UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO

Volume II

UNITED STATES SECTION MANUAL
VOLUME 2
GENERAL SERVICES

Chapter 603

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Section 200

Property and Supplies

UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
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UNITED STATES SECTION MANUAL
VOLUME 2
GENERAL SERVICES

Section 200

Property and Supplies

Transmittal Letter: PS-6

Date: June 15, 1981

Attached is the new updated manual which replaces the one issued in 1976.

Henry Moncada
Supply Officer

Will be revised by 7-1

UNITED STATES SECTION
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UNITED STATES SECTION MANUAL
VOLUME 2
GENERAL SERVICES

Section 200

PROPERTY AND SUPPLIES

Transmittal Letter: PS-7

Date: 4/27/83

The following revisions have been made to subject manual.

Attachment 4 - Warehouse Operations Forms

1) Explanations & Preparation Requirements has been revised.
2) Forms IBWC-39, 41, 42 and 43 have been revised.

Attachment 5 - Property Forms

1) Explanations & Preparation Requirements for Property forms has been added in lieu of Paragraph 222, page 2-3 for all IBWC forms.

2) Forms IBWC-21, 72, 140 and 159 have been revised.
3) Form IBWC-468 no longer used. (Obsolete)

HMoncada
Henry Moncada
Supply Officer

Filing Instructions: Remove page 2-15 and obsolete warehouse forms. Replace with Attachment 4 and revised forms.

Remove all obsolete property forms. Replace with Attachment 5 and revised forms.

NOTE: WE ARE IN THE PROCESS OF UP DATING THE PROPERTY AND SUPPLIES MANUAL -

200 PROPERTY AND SUPPLIES
(Warehouse Operations*)

210 GENERAL

This manual prescribes the policies, methods, and procedures governing the custody, use, and accountability of all personal property owned by or in the possession of the United States Section, International Boundary and Water Commission, United States and Mexico (hereinafter referred to as the Section).

*Since personal property handling requirements and warehouse operations are so closely integrated, both are included in this manual. However, for clarification all facets of personal property are included in the designation PART I, and warehouse operations are included in the designation PART II.

The manual covers 1) expendable and nonexpendable property; 2) regulations governing maintenance of accountability records for nonexpendable property; and 3) detailed warehouse operations and functions involved in processing materials and supplies acquired or released by the Section, and regulations in connection therewith.

Federal Property Management Regulations (hereinafter referred to as FPMR) promulgated by the General Services Administration are the controlling authority covering the subject matter contained herein.

211 RESPONSIBILITY

a) The Commissioner is responsible for the establishment and maintenance of detailed inventory records covering all property owned by or in the possession of the Section. These inventory records will reflect all material and supplies on hand, all changes occurring by reason of sale or transfer or other disposition, and all purchases of additional property. Transactions are to be documented in an accurate and timely manner, and charged to an accountable supervisor - who will be relieved of such charge upon the sale, transfer or other disposition of any such property.

b) The Administrative Officer is responsible for providing technical supervision, direction and support, through the Supply Officer whose duty station is in the Procurement Office in Headquarters Office, El Paso - with the Supply Officer conducting periodic visual inspections of all personal property and warehouse operations in the Section's projects.

c) The heads of individual field offices have the responsibility of exercising control over and directing the management of property which is under their jurisdiction.

d) Individual field offices have the respon sibility of including in its operations these regulations covering the care, cus tody, use, and control of all property assigned to it.

PART I - PROPERTY

212 DEFINITIONS

Personal Property - all property which is movable in character but which has not bee permanently affixed to structures or other facilities which will ultimately become an integral part of real property

Nonexpendable Property - all personal prop ty which does not lose its identity when put to its intended use, and which has an pected useful life of more than one year. There are two types of such property:

(1) Capitalized - which includes all pe sonal property having an acquisitio value of $300 or more and which has an expected useful life of more tha one year.

The cost of such property is charge to the appropriate equipment accoun

(2) Noncapitalized - which includes all personal property having an acquisi tion value of less than $300. ($299.

The cost of such property is charge to the appropriate cost or clearing account.

(NOTE): Although no formal accounta bility records are maintained cover ing this category of property, the accountable supervisor is required maintain adequate control over the custody and use of such property.

Expendable Property - all property which, when put to proper use, are absorbed, or lose their original identity, or become an integral part of other property.

The cost of all such property is charged t the appropriate cost, stores or clearing accounts.

Accountability - the obligation of the individual or responsible supervisor to en-

sure the proper care, custody and utilization of Government property, and the maintenance of records covering same, entrusted to him, in his possession, or under his direct supervision.

213 DESIGNATION OF ACCOUNTABLE SUPERVISOR

The heads of projects or field offices are designated as accountable supervisors for Government property held or acquired by the projects or field offices under their jurisdiction. The designation as accountable supervisor carries with it a pecuniary liability so as to protect the Government against the unauthorized use or misappropriation of property losses due to negligence. Thus, the safeguarding of and maintaining proper control over property is considered a primary responsibility of such designated supervisor. The accountability designation may not be delegated to other individuals; however, record-keeping functions and responsibility for the safekeeping, care, custody, and proper utilization of property may be assigned to other individuals.

Documents requiring the signature of the accountable supervisor must be personally signed by that supervisor. However, when the delay involved in obtaining such personal signature, due to extended leave absence or detail assignment, would seriously affect the expeditious handling of property transactions, certain documents (Reports of Survey for example) may be signed by his designated assistant. When such is the case, the transmittal letter should explain the circumstances necessitating the assistant's signature. Accountable supervisors are shown in Attachment 1 hereto.

214 OFFICIAL USE OF GOVERNMENT PROPERTY

No supervisor or employee of the Section shall authorize the use of Government-owned property for other than official purposes. All employees will be held strictly responsible in preventing the misuse of property in or chargeable to their custody. The use of Government-owned property in rendering assistance in times of major disaster would be considered as an official purpose. Similarly, it would be considered proper to make such property available in accordance with cooperative agreements or contracts which are made pursuant to authority vested in the Section.

215 REVIEW OF PERSONAL PROPERTY HOLDINGS

All personal property located at and in the custody of each field office and project wil examined and reviewed on a continuous basis so as to maintain inventory at the lowest pr ticable minimum. All property not needed an not utilized will be 1) considered for reass ment within its own activities, and (2) if re assignment is not feasible, made available the holding project or office for transfer o other disposal.

216 PROPERTY ASSIGNED TO THE SECTION

When nonexpendable property is assigned to field offices and/or projects of the Section by another Government agency, or purchased with funds made available by another agency, accountability records covering the property will be maintained while such property is in its custody.

217 PROPERTY RENTED TO OR LOANED BY THE SECT

Rental of nonexpendable property will be co ered by contract or purchase order; and loa of Section property will be covered by writt agreement and/or receipt.

Property rented to the Section will not be counted for as Section-owned; however, reco will be maintained in order to establish th necessary control over the property. Recor covering property loaned by the Section wil likewise be maintained so as to establish t necessary control over the property.

Equipment record forms, in original only, a to be prepared with each form being plainly identified "Rental" or "Loan", and indicati the terms and limitations of the rental or agreement, together with other pertinent in mation of memorandum nature.

The equipment record cards will be maintain a separate file, with no memorandum copies ing forwarded to the Finance Office

218 IDENTIFICATION OF SECTION PROPERTY

Construction property, such as tractors, pumps, cutters, etc., having an acquisition value of $300 or more are to be identified by the use of stencil, "U.S. SECTION, IBWC" Office equipment will be identified by the use of label - using an embossing machine. Numbers issued to such equipment will be pr vided by the Supply Officer and will indica Code Positions 5, 6, 7, and 8.

Vehicles assigned to the Section by General Services Administration (GSA) and Section-o vehicles will be identified by decalcomania placed on the side of each front door of sa vehicles with the identification "INTERNATI

BOUNDARY AND WATER COMMISSION". Any equipment not the property of the Section but which is being used on a rental or loan basis will be identified by means of a tag which will state the owner or Government agency from whom the property is being rented or borrowed.

Property identification will be by means of an eight (8) digit code to be used for recording purposes only, with the last four (4) numbers of the code to be stenciled on the equipment. An example follows:

Item: Trailers, 2-wheel, cargo.
Code Positions:
1/2/3/4/5/6/7/8
2 3 3 0 0 0 0 1
Positions 1 through 4:
Group and Class Numbers.
(NOTE: These group and class numbers are established by GSA, with positions 1 and 2 indicating Group, and positions 3 and 4 indicating Class. Reference Attachment 2 which details the Section's group and class numbers and descriptions of property.)
Positions 5 through 8:
Identification number of equipment (to be stenciled on property as stated above.)

219 ACCOUNTABILITY RECORDS

Accountability records will be established and maintained to cover all capitalized nonexpendable property in custody of the Section's projects and offices. However, accountability records covering noncapitalized equipment will not be maintained by the Property Unit.

220 RECORDS RESPONSIBILITY

Accountability records will be established and maintained by the Supply Officer of the Property Accountability Unit (hereinafter referred to as Property Unit) located in the Procurement Office in El Paso Headquarters Office. The Property Unit will apply and adhere to the principles of accountability control, modified according to the demands of the approved ADP Program, although records may be physically kept other than in the Property Unit as set forth in the following paragraph.

ADP records are to be retained in the Computer Room. These records consist of IBM cards and a magnetic disc cartridge. As required, quarterly computer printouts covering property inventory will be issued to field offices. However, a property inventory listing printout will be maintained up-to-date at all times by the Property Unit.

221 ACCRUAL BASIS RECORDING

All capitalized equipment acquired togethe with the known, estimated, or appraised va ue thereof will be recorded in accountabil ity records from journal vouchers preparec by and received from the Finance Office - which office will also enter all capitali: equipment in the appropriate general ledge and subsidiary ledgers from information co tained on the receiving report prepared by the Receiving Unit.

