831	Union	42-5440-119
Allenwood (LSCI)	20832	Union	42-5440-119
Allenwood (USP)	20833	Union	42-5440-119
Ashland	09113	Boyd	21-0120-019
Atlanta	09114	Fulton	13-0280-121
Bastrop	32133	Bastrop	48-0460-021
Beaumont (FCC)	20846	Jefferson	48-0490-245
Beckley	20842	Raleigh	54-0170-081
Big Spring	35401	Howard	48-0640-227
Boron	37661	San Bernardino	06-0415-029
Brooklyn	20829	Kings	36-4170-047
Bryan	39587	Brazos	48-0970-041
Butner (FCI)	16199	<u>Granville</u> /Durham	37-0713-077
Butner (FMC)	95686	<u>Granville</u> /Durham	37-0713-077
Butner (LSCI)	20843	<u>Granville</u> /Durham	37-0713-077
Carswell	20828	Tarrant	48-2450-439
Chicago	32132	Cook	17-1670-031
Coleman	20838	Sumter	12-0640-119
Cumberland	20834	Allegany	24-0410-001
Danbury	09116	Fairfield	09-0170-001
Devens	20830	Worcester/ Middlesex	25-9999-027
Dublin	39056	Alameda	06-1054-001
Duluth	37654	St. Louis	27-1900-137
Edgefield, SC	20856	Edgefield	45-0750-037
Eglin	34277	Okaloosa	12-1091-091
Elkton	20850	Columbiana	39-2452-029
El Paso	39957	El Paso	48-2433-141
El Reno	09117	Canadian	40-3550-017
Englewood	09118	Jefferson	08-1435-059
Estill	20823	Hampton	45-0830-049
Fairton	31163	Cumberland	34-0955-011
Florence (USP)	20835	Fremont	08-0840-043
Florence (ADMAX)	20836	Fremont	08-0840-043
Florence (FCI)	20837	Fremont	08-0840-043
Forrest City	20847	St. Francis	05-1360-123 *

\*

<u>INSTITUTION</u>	<u>REAL PROP LOC. CODE</u>	<u>COUNTY</u>	<u>GEOGRAPHICAL LOCATION CODE</u>
Fort Dix	20840	Ocean	34-1052-029
Fort Worth	30669	Tarrant	48-2450-439
Greenville	57440	Bond	17-3640-005
Guaynabo	57434	Bayamon	RQ-0450-025
Jesup	39963	Wayne	13-2960-305
La Tuna	09119	El Paso	48-0034-141
Leavenworth, KS	09120	Leavenworth	20-3020-103
Lewisburg	09121	Union	42-4410-119
Lexington	31855	Fayette	21-1980-067
Lompoc (USP)	14015-00	Santa Barbara	06-1950-083
Lompoc (FCI)	14015-01	Santa Barbara	06-1950-083
Loretto	39583	Cambria	42-4600-021
Los Angeles	39589	Los Angeles	06-1980-037
Manchester	57435	Clay	21-2160-051
Marianna	39962	Jackson	12-1930-063
Marion	13707	Williamson	17-5250-199
McKean	39584	McKean	42-0840-083
Memphis	31854	Shelby	47-1620-157
Miami (MCC)	31856	Dade	12-2010-025
Miami (FDC)	20839	Dade	12-2010-025
Milan	09123	Washtenaw	26-3250-161
Montgomery	39089	Montgomery	01-2130-101
Morgantown	16200	Monongalia	54-1840-061
Nellis	57436	Clark	32-0145-003
New York	32134	New York	36-4170-061
Oakdale I (FCI)	39091-00	Allen	22-1740-003
Oakdale II (FDC)	39091-01	Allen	22-1740-003
Osceola	20852	Osceola	12-9999-097
Oklahoma City	20841	Oklahoma	40-3550-109
Otisville	32264	Orange/Sullivan	36-4560-071
Oxford	32135	Adams	55-3650-077
Pekin	57441	Tazewell	17-6840-179
Pensacola	95680	Escambia	12-2490-033
Petersburg	09126	Prince George	51-1910-149
Phoenix	39959	Maricopa	04-0370-013
Ray Brook	32263	Essex	36-5092-031
Rochester	39588	Olmsted	27-5960-109
Safford	13033	Graham	04-0410-009
San Diego	31853	San Diego	06-3260-073
Sandstone	09127	Pine	27-6400-115
Schuylkill	57203	Schuylkill	42-5340-107
Seagoville	09128	Dallas	48-6260-113
SeaTac	20848	King	53-9999-033
Seymour Johnson	57437	Wayne	37-4155-191