222 PROPERTY FORMS REQUIRED AND UTILIZED

The following forms are prescribed, required, and utilized in the accomplishment of property functions - and correct usage explanations are contained in this manual in the order listed:

Form No.	Title
IBWC-21	Property Transfer
" 53	Acceptance Certificate
" 72	Report of Survey
" 140	Receiving Report (Personal Prope
" 159	WOIS/Lost Property Certificate
" 279	Equipment Record Card
" 342	Property Clearance
" 344	Property Computer Format
	* * *
SF-120	Report of Excess Personal Proper
SF-122	Transfer Order - Excess Pers Pro
SF-126	Report of Personal Property for
	* * *
GSA-1627	Envelope for Vehicle Accident Fo Contains:
GSA-1812	What To Do If You Have An Accide
SF-91	Operator's Report of Vehicle Acc
SF-91A	Investigation Report of Vehicle dent (Use only if damages exceed
SF-94	Statement of Witnesses
OF-26	Data Bearing Upon Scope of Emplo ment of Motor Vehicle Operator
	* * *
DS-1663	Supervisor's Report of Accident (Use ONLY when personal injury o property damage exceeds $100)

Reference Attachment 5 for specimen copie of above-mentioned forms.

223 ESTABLISHMENT OF ACCOUNTABILITY RECOR FROM RECEIVING REPORT

The original and two copies of each receiv report (IBWC-140) together with the recei copy of purchase order will be routed to t Property Unit. This report will be used o for items having a value of $300. or more italized). The documents are to reach the erty Unit within 48 hours following the re of the property, which special handling to given receipted copies of purchase orders volving time discounts. Upon receipt of e such receiving report, the Property Unit perform the following functions:

a) Verify the classification established by the receiving individual to determine whether the items are expendable or nonexpendable; and if nonexpendable, whether capitalized.

b) Forward the original of the receiving report to the Finance Office, retaining two copies of the document. After processing of the purchase order by the Finance Office, a journal voucher containing all pertinent information is to be transmitted to the Property Unit which unit will:

(1) record all capitalized equipment in the accountability records if manually maintained (Property Register), and issue an identification code covering the equipment (reference Par. 218);
(2) prepare a property card (Equipment Record Form IBWC-279);
(3) complete an IBM form (Proportional Record Layout) containing all pertinent, and transmit same to the ADP Programmer for input in the ADP Property Program; and
(4) complete the remaining 2 copies of IBWC-140, forwarding one copy to submitting project or field office, and filing other.

224 EVALUATION OF CAPITALIZED EQUIPMENT

Equipment accountability records will be established initially at values reflected in journal vouchers received from the Finance Office. With automated records, provision for cost adjustments will be included in the approved ADP Program. In accountability records maintained separately from the general ledger or subsidiary ledger, it is required that costs reflect this information in such accountability records. Equipment, when received, will be evaluated as follows:

a) When acquired by purchase order - will be taken into records and accounts at costs shown on the journal voucher.

b) When acquired by transfer order from other agencies at no cost to the Section (using SF-122), will be given a fair value cost which, if amounting to $300 or more, will be placed under capitalized property, and freight charges, if any, will be added to the fair value cost.

c) When fabricated in project shops - equipment will be given the cost as charged to labor shown on the shop o der (Form IBWC-46), and will be include in property inventory if the cost is $3 or more.

d) When not previously inventoried but add at a later date - will be evaluated by comparison with similar items and curre estimated values.

The following will be added to the investm cost of heavy-duty equipment and vehicles owned by the Section:

a) The original cost of modifications, and the unloading, assembling, and initial preparation of equipment-for-service ex penses.

b) The initial cost of safety modificatio such as rollover canopy tops on tractor brush guards on brushcutters, etc.

The following will not be added to the investment cost of equipment:

a) Cost of repairs - which costs will be charged to maintenance of equipment.

b) Costs incident to receiving, recording, storing, and managing the equipment.

225 PREPARATION, MAINTENANCE, AND DISTRIB TION OF EQUIPMENT RECORDS

Preparation:
Each item of capitalized equipment will b recorded as follows:

a) On equipment records (Form IBWC-279)- equipment code, description of item, m and serial numbers, acquisition source, date received, purchase order number, quantity, cost, journal voucher number date, location, and account number.

b) On proportional record layout form (IB form for use in ADP system)- the same information as shown in a) above is required.

Maintenance:
In a manual system, the equipment records cards will be maintained in the Property Unit. In the ADP Program, the IBM cards are maintained in or near the ADP operations area.

Distribution:
A printout covering all equipment listed IBM cards will be provided to and maintai in the Property Unit. A printout coverin all equipment listed on IBM cards for ind ual locations will be distributed to the covering project or office.

226 ACCOUNTING CONTROLS

The Finance Office will be responsible fo establishing and maintaining control acco

which reflect the value of property acquired by the Section. The following will govern:

a) Nonexpendable property to be capitalized will be charged directly to the appropriate equipment account.

b) Nonexpendable property which if not capitalized may be charged directly to cost or clearing accounts, as applicable.

c) Items of property which are expendable may be treated in every respect as materials and supplies.

227 SUBSIDIARY RECORDS

Equipment accounts covering items of capitalized equipment will be supported by detailed records (equipment record cards, and ADP IBM cards and printouts) to adequately identify units of equipment charged to such accounts. These records will be maintained in the Property Unit.

228 COST ADJUSTMENTS

Recorded differences between acquisition costs of capitalized equipment (which are subsequently adjusted for freight, modifications, assembling, and other miscellaneous charges) will be entered by the Finance Office in subsidiary records, such cost adjustment information being provided the Property Unit by means of journal vouchers.

229 ACCOUNTABILITY RECORDS RECONCILIATION

Nonexpendable capitalized property accountability records will be reconciled as follows:

a) Manual records system - the description and quantity balances of accountability records will be reconciled to general ledger and subsidiary accounts maintained by the Finance Office by means of physical inventory. This reconciliation is to be accomplished by the issuer [redacted] of each year - allowing a period of 2 months after the taking of physical inventory for reconciliation of all records.

b) Automated records system - the reconciliation of accountability in general ledger and subsidiary records will be accomplished as provided for in the approved ADP Program.

The accuracy of the quantity balances as recorded in the accountability records will be verified by annual reconciliation with results of the physical inventory.

230 INACTIVE RECORDS

When equipment is sold, transferred to anot Government agency, traded in, or worn-out, equipment records will be removed from acti accountability record files, and stamped EXPENDED. Inactive files will be maintaine in the same manner as active files, subject to ultimate disposal in accordance with exi ing records management practices.

231 PROPERTY RESPONSIBILITY AND DOCUMENTATI

a) Responsibility - each accountable superv is responsible for all Government-owned erty under and in his jurisdiction. To able such accountable supervisor to prop fulfill this obligation, all supervisors employees to whom custody of equipment i assigned, will be held responsible and a able to the accountable supervisor for e ment in their possession.

b) Documentation - for clarification purpo this will be divided into 2 categories, follows:

1) capitalized property - accountable su visors can maintain effective control capitalized property by accurate and tailed documentation. At the time o its delivery, the accountable superv or employee in charge of warehouse o ations assumes responsibility for al property received, and documents rec of such property by preparation and tion of a receiving report (IBMC-140 This report is prepared in triplicat with all copies transmitted to the P ty Unit for the following distributi original for accountability file, on copy for Finance Office, and one cop tained in Property Unit (with such c being eventually returned to the sub ting office upon completion of prope processing); and

2) noncapitalized property - because of generally limited service-life and m mum cost within the overall inventor noncapitalized property does not req similar documentation as described i above. However, all accountable sup visors and pertinent staff elements provide for the adequate care, prote tion and utilization of noncapitaliz property; and in this area of respon ity, all supervisors and employees h noncapitalized property in their pos sion are charged by and answerable t accountable supervisor for its care, tody, and use.

232 PROTECTION AND STORAGE OF EQUIPMENT

The employee to whom equipment has been as

signed will be responsible for the care, protection and storage of such equipment. Proper storage facilities will be made available by the project or office and when found necessary or advisable, watchmen or guards will be provided.

233 PROPERTY CLEARANCE

Upon separation of an individual from employment with the Section and before final salary payment can be made, all personal property in the individual's possession (ID cards, vehicle keys, badges, etc.) are to be turned over to the departing employee's timekeeper. When all such property is satisfactorily accounted for, a property clearance report (Form IBWC-342) will be completed, signed by the immediate supervisor, and submitted to the Procurement Office for approval. The personal property turned over to the timekeeper will be transferred to the Personnel Office for disposition as necessary.

When the above has been accomplished, property clearance will then be issued the departing employee, and the Payroll Section will be notified of such property clearance so that the employee's final salary payment can be issued. Important to remember is that certification for final salary payment will be withheld until the property clearance is obtained.

234 PROPERTY INVENTORY

a) Annual inventory - the effective date for submission of annual physical inventory of personal property will be January 31 of each year.

b) Method of inventory check - as regards performance of physical count of nonexpendable (capitalized) property, approximately 2 months prior to the next-due inventory date, an IBM printout covering nonexpendable (capitalized) property will be distributed for verification and, where necessary, adjustment against the physical inventory to be taken. The physical inventory record will contain the minimum following information:

1) brief description of item (manufacturer's name, model and serial numbers, and identification code number if known);
2) location of property (if property transferred but printout does not reflect such transfer, indicate effective date and new location); and
3) pertinent notations covering equipment on inventory but not physically seen and inspected.

All shortages which surface at the actual taking of inventory are to be noted - and not subsequently resolved as the inventory progresses to completion, a Certificate Covering Lost or Worn-out Property (IBWC-159), and/or Report of Survey (IBWC-72) will be required.

Inaccessibly located equipment (in remote gaging or radio repeater stations) may be impractical to physically inspect and in such instances, inspection may be waived provided assurances, by the responsible employee or individual regularly servicing and maintaining such equipment, are given to inventory-taking personnel that it is, in fact, on hand.

All information-containing records together with all worksheets used in reconciling the physical count with accountability records must be retained until the completion and reconciliation of the next physical inventory.

c) Condition appraisal - is conducted in connection with each physical inventory. It covers all property including expendable equipment, and is for the purpose of determining its serviceability and continued safe use. When unserviceable or unsafe equipment is found, such information is to be noted and recorded so that the responsible official can determine the action to be taken.

d) Reconciliation and adjustment - upon completion of the physical counting process, the actual count will be compared with quantities shown on accountability records maintained in the Property Unit. Discrepancies not supported by either IBWC-159 or IBWC-72 after due search, must be explained in writing by the accountable supervisor. If, however, differences are supported by either of the above-stated documents, records are to be reconciled and appropriately adjusted with the Finance Office.

Any differences between individual records and prior inventory quantities, and the physical count are to be adjusted within 30 days after the effective date of the inventory.

Inventory covering noncapitalized property will be reconciled with the prior year's inventory, taking into consideration all purchases and transfers made, and submission of all Form IBWC-159 prepared during that year.

e) Inventory report - all reconciliations and adjustments are to be made within 60 days following the effective date of the annual inventory, and the Procurement Officer will submit a report on inventory findings to the Chief, Financial Services, in Headquarters Office.

f) Special inventories - may be required during audits when there is a change in accountable supervisors or when a specific item quantity or location verification is needed. Special inventories may be conducted by auditors or individuals other than warehouse personnel; however, such warehouse personnel may be requested to assist.

235 PROPERTY ACCOUNTABILITY

An accountable supervisor may be relieved from property accountability by any one of the following circumstances:

a) Transfer of accountability from one to another accountable supervisor - when a change in accountable supervisors occurs, the incoming supervisor is required to formally accept full responsibility and accountability for all Government-owned property in the custody of that particular project or office. At the option of the incoming supervisor, this may be accomplished by either of the following methods:

1) Taking a physical inventory of all property and summarizing the results, in triplicate, in appropriate form.

Both the incumbent and incoming accountable supervisors are to certify all copies of the report as to its accuracy and agreement with accountability records - with shortages being accounted for by the incumbent prior to his release from accountability, and all shortages not properly accounted for are to be reported to the Administrative Officer for necessary action as regards withholding compensation for recovery of indebtedness. The incoming supervisor will accept accountability for only that property actually on hand. The original of the duly certified report will be transmitted to the Property Unit, with each party to the transfer of accountability retaining a copy thereof.

When this method is used to effect transfer of accountability, the physical inventory so taken may be regarded as satisfying the annual inventory requirements for the year during which the transfer was made.

2) Executing an Acceptance Certificate (IBWC-53) which certifies that the incoming supervisor is satis fied as to the accuracy of the projec records, and indicates his willingnes to assume liability for all property corded without physical verification.

The above-mentioned form is to be pre pared and executed in quadruplicate; original and one copy will be transmitted to the Property Unit, and each party to the transfer of accountabili will retain a copy for their records.

b) Transfer of property to another accountable supervisor within the Section, or to another Government agency - when prop ty is transferred to another project or office of the Section, an accountable su visor will be relieved of accountability of that property by the execution of a Property Transfer Receipt (IBWC-21) by b the relinquishing and receiving accounta supervisors.

Instructions for the preparation of IBWC are shown on the sample form (reference Attachment 3). The copy for the Propert Unit must be transmitted to that office within 48 hours of any such transfer. I the transfer consists of capitalized pro erty, the Finance Office will be provide with transfer documentation from the Pro erty Unit to enable the Finance Office t revise its accounting ledger.

c) Sale of property under conditions and li itations authorized by current GSA rules and regulations - when property is sold, accountable supervisors shall be relieve of accountability after execution, appro and submission of Report of Survey (IBWC to the Property Unit for processing.

Thereafter, the Property Unit will repor such property to GSA by submission of a Report of Personal Property for Sale (SF 126). After sale, GSA will provide docu mentation to the Finance Office and upon receipt of a journal voucher from that office, relief will be recorded on accou ability records.

d) Authorized abandonment, destruction, and donation of property - when properly au- thorized by Report of Survey (IBWC-72), accountable supervisor shall be relieve of accountability, as follows:

1) Abandonment of property because of ca trophe or "Acts of God" shall be evi- denced by properly executed document tion by the accountable supervisor, stating circumstances necessitating abandonment.

2) Destruction of property shall be au- thorized after IBWC-72 and Certifica of Disposal (IBWC-468), executed in triplicate by the proper supervisor a submitted to the Property Unit. (NOT Certain categories of property are r quired by Federal Property Managemen

Regulations to be destroyed, and the Supply Officer will advise those items for which mandatory destruction is required.)

However, destruction of property is not meant to infer that property to be placed in scrap and/or salvage yards is to be physically broken by personnel before such placement. Although this method has been the custom in past years, it is no longer acceptable and personnel will discontinue such practice.

3) Donation of property shall be authorized upon approval of duly executed Report of Survey. The Property Unit will then prepare and submit to GSA a Report of Excess Personal Property (SF-120) for advertisement by GSA to other Government agencies.

e) Lost, or accidental destruction of, property when covered by approved documentation - an accountable supervisor shall be relieved of responsibility by reason of property lost provided it was not caused by or the result of dereliction of duty or negligence; and provided further that liability for such loss or accidental destruction is fixed with the responsible employee.

This proof is accomplished by submission, and subsequent approval, of Forms IBWC-72 and/or IBWC-468, Report of Survey and Certificate of Lost or Worn-out Property, respectively.

Upon said establishment of the nonexistence of negligence or carelessness, authorized relief will be entered on accountability records from information provided in either of the above-mentioned forms.

236 MOTOR VEHICLE ACCIDENTS AND DOCUMENTATION

All Section-owned or GSA Motor Pool vehicles involved in accidents will be reported at once by the vehicle operator to his immediate supervisor. In addition, the vehicle operator will complete the information required on the various forms contained in each vehicle's "packet kit" which includes the following: SF-91 (Operator's Report of Motor Vehicle Accident); SF-91A (Investigation Report of Motor Vehicle Accident) to be completed only when vehicle damages are in excess of $250.; SF-94 (Statement of Witnesses); and OF-26 (Data Bearing Upon Scope of Employment of Motor Vehicle Operator).

Accidents resulting in personal injury or property damages in excess of $100. must be reported and submitted on Form DS-1663 (Supervisor's Report of Accident). This report will be used in lieu of IBWC-72 as a basis for determining financial responsibility - where and as appropriate. The investigation report, together with findings and recommendations made from a review conducted by the Counsel, Personnel Director, Administrative Officer, and other individuals concerned with determining action affecting the operator, will be used in the financial responsibility determination.

The accountable supervisor (or his immediate supervisor if he should be personally involved) shall made the determination of financial responsibility when a motor vehicle is damaged but no bodily injury or third-party claim is involved and no evidence of negligence or misconduct is indicated.

Where bodily injury is involved or a third-party claim is pending or anticipated, whether or not evidence of negligence or misconduct on the part of the operator exists - regardless of the amount of property damage - the determination of financial responsibility made by the accountable supervisor (or his immediate supervisor, if appropriate) shall be withheld until any court litigation is settled, or the Counsel closes the case.

When an accident involves irregularities, offense or misconduct of a serious nature, it shall be reported to the Counsel for investigation and determination of financial responsibility.

237 PROPERTY ACTION DOCUMENTATION

The following transactions involving nonexpendable (capitalized) property having a value of $300 or more, require survey action and reports of survey for documentation and/or authorization:

a) Transfer to another office of the Section
b) Sale of property after circularization as being "available" when the property involved is exempt from reporting requirements to GSA as excess property.
c) Sale of surplus property.
d) Sale or exchange of property for replacement purposes - except when the property is offered on a trade-in basis.
e) Condemnation for salvage and/or scrap; and destruction and abandonment of property regardless of circumstances.
f) Donation of property reported as surplus for educational, public health and civil defense purposes, and which if not disposed of by donation, after reporting requirements are met, can be sold.

g) Other circumstances where there could be a claim against the Government as regards administration, care, or use of Government property; or other circumstances which, as determined by and at the discretion of the Administrative Officer or other reviewing authority, would require survey actions or reports.

When the total amount of loss or extent of damage does not exceed $100 and/or possible claims against the Government are not involved, documentation by IBWC-159 may be used in lieu of reports of survey.

238 SURVEY AUTHORITY AND ACTION

Board of Survey - when survey action is required, it shall be accomplished by a Board of Survey authorized to (1) conduct surveys; (2) report findings and recommendations; and (3) ensure that property intended for salvage orscrap for future sale is transferred to proper areas upon such disposition having been approved; or designating individuals to so act in its behalf.

The Board of Survey will consist of three(3) members appointed by project or office supervisors in those locations where the property is situated. Findings and recommendations will be documented on IBWC-72, including certification by and signatures of the Division Engineer, Projects Division, and Administrative Officer - on behalf of the Commissioner.

Special Boards of Investigators - which will be appointed by the Commissioner to investigate unusual losses resulting from fire, flood, etc. Covering reports will be promptly forwarded to the Commissioner, with a copy thereof attached to an IBWC-72 for the purpose of clearing property records and accounts.

The special boards are charged with the responsibility of (1) investigating fully all matters submitted to it; (2) requesting all evidence bearing on the case (not limiting inquiries to evidence from or statements presented by interested parties only); (3) thoroughly examining and verifying all evidence presented and/or available; and (4) making recommendations consistent with the circumstances and findings disclosed by examination.

In cases involving lost or damaged property, statements of circumstances as well as findings disclosed by investigations shall be included in or be attached to the covering IBWC-72.