\*

\*

<u>INSTITUTION</u>	<u>REAL PROP LOC. CODE</u>	<u>COUNTY</u>	<u>GEOGRAPHICAL LOCATION CODE</u>
Sheridan	39964	Yamhill	41-1890-071
Springfield	09129	Greene	29-7460-077
Taft	20849	Kern	06-3820-029
Talladega	32131	Talladega	01-2910-121
Tallahassee	09130	Leon	12-2940-073
Terminal Island	13034	Los Angeles	06-3404-037
Terre Haute	09131	Vigo	18-4840-167
Texarkana	09132	Bowie	48-6850-037
Three Rivers	39955	Live Oak	48-6920-297
Tracy	20854	San Juaquin	06-3880-077
Tucson	39960	Pima	04-0530-019
Waseca	20844	Waseca	27-7370-161
Washington, DC	20857	D.C.	11-0010-001
Yankton	39954	Yankton	46-3070-135
Yazoo City	20851	Yazoo	28-2870-163

\*

\*

**RECEIVING REPORTS AND REPORT OF SURVEY**

This chapter provides instructions on the use of receiving reports and distribution instructions for Reports of Survey, BP-S111.044, available on BOPDOCS.

1. RECEIVING REPORTS. Warehouse staff utilizes a copy to complete pertinent fields on the Personal Property Input Transaction Form, available on BOPDOCS. After Warehouse staff complete the ITF, the APO verifies the Federal Prison System Identification number, description, serial number, and Program Area/Program Area Location to ensure the property agrees with the information indicated on the ITF. If the property and the ITF information agree, the APO signs the ITF for the PO to enter into SPMS. If the property and the ITF information do not agree, the APO notifies the warehouse staff immediately to initiate corrective action. The PO completes the ITF and makes the entry into the SPMS. The ITF is filed sequentially by month with the storekeeper's copy of the Receiving Report.

2. REPORT OF SURVEY. After the preparation, numbering, and approval by the Board of Survey, the Report of Survey, BP-S111.044, is distributed as follows:

Copies - Accounting Supervisor, APO, PO, and Warehouse

Chapter 9, Attachment A, page 1 is an example of how to fill out the form appropriately. \*

BP-S111.044 **REPORT OF SURVEY** MAR 1996

Number \_\_\_\_\_

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

LOCATION	DATE
----------	------

We certify that we have personally inspected the below listed property and find its condition and present estimated value to be shown.

STOCK OR EQUIP. NO.	QUANTITY	ARTICLES	BOOK COST VALUE	PRESENT CONDITION	ESTIMATED VALUE
<b>FPS-ID NUMBER</b> (If applicable)		<b>Indicate description of property</b>	<b>Acq. cost</b>	<b>Condition code (see FPMR 101-43)</b>	

Deterioration in value due to \_\_\_\_\_ **(Completed by the Accountable Property Officer)**

We recommend that the following disposition be made of the property: Recommendation of Board of Survey

Dr. Acct. # _____ \$ _____	Cr. Acct. # _____ \$ _____	Records adjusted on Requisition/Invoice Number <b>Not applicable</b>
----------------------------	----------------------------	---

Date Approved	Supervisory Contract Specialist <b>\Comptroller or SCS\</b>
Approved by Board of Survey Chairman (Name and Title) <b>\Board of Survey Chairman\</b>	Accountable Property Officer <b>\Accountable Property Officer\</b>
I certify that the property list was disposed of as recommended:  Name: <b>\Property Officer\</b> Date: _____	Property Officer <b>\Property Officer\</b>

(After complete certification, return to Property Officer for filing)

**INMATE POSTAGE STAMPS, MEAL TICKETS,  
PROTECTIVE CLOTHING, AND VEHICLE TITLES**

This chapter outlines the procedures for the issuance and accountability of postage stamps, meal tickets, and protective clothing. In addition, this chapter also provides the necessary procedures for handling vehicle titles.