Damaged property - unless findings disclose the property involved was being used for other than official purposes, or an employee failed to exercise reasonable precautions in care, use, and custody, such employee will be relieved of financial liability. The inexpert use of property resulting in damage, while in the performance of official business, will not justify holding the employee liable. All extenuating circumstances, however, must be taken into consideration.

Lost property - the relief stated above regarding damaged property will apply when the employee is able to explain when and under what circumstances property was lost. However, when the employee is unable to adequately explain the disappearance or loss, the board will be concerned with whether the employee had sufficient control over such property, and as a result of that concern, it may be reluctant to recommend relief from financial liability.

The determination regarding an employee's financial liability for damaged and/or missing property will be made apart from and without prejudice to whatever personnel action may be appropriate. The matter of financial liability must be maintained separate from such questions as to appropriateness of retraining, transferring, reprimanding, suspending, and/or commending the employee.

239 LOSS AND/OR DAMAGE LIABILITY

All cases involving potential liability of an employee will be reviewed by the Personnel Director who will also participate in the final decision regarding such liability and will initiate any proper related personnel action.

It shall be the responsibility of the accountable supervisor to establish the Government's claim against an employee when such employee is found liable for property loss and/or damage - or when an employee voluntarily accepts liability therefor. Restitution to the extent of the Government's loss should be

sought, and in this connection:

a) damaged property - the Government's loss will usually be (1) the cost of necessary repairs, or (2) the difference between the value after damage as compared with that before damage occurred.

b) lost property - the measure of the Government's loss should be the appraised value based on the last known condition of the property.

If settlement can be effected, collection shall be made and deposited by the Finance Office into "Miscellaneous Receipts" of the United States Treasury.

If agreement cannot be reached, the Administrative Officer shall be so advised and furnished copies of all documents, statements, etc., purporting to establish the employee's indebtedness. Pursuant to instructions from the Administrative Officer, the Finance Office will proceed with necessary collection action.

In the absence of specific statutory authority to enable collection from an employee for loss of or damage to property resulting from neglect or carelessness, appropriate administrative action shall be taken in an effort to prevent an occurrence. This may range from verbal or written reprimand in the case of minor loss or damage, to suspension from duty without compensation for a temporary period, or removal from office.

240 THEFT OR DAMAGE REPORTING REQUIREMENTS TO LAW ENFORCEMENT AGENCIES

When theft, or damage under circumstances which indicate breaking and entering, or other acts of burglary or vandalism occur, and (a) the loss to the Government is in excess of $50, and (b) there is no indication of any Section employee being involved, the incident shall immediately be reported to local law enforcement agencies or to the Federal Bureau of Investigation.

Verbal reports should be confirmed in writing, and notice of action taken shall be forwarded to the Commissioner through the Administrative Officer, together with a statement of circumstances in the case, including the law enforcement agencies so notified.

In the event Section employees are involved in theft and/or malicious damage to Government property regardless of the amount of loss, the Personnel Director shall be notified immediately, and all pertinent facts reported through channels to the Commissioner.

When loss to the Government is under $50, a report to local law enforcement agencies or the Federal Bureau of Investigation will be made at the discretion of the field office or section head where the incident took place.

If such a report is made, the Commissioner, through the Administrative Officer, will be so notified.

PART II - WAREHOUSE OPERATIONS

241 PURPOSE

Part II - Warehouse Operations - provides the regulations and guidance to all field office warehouse and storeroom personnel throughout the Section in the performance of warehouse operations. Policies and procedures contained herein provide for (1) recording all receipts and issuances of materials and supplies, and equipment, in a manner which will ensure a record of accountability and responsibility; (2) classifying, identifying and periodically inventorying materials and supplies in the Section's custody; and (3) storing and protecting supplies and materials in a manner which will ensure proper care and safekeeping pending the eventual use for which acquired.

242 DEFINITIONS

Materials and Supplies - are property items which, when utilized, lose identity or become an integral part of real property.

Equipment - is property (shop tools, furniture, etc.) which when utilized does not lose identity or become an integral part of other equipment or permanent installations

243 RESPONSIBILITY-ACCOUNTABILITY

Responsibility - the project supervisor is charged with the responsibility for all phases of warehouse operations, with the detailed accomplishment of these activities being assigned to the employee in charge of the warehouse. In order to fix specific responsibility for the custody of property in storage, keys to warehouse and storage areas shall be issued to only the individual designated as being in charge of the warehouse - or to other individuals designated by the employee-in-charge or the project supervisor, as may be required.

Accountability - the employee in charge of the warehouse, or the project supervisor, has the obligation to maintain property record accounts covering all materials and supplies, which accounts will be subject to audit by designated auditors or reviewers.

244 OPERATING ACCOUNTS

The employee-in-charge designated to supervise warehouse operations, and warehouse personnel assigned to him, are pri- marily responsible for the economy and effi- ciency of such operations. Therefore, opera- ing accounts are maintained to effect such control. It is important for these employee to learn and become knowledgeable regarding the nature, features and records of operatin accounts which are retained in but made avai able by the Finance Office. These operating accounts are used to accumulate and distribu warehouse expenses as relate to warehouse o arations.

245 ACQUISITION METHODS

Materials and supplies, and equipment, are a quired by (1) transfer from other Government agencies - this being the first source of su ply; (2) purchase from GSA Federal Supply Se vice; (3) purchase from commercial sources; and (4) transfer between Section warehouses.

Individual purchases amounting to less than $150 can generally be made by cash payments with monies from Imprest Funds.

Capitalized equipment (~~$300~~ 100 or more) require the submission to the Procurement Office of completed Request for Purchase which will co tain necessary equipment requirements, speci cations and, if available, brochures and lit ture as relate to the type of equipment re- quested for purchase. No capitalized equipm will be purchased until such completed Reque for Purchase is submitted to the Procurement Office.

246 RECEIPT OF GOVERNMENT PROPERTY

The employee who affixes his signature to th receiving copy of the purchase order is cert fying that the property listed thereon has been received, and his signature serves the purpose of advice to the Finance Office that payment of Government funds for the property ordered and received is in order. Thus, ini al accountability for all equipment, materia and supplies received by the Section is esta lished with the duly-receipted copy of purch order.

Although the actual and formal receipt of pr erty ordered is accomplished by the employee whose signature appears on the receipt copy the purchase order, the project supervisor o employee in charge of warehouse operations as sumes immediate responsibility for all prope received upon such formal receipt by the rec ing employee.

247 STORAGE OF GOVERNMENT PROPERTY

All materials and supplies ordered and recei for retention in warehouses are to be stored bins adequately identified by part or Federa stock number, description (name) of article individual bin number. Identification will by means of a label appearing on each bin. The article name as appears on the bin label

will be identical to that shown on a warehouse stock record card covering the item involved. When it is necessary to store more than one item in a single bin, identifying labels for each item so stored will be indicated on the bin.

The warehouse storage bins will be of metal construction, with each row of metal storage bins to be alphabetically lettered ("A" - first row, etc.).

All materials and supplies stored in other than warehouse storage bins will be identified so as to be readily referenced to the applicable warehouse stock record cards.

All supplies and materials shall be assigned categories such as miscellaneous automotive parts, tractor parts by manufacturer, welding supplies, etc., for prompt identification and location purposes, with corresponding labels on storage bins.

248 INVENTORY OF GOVERNMENT PROPERTY

Physical inventory - [redacted] of all materials and supplies in warehouse and other storage areas. As a general rule, the physical inventorying of warehouse stocks should be on a continuing basis throughout the year by the cycle-counting of certain and sufficient items or categories to ensure correct totals at the taking of the overall annual physical inventory. [redacted]. If results indicate a great discrepancy in one or a number of items and the difference cannot be identified, warehouse records shall then be adjusted by processing a journal [redacted] turn, shall be posted to the appropriate stock record card. Such adjustment will be accomplished after review by and approval of the Project Superintendent and the Chief, Financial Services.

Stock-value inventory - a reconciliation of stock value and warehouse control ledger will be effected [redacted], with the reconciliation to be commenced on the 1st day of the month. This reconciliation is necessary to determine agreement between warehouse stock values and control ledger values. It is accomplished by the running off [redacted] The following regulations will cover the adjustment of overages and/or shortages:

If the overage and/or shortage difference between tape and control ledger totals is less than $50 and the difference cannot be identified or located, such amount will be written off using Form IBMC-42, by charging or crediting the warehouse expense account (144.2 Stores Expense).

If, however, such overage and/or shortage difference exceeds $50 and the difference cannot be identified or located, the matter will be brought to the attention of the Project Superintendent and he will determine the additional steps necessary to effect adjustment.

Recording and reconciliation - inventory dates and quantities shall be entered on warehouse stock record cards as inventories progress. Quantities counted shall be compared with quantity balances on warehouse stock record cards, and any differences so noted shall be adjusted. Every effort will be made to locate errors and make proper corrections at sources. Such efforts should include but not be limited to checking rec computations to ensure mathematical accura of quantity balances shown on cards, and s viewing receipt and issuance documents entered on the cards since the last previous inventory. If errors can be so identified appropriate corrections shall be made in the warehouse records.

249 PROCUREMENT OFFICE DOCUMENTATION

The Procurement Office will provide receiv warehouses with 2 copies of each purchase der (SF-147), GSA requisition (SF-344), a transfer order (SF-122), as applicable. (copy will bear the "receiving stamp" to be signed and dated when materials and suppli ordered are received - and will be transmi to the Finance Office via the Procurement fice, with the other copy being retained the receiving warehouse for its files. E peditious handling of all receipt copies purchase orders will be accomplished, part larly when time discounts are involved.

250 WAREHOUSE OPERATIONS FORMS

Except as may be otherwise authorized by Commissioner, by electronic or other mach processing methods, the preparation requi ments for various forms prescribed for wa house operations are contained in Attachme and a specimen copy of all such forms are contained in Attachment 4 of this manual.