1. **POSTAGE STAMPS.** Postage stamps records are maintained under strict accountability using a log book reflecting the number of stamps received and issued, and the current balance on hand.
  - a. Issuances of postage stamps are supported by the signature of receiving inmates and the issuing staff member.
  - b. Postage stamp accountability records, maintained by a designated staff member, are reviewed and verified at the time of the required quarterly verification of the Cashier's accounts in accordance with the Accounting Management Manual.
  - c. Accountability records, maintained at the point of distribution to inmates, are reviewed by a designated staff member at the time of the required quarterly verification of the Cashier's accounts.
  - d. Staff members, designated to distribute postage stamps to inmates, are accountable and required to make restitution to the facility for any losses due to negligence. In the event of an overage of postage stamps, a designated staff member will prepare a Stores Requisition transferring the stamps from the distribution point to the designated staff member's accountability with entries to the General Ledger utilizing the Stores Requisition as support for the journal voucher.

\* Postage stamps which are confiscated will be disposed in accordance with the Inmate Personal Property and Inmate Discipline and Special Housing Units Program Statements.

\*

- \* 2. **MEAL TICKETS.** There are three types of meal tickets: Cash Meal Ticket, Automated Meal Ticket, and Guest Meal Ticket.
- a. **Receipt.** A log book is used to record the receipt, issuance, and balance of the Cash and Guest Meal Tickets. To ensure separate accountability, one log book is used to account for Meal Tickets under the custody of the designated staff member, and another log for Meal Tickets under the custody of the Accounting Technician. Values are extended after posting and reference to the serial numbers of the meal tickets received and issued are included in the posting entry. The total of the amounts in the log book, at the end of the month, should agree with the "Meal Ticket Inventory" control account in the General Ledger. The designated staff member issues Meal Tickets to the Accounting Technician on the basis of a requisition. These requisitions are numbered in the regular series, and the transactions posted in the log book.
  - b. **Issuance.** All Cash and Guest Meal Tickets are prenumbered and furnished to a facility by the Property Management Section upon notification. Upon receipt, they should be carefully checked and an acknowledgment returned to the sender. Meal tickets are stored in a secure and fireproof safe.
  - c. **Accountability.** Cash and Guest Meal Tickets may be sold anytime the Cashier's Office is open to transact business. The Accounting Technician issues a regular receipt for the total value of the Meal Tickets sold for which they are accountable and which are included in each deposit. Each Meal Ticket is signed and dated by the individual before being placed in the special locked box provided in the staff dining room. Meal Tickets are transferable between institutions. No refund is made for unused Meal Tickets, regardless of the reason.

**NOTE:** Procedures for receipt, issuance and accountability of Automated Meal Tickets are located in the Accounting Management Manual. \*

3. **PROTECTIVE CLOTHING.** Protective clothing is Government-owned clothing provided to eligible employees on a temporary basis while performing duty assignments requiring protection of personal or uniform clothing.

a. Accountability and Control.

- (1) The Program Area Manager (PAM) is responsible for procuring, storing, issuing, and controlling protective clothing, except shoes. The PAM keeps records to record stock, receipt, issuance, and disposal of clothing. The procurement, storage, issuance, and control of safety shoes is the responsibility of the Office of Financial Management or other office the CEO designates.
- (2) Employees are accountable for the cost of protective clothing not returned, unless it can be established by the facility Board of Survey such clothing has been lost or destroyed through no direct or indirect negligence of the employee.

b. Care of Protective Clothing.

- (1) An employee needs to properly care for and conserve protective clothing and which is worn only while the employee is on duty.
- (2) Laundering and dry cleaning of protective clothing is at the Government's expense.
- (3) Employees are cautioned not to destroy or dispose of any article of clothing, even though worn-out. Worn-out items are returned to the PAM and a proper receipt obtained.

4. **VEHICLE TITLES.** A certificate of origin is completed and given to the appropriate General Services Administration (GSA) office approved bidder at time of transfer of the vehicle. When a vehicle is surveyed, the certificate of origin is voided and attached to the Report of Survey.

Frequently, certificates of origin are not provided for vehicles acquired through excess sources. In these instances, a copy of the Excess Property Transfer Order (EPTO) is filed in place of the certificate of origin. The EPTO contains the signature of the releasing authority at the GSA and, if applicable, the agency from which the vehicle is being received. Further, the EPTO includes the vehicle's identification number, mileage, GSA document number or agency freeze number, and any other data GSA or the other releasing agency requires.

### **UNCLAIMED PROPERTY**

The Property Management Manual describes all classifications of unclaimed property.

This chapter will be reserved for additional technical reference materials.

### **SEASONAL DECORATIONS**

The Property Management Manual prescribes all circumstances under which seasonal decorations will be purchased.

This chapter will be reserved for additional technical reference materials.

**STAFF HOUSING (QUARTERS)**

This chapter provides rental computation for personnel temporarily residing in living quarters on the facility reservation.

**RENTAL COMPUTATION CHART.**

Mthly	Bi-Wkly	Mthly	Bi-Wkly	Mthly	Bi-Wkly	Mthly	Bi-Wkly
\$ 1	\$ .50	\$ 26	\$ 12.00	\$ 51	\$ 23.50	\$ 76	\$ 35.00
2	1.00	27	12.50	52	24.00	77	35.50
3	1.50	28	13.00	53	24.50	78	36.00
4	2.00	29	13.50	54	25.00	79	36.50
5	2.50	30	14.00	55	25.50	80	37.00
6	3.00	31	14.50	56	26.00	81	37.50
7	3.00	32	15.00	57	26.50	82	38.00
8	4.00	33	15.00	58	27.00	83	38.50
9	4.00	34	15.50	59	27.00	84	39.00
10	4.50	35	16.00	60	27.50	85	39.00
11	5.00	36	16.50	61	28.00	86	39.50
12	5.50	37	17.00	62	28.50	87	40.00
13	6.00	38	17.50	63	29.00	88	40.50
14	6.50	39	18.00	64	29.50	89	41.00
15	7.00	40	18.50	65	30.00	90	41.50
16	7.50	41	19.00	66	30.50	91	42.00
17	8.00	42	19.50	67	31.00	92	42.00
18	8.50	43	20.00	68	31.50	93	42.50
19	9.00	44	20.50	69	32.00	94	43.00
20	9.00	45	21.00	70	32.50	95	43.50
21	9.50	46	21.00	71	33.00	96	44.00
22	10.00	47	21.50	72	33.00	97	44.50
23	10.50	48	22.00	73	33.50	98	45.00
24	11.00	49	22.50	74	34.00	99	45.50
25	11.50	50	23.00	75	34.50	100	46.00

Individual rental rate in excess of \$100 monthly (\$46.00 bi-weekly), is computed using a combination of \$100 plus a figure bringing the total to the actual monthly rental and converting this total to the bi-weekly rate:

EXAMPLE: Monthly rent \$110 (\$100 + \$10 monthly)  
(\$46 + \$4.50 = \$50.50 bi-weekly)

**COMPLETING THE  
GOVERNMENT QUARTERS INVENTORY FORM, BP-S644.044  
(available on BOPDOCS)**

**GENERAL INSTRUCTIONS**

A separate inventory form must be prepared for each occupied Government Furnished Quarters (GFQ) and trailer pad, at initial occupancy, change of occupancy, and for changes in inventory.

All rent classes except trailer pads, respond to items 1 through 3, 9, 14 through 35, 37 through 43 and 46. Trailer pads respond to items 1 through 3, 9, 14 through 18, 22, 27, 28, 30, 32, 33, 37 through 41, 43, and 46. Fill in all blank blocks **G** with: square feet, quantity, fuel type, **"Y"** (yes) or **"N"** (no) or appropriate letter. Indicate choice in lettered blocks with an **"X."** Blackened out blocks **\$** do not need to be completed by the institution.

**ADDITIONAL INSTRUCTIONS**

- Item 1. Agency Code and GFQ Identification Number.**  
! Agency Code "1 5 1 9."  
! GFQ Organization Code. NOT APPLICABLE.  
! Quarters Identification No. Enter quarter's identifier - numerical or alpha-numerical.  
Example "H 1 3 0 4." DO NOT DUPLICATE GFQ numbers.  
! Facilities Management No. NOT APPLICABLE.
- Item 2. Installation Name.** Enter institution name.  
Example "F P C A L D E R S O N."
- Item 3. GSA Installation Code.** Use the 5-digit real property code from Property Management Technical Reference Manual. Example "0 9 1 1 2 - 0 0."
- Item 4. State Code.** NOT APPLICABLE.
- Item 5. County Code.** NOT APPLICABLE.
- Item 6. Agency Region Code.** NOT APPLICABLE.
- Item 7. Management Unit.** NOT APPLICABLE.
- Item 8. QMIS Region.** NOT APPLICABLE.