251 ISSUANCES FROM WAREHOUSE STOCK

Property from warehouse stock will be iss for official use only and to those employ specifically authorized to withdraw stock Primary responsibility rests with the Pro Superintendent in this regard, and is del gated by him to the employee in charge of warehouse operations. Requests are made warehouse stock on Form [redacted].

ATTACHMENTS:

1. Accountable Supervisors
2. Groups and Classes
3. Warehouse Operations Forms, and Explanations and Preparation Requirements
4. Specimen Copies of Forms Covering Warehouse Operations
5. Specimen Copies of Forms Covering Property Operations

ATTACHMENT 1

ACCOUNTABLE SUPERVISORS:

Location	Position Title
El Paso Headquarters	Procurement Officer
El Paso Hydro	Supv. Hydrological Engineer
Upper Rio Grande Projects	Project Superintendent
Alpine Hydro	Hydrological Technician
Del Rio O&M	Project Engineer
Del Rio Geology	Supervisory Geologist
Del Rio Hydro	Supv. Hydrological Engineer
Eagle Pass Hydro	Hydrological Technician
Falcon O&M	Project Superintendent
Harlingen O&M .....)	Project Engineer
Harlingen Construction)	
Harlingen Hydro	Supv. Hydrological Engineer
* Laredo Hydro	Supv. Hydrological Engineer *
Presidio Construction	Project Engineer
San Diego)	Engineer-in-Charge
Yuma.....)	

* All property inventories for Hydro Offices, with the exception of El Paso Hydro, will go through the Laredo Hydro Office.

GROUPS AND CLASSES

Group	Class	Description
19	40	Small craft
19	55	Dredges
19	90	Miscellaneous vessels
20	10	Ship and boat propulsion components
20	20	Rigging and rigging gear
20	40	Marine hardware and hull items
20	50	Buoys
20	90	Miscellaneous ship and marine equipment
23	10	Passenger motor vehicles
23	20	Trucks and truck tractors
23	30	Trailers
23	40	Motorcycles
24	10	Tractors, full-track, low-speed
24	20	Tractors, wheeled
24	30	Tractors, track-laying, high-speed
25	40	Vehicular furniture and accessories
25	90	Miscellaneous vehicular components
26	10	Tires and tubes, pneumatic - except aircraft
26	30	Tires, solid and cushion
26	40	Tire rebuilding, and tire and tube repair materials
28	05	Gasoline reciprocating engines
28	15	Diesel engines and components
28	20	Steam engines, reciprocating - and components
28	25	Steam turbines and components
28	30	Water turbines and water wheels
28	35	Gas turbines and jet engines
28	95	Miscellaneous engines and components
29	10	Engine fuel system components
29	90	Miscellaneous engine accessories
30	10	Torque converters and speed changers
30	20	Gears, pulleys, sprockets, and transmission chain
30	40	Miscellaneous power transmission equipment
32	20	Woodworking machines
32	30	Tools and attachments
34	11	Boring machines
34	12	Broaching machines
34	13	Drilling machines
34	14	Gear cutting and finishing machines
34	15	Grinding machines
34	16	Lathes
34	17	Milling machines
34	18	Planers
34	19	Miscellaneous machine tools
34	31	Electric arc welding equipment
34	33	Gas welding, heat cutting and metalizing equipment
34	38	Miscellaneous welding equipment
34	39	Miscellaneous welding, soldering and brazing supplies and accessories
34	41	Bending and forming machines
34	42	Hydraulic and pneumatic presses - power driven
34	43	Mechanical presses - power driven
34	45	Punching and shearing machines
34	48	Riveting machines
34	50	Machine tools - portable
34	70	Machine shop sets, kits, and outfits
35	20	Industrial sewing machines
36	95	Miscellaneous special industry machinery

GROUPS AND CLASSES

Group	Class	Description
58	05	Telephone and telegraph equipment
58	10	Cryptologic equipment
58	15	Teletype and facsimile equipment
58	20	Radio and television communication equipment
58	25	Radio navigation equipment
58	30	Intercommunication and public address systems
58	35	Sound recording and reproducing equipment
58	45	Underwater sound equipment
58	95	Miscellaneous communication equipment
59	50	Coils and transformers
59	65	Headsets, handsets, microphones and speakers
59	85	Antennas, waveguides
59	99	Miscellaneous electrical and electronic components
61	05	Motors, electrical
61	15	Generators and generator sets
61	20	Transformers
61	25	Converters
61	35	Batteries, primary
61	40	Batteries, secondary
61	50	Miscellaneous electric power and distribution equipment
62	10	Indoor and outdoor electric lighting fixtures
62	30	Electric portable and hand-lighting equipment
62	40	Electric lamps
62	60	Non-electrical lighting fixtures
63	50	Miscellaneous alarm and signal systems
66	05	Navigational instruments
66	20	Engine instruments
66	25	Electrical and electronic properties measuring and testing instruments
66	40	Laboratory equipment and supplies
66	45	Time measuring instruments
66	50	Optical instruments
66	55	Geophysical and astronomical instruments
66	60	Meteorological instruments and apparatus
66	65	Hazard-detecting instruments and apparatus
66	70	Scales and balances
66	75	Drafting, surveying, and mapping instruments
66	80	Liquid and gas flow, liquid level and mechanical motion measuring instruments
66	85	Pressure, temperature, humidity-measuring and controlling instruments
66	95	Combination and miscellaneous instruments

(e) The appropriate disposal condition code from the table below shall be assigned to each item record, report, or listing of excess personal property:

Disposal condition code	Brief definition	Expanded definition
1	Unused—good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused—fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused—poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used—good	Used property that is usable without repairs and most of its useful life remains.
5	Used—fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	Used—poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs required good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	Repairs required—fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs required—poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 66 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

(f) In addition to the appropriate disposal condition code from the table in paragraph (e) of this section, each item record, report, or listing of Department of Defense excess personal property shall also contain the appropriate supply condition code assigned before or at the time the item was declared excess, except item records, reports, or listings of contractor inventory when a determination is made that inclusion of the supply condition code is impractical. When available, civil agencies shall include the appropriate supply condition code in each item record, report, or listing of excess personal property. These codes, which provide additional material condition information for screening purposes, follow:

Supply condition code	Brief definition	Expanded definition
A	Serviceable (issuable without qualification).	New, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months shelf-life remaining.
B	Serviceable (issuable with qualification).	New, used, repaired, or reconditioned material that is serviceable and issuable for its intended purpose but is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes material with 3 through 6 months shelf-life remaining.
C	Serviceable (priority issue)	Items that are serviceable and issuable to selected customers, but must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf-life remaining.
D	Serviceable (test/modification)	Serviceable material that requires test, alteration, modification, conversion, or disassembly. (This does not include items that must be inspected or tested immediately before issue.)
E	Unserviceable (limited restoration)	Material that involves only limited expense or effort to restore to serviceable condition and that is accomplished in the storage activity where the stock is located.
F	Unserviceable (reparable)	Economically reparable material that requires repair, overhaul, or reconditioning, including reparable items which are radioactively contaminated.
G	Unserviceable (incomplete)	Material requiring additional parts or components to complete the end item before issue.
H	Unserviceable (condemned)	Material that has been determined to be unserviceable and does not meet repair criteria, including condemned items that are radioactively contaminated.
S	Unserviceable (scrap)	Material that has no value except for its basic material content. No stock will be recorded as onhand in Condition Code S. This code is used only on transactions involving shipments to DPDO's. Material will not be transferred to Condition Code S before being turned in to DDO's if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN will not be identified by the Condition Code.

SPECIMEN COPIES OF

FORMS - COVERING PROPERTY FUNCTIONS

ATTACHMENT 4.

SPECIMEN COPIES OF

FORMS - COVERING WAREHOUSE OPERATIONS

WAREHOUSE OPERATIONS FORMS

ATTACHMENT 4

Form Number	Title
IBWC-39	Request for Parts and Supplies
" 39a	Continuation Sheet
" 40	Warehouse Stock Record Card
" 41	Request For Purchase
" 42	Warehouse Requisition
" 43	Warehouse Charge Sheet
" 44	Cost Recap
" 45	Monthly Cost Distribution

EXPLANATIONS AND PREPARATION REQUIREMENTS FOR WAREHOUSE OPERATIONS FORMS

IBWC-39 'Request for Parts and Supplies' - is to be used for requesting parts and supplies from warehouse stock. By signatures of "Requester" and "Supervisor", warehouse personnel will have the documented official ~~use and~~ authority to issue parts and supplies.

IBWC-40 'Warehouse Stock Record Card' - provides by physical accountability the record of warehouse stock; constitutes a subsidiary record required to adequately identify units of stock charged to a particular warehouse account and location; provides records of acquisition and issuance of all warehouse stock; and provides information necessary for inventory control and management purposes. This form will have posted to it all information contained on Form IBWC-42 (Warehouse Issue) and transferred therefrom. It is important to remember that IBWC-40 will contain information covering one particular item only and when a particular warehouse stock record card is completed (which provides for a total of 76 entries on both sides of the form), the balance-information will be carried over to another warehouse stock record card and this card will continue the compilation of acquisition and issuance information covering that particular item.

Average unit prices will be established for the total quantity of identical items on hand and the unit price, as indicated on each card, will be adjusted as necessary with each receipt-entry. All cards will provide information covering the name of the article, the part or Federal Stock Number (FSN) and category of the article, and with each stock record card an insert will be used which will indicate location, unit price, unit of issue, class number, article, part number, etc.

Warehouse stock record cards will be reviewed periodically (at least annually) to ensure that (1) items having no issue-activity for over an extended period of time are considered for disposal to accomplish reductions in stock and/or elimination, and (2) stock balances are maintained reasonable in light of turnover rate and procurement lead-time.

A "Kardex" file cabinet identified as "Inactive" will be used to house warehouse stock record cards which are completely filled or closed out and, therefore, no longer required in the active file. Such "inactive" records will be maintained until such time as the records can be destroyed or removed in accordance with the Section's records management system regulations.