- Item 9. Nearest Established Community.** Enter name of nearest established community (NEC). An NEC is a city or town with a population of 1500 or more and at least one physician and one dentist.
- Item 10. GSA State/Community Code.** NOT APPLICABLE.
- Item 11. Heating Degree Days.** NOT APPLICABLE.
- Item 12. Cooling Degree Days.** NOT APPLICABLE.
- Item 13. HUD MPS Zone.** NOT APPLICABLE.
- Item 14. Miles.**
- ! **Paved road/rail miles.** Enter number of one way miles from the GFQ or trailer pad to NEC.  
Example "0 1 7."
  - ! **Unpaved road miles.** NOT APPLICABLE.
  - ! **Unimproved (jeep) road miles.** NOT APPLICABLE.
  - ! **Water and other miles.** NOT APPLICABLE.
  - ! **Air miles.** NOT APPLICABLE.
- Item 15. Rent Class.** "X" out the letter that best represents the housing classification.
- A. House-single-family detached.**
  - B. House-single-family plexed.** Two or more units joined, connected or plexed with private entrance/exit, i.e., duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc.
  - C. Apartment.** Multi-dwelling structures normally sharing a common non-emergency entrance/exit.
  - D. Cabin/Lookout.** NOT APPLICABLE.
  - E. Temporary.** NOT APPLICABLE.
  - F. Mobile home.** NOT APPLICABLE.
  - G. Reserved for future use.** NOT APPLICABLE.
  - H. Travel trailer.** NOT APPLICABLE.
  - I. Dormitory/Bunkhouse.** Structures with common-use bathrooms or common-use kitchens, i.e., BOQ.
  - J. Trailer pad.** Employee-owned mobile home unit occupying a Government trailer pad.
  - K. Tent.** NOT APPLICABLE.
  - L. Houseboat.** NOT APPLICABLE.
- Item 16. Year Constructed.** Enter year GFQ or trailer pad was constructed. Example "1 9 2 6."

- Item 17. Number of Units.** Enter total number of plexed units, apartments, mobile homes, dormitory/bunkhouse, and trailer pads. Enter "0 0 1" for single family homes.
- Item 18. Gross Finished floor space (square feet).** Total gross finished floor space is established by measuring exterior dimensions to the nearest inch. Enter "0 0 0 0" if there is no finished space on any floor.
- ! Finished basement. Enter total gross finished floor space for finished basement.
  - ! First floor. Enter total gross finished floor space for first floor.
  - ! Other floor(s). Enter total gross finished floor space for other floor(s).
- Item 19. Official Use Space (square feet).** Official use space is finished floor space that has been approved exclusively for official business. Enter number of square feet of official space on each floor level shown. Enter "0 0 0 0" if there is no official use space for each floor.
- ! Finished basement. Enter total gross finished official use floor space for finished basement.
  - ! First floor. Enter total gross finished official use floor space for first floor.
  - ! Other floor(s). Enter total gross finished official use floor space for other floor(s).
- Item 20. Unused Finished Space (square feet).** Enter the number of square feet of finished space on each floor that has been closed off, locked, or otherwise secured to bar access by the occupant(s). Finished space may be closed off to reduce the square footage, and rent, when a portion of the dwelling unit is excess to the needs of the occupant(s). Enter "0 0 0 0" if there is no unused finished space.
- ! Finished basement. Enter total gross finished floor space for unused finished basement.
  - ! First floor. Enter total gross finished floor space for unused finished first floor.
  - ! Other floor(s). Enter total gross finished floor space for unused finished other floor(s).
- Item 21. Unfinished Basement (square feet).** Enter the total square feet of unfinished basement area. The amount of unfinished space added to the finished basement area in **Item 18** equals the total basement area. Enter "0 0 0 0" if there is no unfinished basement space.

**Item 22. Number of Bedrooms.** To determine whether or not a specific area constitutes a bedroom, use the following guidelines: Size - Only bedrooms with minimum size of 80 square feet, with no dimension less than 8.0 feet, qualify. Egress - Bedrooms need at least two means of egress, a door and the other can be a window. Where a window is used as egress, it needs to be unobstructed, operable from the inside, provide a clear opening of not less than 20 inches in width, 24 inches in height and 5.7 square feet in area, and the bottom not more than 44 inches off the floor. Closet - All bedrooms need at least one closet enclosing approximately 6.0 square feet of floor space and have five feet of vertical hanging space available. Enter the total quantity of bedrooms. Example "0 4."

For a finished area in a basement to qualify as a bedroom it needs to have at least one wall 50% above ground level with a door or window which permit egress to the outside.

**! Number Used.** The number of bedrooms used is the total number of bedrooms recorded in **Item 22** minus the number of bedrooms closed off to bar access by the occupant(s). Bedrooms may be closed off to reduce the number of bedrooms, square footage, and rent, when one or more bedrooms are excess to the needs of the occupant(s). Enter the quantity of bedrooms actually being used. Example "0 4."

The **Number** of bedrooms **Used** for trailer pads is based on bedrooms actually used for sleeping.

**Item 23. Number of Bathrooms.** Enter the quantity of bathrooms. Enter "0 . 2 5" for one quarter, enter "0 . 5 0" for one half, enter "0 . 7 5" for three quarters, enter "1 . 0 0" for full, etc. One quarter bath contains either a wash basin, toilet or a shower stall. One half bath contains at least a tub (with or without a shower). A three quarters bath contains a wash basin, toilet and shower (but not a bathtub). A full bath contains a wash basin, toilet and bath tub (with or without a shower).

**! Number Used.** Enter the quantity of bathrooms actually used. Example "1 . 7 5." The **Number** of bathrooms **Used** is the total number of bathrooms as recorded in **Item 23** minus the number of bathrooms that have been closed off to bar access by the occupant(s). Bathrooms may be closed off to reduce the quantity of bathrooms, square footage, and rent, when the bathroom space is excess to the needs of the occupant(s).

**Item 24. Total Rooms.** Enter the total quantity of finished rooms excluding any halls, alcoves, pantries, bathrooms, or any other area that is so small it can only be used as a storage area. Example "0 7." A dining area qualifies as a separate room rather than merely an extension of the kitchen or living room, if the dining area is at least partially separated from the kitchen or living room by a wall, regardless of size.

**! Number Used.** Enter the quantity of rooms actually used. Example "0 7." The **Number** of rooms **Used** is the total quantity of rooms in **Item 24** minus the number of rooms closed off to bar access by the occupant(s). Rooms may be closed off to reduce the quantity of rooms, square footage, and rent, when rooms are excessive to the needs of the occupant(s).

**Item 25. Interior Condition.** "X" out the letter that represents the interior condition of the GFQ.

**A. Excellent.** Like new.

**B. Good.** In good repair and requires minimum maintenance and no repair. Examples include touch-up painting, small tears in screen, and requires minimum disruption to occupant(s) and expense.

**C. Fair.** Requires minor maintenance and/or minimum repairs. Examples include worn/stained carpeting, minor foundation cracks and early signs of reversible deterioration.

**D. Poor.** Needs major repairs or if substantially deferred maintenance is evident. Examples included leaking roof and cracked foundation walls which allow infiltration by rodents and insects.

**E. Obsolete.** Age and/or condition is such that quarters should be replaced or undergo renovation. Obsolete quarters are not fit for human habitation; major health and safety violations are evident.

**N. N/A trailer pad.**

**Item 26. Exterior Condition.** Same instructions as **Interior Condition - Item 25.**

**Item 27. Primary Heating Fuel/Energy.** "X" out the letter that best represents the fuel used in the primary central heating system (the heating system designed and built into the GFQ or trailer pad).

**Item 28. Primary Heating Delivery System.** "X" out the letter that best represents the primary central heating system designed and built into the GFQ or trailer pad. The system, whether used or not, needs to be entered on the Government Quarters Inventory form. If the occupant chooses to use an alternate heating system, such as a fireplace, insert or stove, it will not be inventoried as the primary heating system.

**Item 29. Insulation.** "X" out the letter that best represents the classification of insulation present in the GFQ. In determining the insulation classification, consideration is not only restricted to insulation levels (rating) in walls and ceilings, but also to weatherstripping; caulking; the presence or absence of storm or double/triple glazed windows; infiltration barriers offered by odors or storm doors; etc.

**A. Adequate** (full) insulation is present where construction (including insulation levels) meets or exceeds building standards for the geographic area the GFQ is located.

**B. Minimum** reflects the presence of insulation and/or infiltration barriers that are less than the amounts recommended in current building standards (consult Facilities).

**N. None** is used to describe a quarters with no insulation.

< Travel trailers and mobile homes constructed prior to September 1977 are presumed to have minimum insulation. Those constructed after September 1977 have adequate (full) insulation.

**Item 30. Air Conditioning.** For each central cooling system listed, insert the quantity provided by the Government and the type of fuel consumed. (**E**-electricity, **P**-propane, **G**-natural gas, or **N**-N/A).

**! Central cooling systems.**

**! Refrigerated.** Enter the quantity of refrigerated (compressor) central cooling systems (or "0" for none), and enter the fuel used to operate the central refrigerated cooling systems.  
*Do not include window cooling systems.*

**! Evaporative.** Enter the quantity of evaporated (swamp) central cooling systems (or "0" for none).  
*Do not include window cooling systems.*

**! Window cooling units.**

- ! **Number of refrigerated air units.** Enter the quantity of Government provided window refrigerated air conditioning units or "0" for none.
- ! **Number of evaporative air units.** Enter the quantity of Government provided window evaporative air conditioning units or "0" for none.