IBWC-41 'Request for Purchase' - represents the initial step in the procurement of supplies and materials for replenishment of stock or acquisition of shop or work equipment and/or services. This form is mandatory. Detailed instructions for its preparation and completion are shown on the reverse side of the form. The lack of any required information will result in the delay of purchase and final delivery of the requested item.

IBWC-42 'Warehouse Issue' - documents issuance of materials and supplies carried in warehouse stock. No property shall leave the warehouse or be removed from warehouse records without proper receipt or documentation of this form. Such documentation is to be completed either daily or weekly, as determined by the employee in charge of warehouse operations. The form provides for a number of entries of which number enter will be determine by the requester of how many items are issued from stock. The employee or supervisor who receives the supplies or materials from the warehouse stock will sign the form on the space provided.

Warehouse issue forms will reflect the proper account number, quantities and description of items; pricing of the items will be accomplished by using the average price shown on the stock record card (IBWC-40), with the unit price extended to reflect the total amount. After the posting procedures have been accomplished, totals will be drawn (with such amounts being in agreement with those shown on stock record cards); the forms will be dated and duly signed by the posting employee.

IBWC-43 'Warehouse Charge Sheet' - is initiated in the Finance Office, and covers purchase orders and imprest fund ticket-receipts which have been processed for payment through the Accrued Expenditure Ledger. It represents an accumulation of warehouse charges, and indicates the reference number, date, vendor, and amount of purchase. This form together with copies of invoices and imprest fund tickets are transmitted to the applicable warehouse not less than once each month for transfer of information to warehouse records.

WAREHOUSE OPERATIONS FORMS (cont)

IBWC-44 'Cost Recap' - records all materials and/or supplies received by the warehouse for a particular month, together with the number and dollar-amount of issuances for the same month. A copy of this form will be attached to the Monthly Cost Distribution Report (IBWC-45).

IBWC-45 'Monthly Cost Distribution' - this form will be used for documenting both the warehouse issuances and receipts and the shop labor cost for submission to the Finance Office at the end of the month. The project and type of report (warehouse or shop labor) will be indicated on the 2 top lines of the subject report; the month and year will be indicated in the MONTH column; the overhead percentage, if any, will be requested from and provided by the Finance Office, and so indicated in the "%" block; the first 5 digits of the account number will be indicated in the CONTROL column, with the remaining digits indicated in the SUBS column; remarks pertaining to the account number will be indicated in the OTHER REFERENCE DETAIL column; figures as shown in the AMOUNT and OVERHEAD AMOUNT columns are to be added and entered in the TOTALS column.

REQUEST FOR PARTS AND SUPPLIES

FROM: _____ Page _____ of _____ Pages

TO: Project Warehouse _____ Date Requested: _____

REQUEST THE FOLLOWING ITEMS BE FURNISHED AS SOON AS POSSIBLE:

QTY	PART NUMBER	NOMENCLATURE OR DESCRIPTION	PARTS BOOK PAGE	WAREHOUSE REFERENCE

Prior Supplier, If Known: _____

Above items are for the following: Account No. _____ IBWC NO. _____

MAKE: _____ MODEL: _____ YEAR: _____ FACTORY SERIAL NO. _____

HOUR METER/ MILEAGE _____ VEHICLE License Plate No. _____

Ref. Shop Order No. _____ REQUESTER: _____

SUPERVISOR: _____

This space reserved for the Warehouse/Supply Clerk

SUPPLY CLERK _____ Date Completed: _____

IBWC-39

REQUEST FOR PARTS & SUPPLIES

(Continuation Sheet)

REQUESTER: _____ Page _____ of _____ Pages

QTY	PART NUMBER	NOMENCLATURE OR DESCRIPTION	PARTS BOOK PAGE	WAREHOUSE REFERENCE

IBWC-39A
(2/82)

INTERNATIONAL BOUNDARY & WATER COMMISSION - U.S. & MEXICO - UNITED STATES SECTION IBWC-40

WAREHOUSE STOCK RECORD CARD

ARTICLE		DATE 19____	REFERENCE	RECEIVED		ISSUED		BALANCE		DATE 19____	REFERENCE	RECEIVED		ISSUED		BALANCE	
PART NO.				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT			QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
FILE																	
DATE	INV.																

LOCATION	UNIT PRICE	UNIT OF ISSUE	CLASS NO.	MAKE & MODEL

ARTICLE	PART NO.	INTERCHANGEABLE WITH	FILE	EXCESS	NORMAL	RE-ORDER	OUT

TYPIST PLEASE NOTE — THIS SCALE CORRESPONDS TO TYPEWRITER (PICA) SCALE START ALL TYPING AT 1 ON SCALE FOLD BACK ON RIBBON SPOT AFTER TYPING.

KARDEX

PRINTED IN U. S. A.

REQUEST FOR PURCHASE
(See Reverse For Instructions)

Routing / Action / Initials	DATE
1.	
2.	
3. Div. Chief Action	
4. Dir., Admin., Svcas.	
5. Fin. Svc. Br., Funds OK	
6. Gen. Svc. Br., Order OK	
7. Purchasing Agent:	

REQUEST FOR PURCHASE NO: _____

PURCHASE ORDER NO: _____

ACCOUNT NO(S): _____

Procurement Office Use	Description and Vendor	Need	Qty	Unit	Unit Price	T An

(If price is unknown use estimated cost) Grand Total $

Ordering Office: _____ Delivery Address: _____

JUSTIFICATION: _____

Contract No: _____

F.O.B. _____

_____ Please show shipping charges as a separate item on your invoice. If freight charges exceed $ 25.00, please attach a copy of the Freight bill.

_____
(Signature)

Order Confirmed With: _____

Terms: _____

Invoice No. _____

_____
(Title)

Classification: s/b o/b m/b

IBWC-41
Rev. 8-83

Date: _____

Form IB&W
(Rev.

INTERNATIONAL BOUNDARY & WATER COMMISSION
U.S. & MEXICO - U.S. SECTION

WAREHOUSE REQUISITION

Project _____ Date _____ Req. No.

Following issued for _____

Acct. No.-Debit	Qty	U/I	Item	Unit Price	Am
				Total	

Acct. No. - Cr.	Amount	
Total		

Date Entered _____ Supply Clerk _____

Received above: _____

IBWC-43
(Rev. 4/8

WAREHOUSE CHARGE SHEET

No. _____

Project _____ Location _____ Date _____

Enter on the Warehouse Stock Record Cards the following transactions to be charged out to the various features as requisitioned.

Reference No.	Date	Vendor	Amount
		SUB-TOTAL	
		MONTHLY TOTAL	

Date Charge Sheet Received: _____ Date Entered: _____

Supply Clerk: _____

INTERNATIONAL BOUNDARY & WATER COMMISSION

COST RECAP

MONTH/YEAR _____ BALANCE FORWARDED _____

RECEIPT NO.	DATED	DATE POSTED	NO. OF P.O.	AMOUNT

TOTALS _____ _____

TOTAL AMOUNT OF ISSUES _____

TOTAL AMOUNT OF ISSUES GSA _____

BALANCE CLOSE OF BUSINESS _____

United States Section
INTERNATIONAL BOUNDARY AND WATER COMMISSION
United States and Mexico

MONTHLY COST DISTRIBUTION

IBWC-45
(11/75)

APPR	ALLOT	MONTH	O/H RATE	JV REF
1-2	3-4-5	6 ↔ 15	16-17-18	19-20

COST ACCOUNT			CODE	OTHER REFERENCE DETAIL				%		
CONTROL	SUBS	SS			AMOUNT			OVERHEAD AMOUNT		TOTAL
22↔25	26-27-28	29	30	31 ↔ 60	61↔63	64↔66	67-68			
TOTALS										

PROPERTY FORMS

Form Number	Title
IBWC-21	Property Transfer
" 53	Acceptance Certificate
" 72	Report of Survey
" 140	Receiving Report
" 159	WOIS/Lost Property Certificate
" 279	Equipment Record
" 342	Property Clearance
" 344	Property Computer Format
" 468	Certificate of Disposal

EXPLANATION AND PREPARATION REQUIREMENTS FOR PROPERTY FORMS

IBWC-21 'Property Transfer' - used to report all personal property transfered from one field office or project to another within the Section, also, to report of all property, in summarized form, transfered from outgoing to incoming supervisors in that field office or project. Submit this form, in triplicate, to the El Paso Property Unit when (1) the item is capitalized property ($300 or more) and (2) a summarized transfer of property between supervisors.

IBWC-53 'Acceptance Certificate' - use this form to certify that the incoming supervisor is satisfied as to the accuracy of the field office's or project's property records and inventory, and has waived the requirement for a physical inventory. Submit this form in quadruplicate to the El Paso Property Unit.

IBWC-72 'Report of Survey' - this form is used to report all property listed on the property inventory which is set up for sale or transfer/donation to other agencies and for capitalized property ($300 or more) worn out in service which will be scrapped.

IBWC-140 'Receiving Report' - this report together with a copy of the receiving copy of the purchase order will be submitted, in duplicate, to the Property Unit within 48 hours after receipt of capitalized property ($300 or more) at that location. One copy of this report will be submitted to the Property Unit for all noncapitalized property ($50 up to $299.99) such as power tools, small equipment (office or shop).

IBWC-159 'WOIS/Lost Property Certificate' - use this form to report noncapitalized property worn out in service ($299.99 and less) and property lost/stolen together with all circumstances and reports to law enforcement officials. Submit in tricplicate to the Property Unit.

IBWC-279 'Equipment Record' - this record will be maintained by the field office or project and will have all information, of capitalized equipment, such as make, year, model, serial number, weight, tire size (if applicable) and transmission, transfer case or PTO number. Whenever a piece of equipment is transfered permanently or longer than 6 months, this form will be attached to the Transfer Receipt (IBWC-21).