**Item 31. Exterior Material/Siding.** "X" out the letter that best represents the type of material or siding covering the majority of the GFQ.

For brick siding/construction, "X" out the letter "**C**" **Brick**, if brick covers all of the GFQ walls.

"X" out the letter "**I**" **Part Brick**, if brick covers between 50 and 99 percent of the GFQ walls.

**Item 32. Garage/Carport.** "X" out the letter that best represents the garage facility provided with the GFQ or trailer pad. "X" out "**N**" **None**, if there is no garage or carport.

**Item 33. Number of Storage Units.** Enter the number of storage units provided to the occupant exclusive of garages and carports. Enter "0" if storage space is not provided by the Government.

A storage unit includes separate storage sheds, unfinished basement, or attic space accessible by stairway and having a solid floor. A storage unit in an attic or unfinished basement needs to have a "floor area" of at least 40 square feet, provided that there is at least 78 inches of vertical clearance from the floor. An unfinished basement cannot be inventoried as a storage unit if the basement is subject to periodic flooding.

**Item 34. Number of Rooms With Government Furniture.**  
NOT APPLICABLE.

**Item 35. Fireplaces.**

- ! **Number of working open fireplaces.** Enter the number of working fireplaces in the GFQ that are usable as fireplaces. Enter "0" if there are no working fireplaces. Do not include fireplaces which are equipped with Government-furnished inserts or which have Government-furnished stoves vented through them.

If there is an occupant-owned insert or a stove installed in a working fireplace, the fireplace will be inventoried as a working open fireplace. This includes fireplaces with fire screens or glass doors installed.

- ! **Number with Government inserts.** Enter the number of working fireplaces in which a Government-furnished insert (with metal or glass doors) has been installed. The term "insert" does not include a stove which protrudes outwardly from the fireplace opening or which stands in front of the fireplace; nor does it include glass or a fire screen installed on the fireplace. Enter "0" if there are no working fireplaces equipped with Government inserts.
- ! **Number with Government stoves.** Enter the number of working fireplaces which have Government-furnished stoves in front, inside, or vented through them. Enter "0" if there are no working fireplaces with Government stoves.
- ! **Fireplaces/inserts/stove primary heat source.**  
Not Applicable.

**Item 36. Free-Standing Stoves.**

- ! **Number of Government provided stoves.**  
NOT APPLICABLE.
- ! **Is Government stove primary heat source.**  
NOT APPLICABLE.
- ! **Is Government stove primary cooking appliance.**  
NOT APPLICABLE.

**Item 37. Government-furnished appliances.** Enter the quantity and fuel type used by each appliance in the GFQ or trailer pad. If the unit is equipped with one refrigerator, enter "1" in the block immediately after "refrigerator" and an "E" for **Fuel Type** if the refrigerator is electrically operated. Enter "0" for each appliance that is not furnished by the Government and enter "N" (N/A) for **Fuel Type**. Enter "E" for electricity, "O" for fuel oil, "G" for natural gas, "P" for propane or "N" if not applicable.

*Only Government-furnished appliances are to be recorded. See Property Management Manual.*

**Item 38. Government-Provided Joint Use Appliances.**  
NOT APPLICABLE.

- Item 39. Tenant-Owned Appliances.** Enter the quantity and fuel type used by each occupant-owned appliance listed in the same manner as for **Government-furnished Appliances - Item 37.** Enter "0" for each appliance not occupant-owned and enter "N" (N/A) for **Fuel Type.**  
< *Only occupant-owned appliances are to be recorded.*
- Item 40. Electric Credits (metered service only).**  
NOT APPLICABLE.
- Item 41. Utilities Provided at the Quarters.** Enter the appropriate code for each listed utility. Enter "A" if the utility is provided by the Government, the amount of the utility consumed is metered or measured, and the charges for the utility are based upon the metered or measured amounts of the utility consumed (metered readings). Enter "X" if the utility is provided by the Government, the amount of the utility consumed is metered, and the Government collects for the utility outside the rental system (as in separate bills for collection). Enter "B" if the utility is provided by the Government, the amount of the utility consumed is not metered or measured, and the charges for the utility are based upon "flat rate" estimates of the amounts consumed. Enter "C" if the utility is provided by a private firm (utility company) and the utility company bills the occupant directly for the amount of the utility consumed. Enter "D" if the utility is not provided/available at the GFQ or trailer pad site.
- Item 42. Monthly Metered Usage for Government Provided Metered Utilities.** NOT APPLICABLE.
- Item 43. Other Government Provided Services.** Enter the appropriate response for each listed service that is provided by the Government.
- ! **Trash removal?** Enter "Y" (yes) if the Government provides trash removal at the GFQ or trailer pad or within a reasonable distance. This includes curbside pickup or the provision of dumpsters located in close proximity to the GFQ or trailer pad. Enter "Y" (yes) if the occupant is allowed to transport the trash to a disposal site during duty hours. Enter "N" (no) if the Government does not provide trash pickup.
  - ! **Lawn care?** Enter "Y" (yes) if the Government provides lawn care at the GFQ or trailer pad. Enter "N" if the occupant mows the lawn.

- ! Television reception.** "X" out the letter that best describes the television reception service provided by the Government to the GFQ or trailer pad. If the Government paid for the initial installation of the cable or satellite system, or is paying the service, maintenance or subscription fees, the service is considered as being provided by the Government. Service provided by cable or satellite facilities, installed and funded by employee or occupant organizations, are not regarded as provided by the Government. Charges for such facilities are not to be included in the quarters rental charge.
- ! Number of Government provided premium TV channels.** Enter the number of premium channels which can be received, unscrambled, at the GFQ or trailer pad, and which have been paid for by the Government, or which are available through Government provided signal descramblers. Premium channels are those which are not included in local basic cable/satellite subscription fees, but which are made available for an additional charge. Examples of premium channels include HBO, CINEMAX, SHOWTIME, etc. Enter "0" if no premium channels are provided by the Government.
- ! Maid service.** NOT APPLICABLE.
- ! Swimming pool.** Enter "**I**" (individual) if the Government provides a swimming pool (without charge) on the premises of an individual GFQ or trailer pad property, and if the pool is available for use only by the occupant(s) and invited guests of the GFQ or trailer pad. Enter "**C**" (community) if the Government provides a community swimming pool, which is available (without charge or invitation) to all GFQ or trailer pad occupants in the area or installation. Enter "**N**" (no) if the Government does not provide a swimming pool to GFQ or trailer pad occupant(s). Enter "**N**" (no) if a private (non-Government) swimming pool is available to GFQ or trailer pad occupant(s) upon payment of user membership fees.
- ! Firewood.** NOT APPLICABLE. Firewood is not to be purchased for or provided to staff residences by the Government per Property Management Manual.

**! Snow removal?** Enter **"Y"** (yes) if the Government provides snow removal at the GFQ or trailer pad. Enter **"N"** (no) if the occupant removes the snow. Snow removal means removing snow from sidewalks, doorsteps, driveways and other areas from which an occupant would normally be expected to remove the snow. It does not include removing snow from roadways, streets, common areas, roof areas (to protect the property), etc.

**Item 44. Additional Charges.** NOT APPLICABLE.

**Item 45. Additional Deductions.** NOT APPLICABLE.

**Item 46. Amenities.** Enter **"Y"** (yes) to indicate each individual amenity that is present at the GFQ or trailer pad location. Enter **"Y"** (yes) where a service is available, but an occupant elects not to use or subscribe to the service. Enter **"N"** (no) if the amenity is not present at the GFQ or trailer pad. To be present, an amenity must be available at the GFQ or trailer pad.

**Item 47. Misc. Administrative Adjustments.** NOT APPLICABLE.

**Item 48. Number of Planned Unrelated Occupants.** NOT APPLICABLE.

**Item 49. Number of Actual Unrelated Occupants.** NOT APPLICABLE.

**Item 50. Quarters Occupied.** NOT APPLICABLE.

**Item 51. Seasonal Use.** NOT APPLICABLE.

**Item 52. Justification.** NOT APPLICABLE.

**Item 53. Date Justification Approved.** NOT APPLICABLE.

#### SIGNATURE BLOCKS

**! Prepared by.**

- Signed and dated by the Property Officer.

**! Acknowledged by.**

- Signed and dated by Occupant.

**! Approved by.**

- Signed and dated by Chairman of the Housing Committee.

### **REPORT CALENDAR**

The Property Management Manual lists all periodic reports prepared and submitted in connection with Property Management operations.

This chapter will be reserved for additional technical reference materials.