IBWC-342 'Property Clearance' - Upon separation of an individual from employment with the Section and before final salary payment can be made, all personal property in the individuals possession, such as ID cards, Government Vehicle License, keys, badges, etc., are to be turned over to the departing employee's supervisor. When all such property is satisfactorily accounted for, this form will be completed, signed by the supervisor and submitted to the Procurement Office for approval and then transmitted to the Finance Office. ID cards and vehicle license will be send in to the Personnel Office.

IBWC-344 'Property Computer Format' - this form will be prepared and completed by the Property Unit from the Receiving Report for input in the ADP Property Program.

IBWC-468 'Certificate of Disposal' - Obsolete. This form is incorporated in the 'Report of Survey' (IBWC-72).

IBWC-21
(Rev. 4/83)

PROPERTY TRANSFER

Transfer No. _____ Date _____

FROM: _____ _____
Project/Field Office Signature of Accountable Supervisor

TO: _____ _____
Project/Field Office Signature of Accountable Supervisor

FSC	IBWC No.	DESCRIPTION	COST

REMARKS: _____

INSTRUCTIONS

Use this form to report all personal property transfered between Section Projects/Field Offices. Prepare in triplicate and submit to the Responsibility of the El Paso Headquarters Office

IBWC-53
(11/75)

UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO

ACCEPTANCE CERTIFICATE

Date: _____

I, the undersigned incoming accountable supervisor, have satisfied myself that the nonexpendable property records of _____ Project are accurate, and that the property recorded therein are physically on hand as of this date.

I HEREBY AGREE to accept full responsibility and pecuniary liability for the property as recorded, and waive any requirement for a physical inventory as a condition to such acceptance.

_____
Accountable Superv

Title _____

Duty Station _____

INSTRUCTIONS:

To be prepared in quadruplicate; executed original and one copy to be transmitted to Property Unit; each party to such transfer of accountabili to retain a copy.

IBWC-72
(Rev. 4/83)

REPORT OF SURVEY

PROJECT OFFICE _____ DATE _____ No. _____

SURVEY BOARD MEMBERS (3):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

YOU ARE HEREBY APPOINTED a Board of Survey to inspect the below/attached listed excess/surplus property located at _____, in charge of Accountable Supervisor _____ and to report as to its present condition in accordance with the codes listed on the reverse side of this form.

_____
Signature of Accountable Supervisor

FSC	QTY	DESCRIPTION	COST	CONDITION CODE
		(continue on attached sheet)		

I CERTIFY THAT the above listed item(s) are recorded as they appear on the property records of this Section.

_____
Signature of Supply Officer

WE CERTIFY THAT we have personally inspected the above listed property and agree as to its condition as stated. If scrapped/salvaged, item(s) will be placed in scrap/salavge area.

SIGNATURE OF BOARD MEMBERS:

_____ _____ _____

DISPOSITION APPROVED:

_____
Signature of Division Engineer
O&M or Hydro

DISPOSITION APPROVED:
For the Commissioner

_____
Signature of Administrative Officer

IBWC-140
(Rev 4/83)

RECEIVING REPORT

TO: PROPERTY UNIT, El Paso Headquarters Office

FROM: PROJECT:_____ Property Assigned To: _____

Purchase Order No.:_____ Dated:_____ Date Rec'd: _____

EQUIPMENT

Make:_____ Model:_____

Serial Number(s):_____

Description: _____

_____

Assigned IBWC Number: FSC _____ IBWC Number _____

Is This: Additional Property ☐ Replacement ☐ Trade-in ☐

Replacement for: IBWC No. _____ Make _____

Model _____ Description _____

Trade-in: Purchase Order No. _____ IBWC No. _____

Make _____ Model _____

Description _____

Signed _____ Date _____

INSTRUCTIONS

Capitalized Property - prepare in duplicate, attach copy of receiving copy of purchase order and submit all copies to the Property Unit. Non-capitalized Property - prepare single copy and submit to Property Unit (This is only if the item has the make, model and serial number). A copy of the capitalized receiving report will be returned to the submitting office.

IBWC-159
(Rev 5/82)

INTERNATIONAL BOUNDARY & WATER COMMISSION
UNITED STATES & MEXICO - UNITED STATES SECTION

WOIS/LOST PROPERTY CERTIFICATE

Project/Field Office: _____ Date: _____ Certificate No. _____

I CERTIFY that the below listed property was:

☐ WOIS (Worn Out In Service) ☐ LOST

FSC	IBWC No.	DESCRIPTION (Incl. Make, Model & Serial No.)	COST

Worn out equipment must be placed in a designated area established by the Accountable Supervisor. It must not be cut, burned, crushed, etc.

Lost equipment will be explained under remarks. If the property is over $300, the local law enforcement authorities will be notified and a report will be attached to this form.

REMARKS: _____

_____

_____

_____ APPROVED: _____
(If lost, signature of person who lost property) (Signature of Acct. Supv.)

INSTRUCTIONS

Use this form to report worn out noncapitalized property ($299.99 and less) and all lost property. Worn out capitalized property will be reported on IBWC-72. Prepare in triplicate and submit to the Property Unit and after

INTERNATIONAL BOUNDARY AND WATER COMMISSION

EQUIPMENT RECORD

IBWC NO._____

EQUIPMENT_____ LOCATION_____

_____

_____

ACQUIRED FROM_____
(NAME AND ADDRESS)

DATE	REFERENCE	ACQUIRED AND DISP.		BALANCE		RESPONSIBLE EMPLOYEE	ACCOUN
		QUANTITY	AMOUNT	QUANTITY	AMOUNT		

IB&WC-
(Rev 8

INTERNATIONAL BOUNDARY & WATER COMMISSION
UNITED STATES & MEXICO - UNITED STATES SECTION

PROPERTY CLEARANCE

TO : PAYROLL SECTION

THRU: PROCUREMENT OFFICE

FROM: PROJECT/FIELD OFFICE _____
Location

I HEREBY CERTIFY that the below-named employee has terminated employment with this Agency and has turned in all Government Property issued to him/her to the proper location and official.

Employee No. _____ Subject Employee _____

Duty Station _____ Separation Date _____

SIGNED _____
Supervisor or Proper Official

TITLE _____

DATE _____

APPROVED: _____ DATE _____
HQ Procurement Official

REMARKS: _____

_____

_____

INSTRUCTIONS

Prepare and submit this Form upon termination of employement and forward to El Paso Procurement Office as soon as possible to permit timely issuance of employee's final salary check.

INTERNATIONAL BOUN[illegible]ND WATER COMMISSION

IWC-344

PROPERTY COMPUTER FORMAT

ESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	COST $ ¢	PURCHASE ORDER NO	ACQ DATE MO DA YR	PLANT ACCOUNT	LOCATION	OTHER

INTERNATIONAL BOUNDARY & WATER COMMISSION
UNITED STATES & MEXICO - UNITED STATES SECTION

CERTIFICATE OF DISPOSAL

TO: SUPPLY OFFICER, El Paso Property Unit

FROM: FIELD OFFICE _____ DATE _____

I HEREBY CERTIFY that the below listed item (s), which were duly approved for disposal relative to Report of Survey No. _____ Dated _____ have been placed on the Project scrap pile or salvage area for disposal with next sale of scrap through GSA.

QTY	IB&WC No.	DESCRIPTION (Incl. Make, Model, Serial No.)	COST

OBSOLETE

REMARKS: _____

APPROVED: _____ DATE _____
Signature of Acct. Supv.

NOTE: Personal Property placed in the scrap pile will not be physically broken or destroyed. Ref. Paragraph 235 d. 2. of Section 200 of the Property and Supply Manual.

INSTRUCTIONS

Prepare in triplicate and submit together with IB&WC-72

PAGE 1 OF ____

STANDARD FORM 120 REV.
APRIL 1957
PRESCRIBED BY
GSA REG. 1, SUB. 101.40
120-108

REPORT OF EXCESS PERSONAL PROPERTY

1. REPORT NO.

2. DATE MAILED

3. TOTAL COST
$

4. TYPE OF REPORT (Check key only of "a", "b", "c" or "d")
a. ORIGINAL
b. CORRECTION
c. PARTIAL W/D
d. TOTAL W/D
(Also check "a" and/or "b" if appropriate)
e. OVERHAUL
f. OVERHAUL W/D

5. TO (Name and Address of Agency to which report is made here)

6. APPROX. DATE READY TO BE MADE AVAILABLE (If any)

7. FROM (Name and Address of Reporting Agency)

8. REPORTED APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

10. ACTION APPROVAL (If applicable)

11. SEND PURCHASE ORDER OR SHIPPING INSTRUCTIONS TO (Title, Address and Telephone No.)

12. GSA CONTROL NO.

13. FSC GROUP NO.

14. LOCATION OF PROPERTY (If location is to be abandoned give date)

15. REPORTING AGENCY
YES
NO

16. AGENCY CONTROL NO.

17. CONTROL SALVAGE NO.

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f)	ACQUISITION COST TOTAL (g)	FAIR VALUE $ (h)

STANDARD FORM 120 REV.
APRIL 1957 EDITION

(Use Standard Form 120A for Continuation Sheet)

U. S. GOVERNMENT PRINTING OFFICE: 1958-[illegible]

STANDARD FORM 122
OCTOBER 1963
GPO, R.D.S. 1.2001
FPMR (41 CFR) 101-43.202

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

1. ORDER NO.
2. DATE

3. TO: GENERAL SERVICES ADMINISTRATION
PROPERTY MANAGEMENT AND DISPOSAL SERVICE
PERSONAL PROPERTY DIVISION

4. ORIGINING AGENCY (Full name and address)

5. HOLDING AGENCY (Full name and address)

6. SHIP TO (Consignee and destination)

7. LOCATION OF PROPERTY

8. SHIPPING INSTRUCTIONS

9. HOLDING AGENCY APPROVAL

SIGNATURE | DATE

TITLE

10. APPROPRIATION SYMBOL AND TITLE

11. ALLOTMENT

12. ORIGINATING G.S. NO.

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NO. (a)	ITEM NO. (b)	DESCRIPTION (Include name, model, FSC group and class, Functional Code and, if available, Federal Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)

14. GSA APPROVAL

SIGNATURE | TITLE | DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FOB	SHIPPING	PACKING CODE
	AGENCY	STATE					

NSN-107

REPORT OF PERSONAL PROPERTY FOR SALE

PAGE 1 OF ____ PAGES

TO General Services Administration, Region ____
Property Management and Disposal Service

Attention: Chief, Sales Branch

PROPERTY LIST (Use continuation sheet, if necessary)

ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	GENERAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	APPLICATION UNIT (f)	TOTAL (g)

GENERAL SERVICES ADMINISTRATION

M

VEHICLE ACCIDENT REPORTING KIT

IN CASE OF ACCIDENT

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. DO NOT sign any paper or make any statement as to who was at fault (except to your supervisor or to a Federal Government investigator).
6. Get the name and address of each witness. Ask him to complete Standard Form 94, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request, your driver's license, permit, and motor vehicle registration card. (NOTE Only [illegible] in the District of Columbia or elsewhere may use [illegible] cards.)
8. Complete Standard Form 91, Operator's Report of Motor Vehicle Accident (or reporting form required by your agency) at the scene. If conditions permit this, make note of the following:
   a. Registration information for other vehicle(s) (driver's name, [illegible] number and state, serial number, and vehicle description);
   b. Information on other driver (name, address, operator's permit number, and expiration date);
   c. Name and address of each person involved and witness, if any;
   d. Name and address of company owning other vehicle(s); and
   e. General information such as location, time, [illegible] damage, etc.
9. As soon as possible, notify your supervisor and, if driving an agency motor pool vehicle, the manager of the pool which owns the vehicle.
10. If the vehicle is unsafe to operate, have it towed to the motor pool or service station.
11. If you are injured, submit Form CA-1, Employee's Notice of Injury or Occupational Disease.
12. Complete Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator, if required by your agency.
13. Submit all reports and data to your supervisor within one working day.

NOTE: If you are injured, have the police notify your supervisor who

To be opened ONLY in case of accident.

CONTENTS

- SF 91, OPERATOR'S REPORT OF MOTOR-VEHICLE ACCIDENT (1 copy)
- SF 94, STATEMENT OF WITNESS (2 copies)
- FORM CA-1, EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE (1 copy)
- OPTIONAL FORM 26, DATA BEARING UPON SCOPE OF EMPLOYMENT OF MOTOR VEHICLE OPERATOR (1 copy)
- G.S.A. FORM 1815, WHAT TO DO IF YOU HAVE AN ACCIDENT (1 copy)

For operating kits for Interagency Motor Pool vehicles, this form will be placed in the Operator's Medical Kit as the key form TB P 2600.1A)

provided such operation is within the scope of your employment. Accordingly, you must establish to the satisfaction of the United States Attorney for the District where the accident occurred, that you were acting within the scope of your employment rather than for your personal benefit or pleasure at the time the accident occurred.

Fill out Optional Form 26, Data Bearing on Scope of Employment of Motor Vehicle Operator (or whatever form is required by your agency), immediately, answering all questions fully. Forward the completed form to your supervisor within one working day.

In the event you receive a legal notice or summons arising out of the accident, promptly notify your supervisor and deliver all legal processes, pleadings, and papers to him.

WHAT TO DO . . .

IF YOU HAVE AN ACCIDENT

DRIVING on Government business, whether in a private or Government vehicle, carries with it responsibilities above those encountered in pleasure driving.

THROUGH your careful driving, observing all local traffic regulations, and through your personal interest in your own safety, each trip should be free from accidents.

IF, HOWEVER, you are involved in an accident, these instructions will help you meet your obligations.

. OPERATO. ENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

If in your own wo, ... accident happened:

I VEHICLE EQUIPPED H SEAT BELTS? ☐ YES ☐ NO *If "Yes," were they in use at time of accident?* ☐ YES ☐ NO

Have you answered ALL the questions as completely as possible?

compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the formation requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a otor vehicle accident. The principal purposes for which the information is intended to be used are to vide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine uses of the information may be by Federal, State or local governments, or agencies, hen relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal gency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses cooperate in the investigation of an accident may be subject to administrative sanctions.

ERATOR GN HERE ▶ DATE SIGNED

PERATOR'S REPORT OF TOR VEHICLE ACCIDENT

This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

1. OPERATOR DATA

Print clearly LAST NAME — FIRST NAME — MIDDLE INITIAL | AGE

RANK, RATING OR TITLE | SERVICE NUMBER OR SOCIAL SECURITY NO. | GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.

HOME ADDRESS (*Number, street, city, State, ZIP code*) | HOME TELEPHONE NO.

2. ACCIDENT TIME AND LOCATION

ACCIDENT OCCURRED ▶ DATE / / | DAY OF WEEK | TIME a.m. p.m. | NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (*If in city, give number, street, city and State, if outside city limits, indicate mileage to nearest city, or other landmark.*)

ORIGIN OF TRIP | DESTINATION

PURPOSE OF TRIP

3. FEDERAL VEHICLE (*Including privately owned Federally operated*)

MAKE | TYPE | REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? ☐ YES ☐ NO *If "Yes," was guide used?* ☐ YES ☐ NO

4. OTHER VEHICLE INVOLVED (*If more than one, show in item 12, page 3*)

MAKE | TYPE | YEAR

OPERATOR'S STATE PERMIT NUMBER | VEHICLE LICENSE NUMBER AND STATE

OPERATED BY: NAME

HOME ADDRESS (*Number, street, city, State, ZIP code*)

OWNED BY: NAME

ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

5. OTHER PROPERTY DAMAGED (*Explain. If more space is needed, continue in item 12, page 3.*)

21. DRIVER' ACTIONS		
FED	2	Mark one for each driver
		a. Making right turn
		b. Making left turn
		c. Making U turn
		d. Going straight ahead
		e. Slowing down/stopping
		f. Overtaking/passing
		g. Forward from parking space
		h. Backward from parking space
		i. Other backing
		j. Stopped in traffic lane
		k. Other (Specify)

DRIVER'S ACTIONS, Continued		
FED	2	Mark if applicable
		l. Skidding
		m. Avoiding vehicle, object or pedestrian
		n. Emerging from alley or driveway
		o. Disabled vehicle parked
		p. Gave warning (horn, signal, indicator)

22. VIOLATIONS		
FED	2	Mark one or more
		a. Exceeding lawful speed
		b. Following too closely
		c. Disregarded stop sign
		d. Disregarded stop/go signal
		e. Disregarded police officer

l. OTHER IMPROPER ACTION (Specify)	
FED	
2	

23. POLICE ACTION (If any)

a. CHARGE

b. NAME OF PERSON CHARGED

c. POLICE OFFICER'S NAME | c. BADGE NO

e. POLICE OFFICER'S DEPARTMENT

24. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

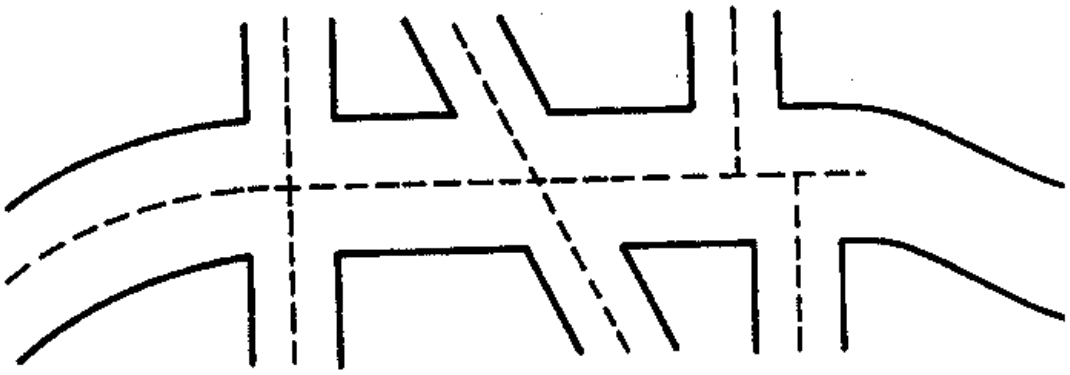
a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3, and show direction of travel with arrow. Example 1 2

b. Use solid line to show path before accident 2; and broken line the accident 2

c. Show pedestrian by

d. Show railroad by

e. Place arrow in this circle to indicate NORTH



25. POINT OF IMPACT		
FED	2	Mark one for each vehicle
		a. Front
		b. Right front
		c. Left front
		d. Rear
		e. Right rear
		f. Left rear
		g. Right side
		h. Left side

26. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed" and "2")

28. REVIEWING OFFICIAL'S STATEMENT (The back of the form may be used for additional space to continue any item).

a. WAS DRIVER ACTING WITHIN SCOPE OF HIS EMPLOYMENT ☐ YES ☐ NO

Explain basis for answer:

b. WHAT CAUSED THE ACCIDENT

c. HOW COULD IT HAVE BEEN PREVENTED

d. WHAT ACTION HAS BEEN TAKEN

e. SHOW CONSEQUENCES OF ACCIDENT AFFECTING AGENCY PERSONNEL S ITEM 9, BY COMPLETING ITEMS BELOW

A	TYPE OF PERSONNEL ☐ MILITARY ☐ CIVILIAN	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	
B	TYPE OF PERSONNEL	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	

f. REVIEWING OFFICIAL	SIGNATURE	TITLE (Military or civilian)	DATE

STATEMENT OF WITNESS

(Attach additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT?

2. WHEN DID THE ACCIDENT HAPPEN?
   a. TIME a.m. p.m.
   b. DATE

FORM APPROVED
O.M.B. NUMBER
29-R0246

3. WHERE DID THE ACCIDENT HAPPEN? *(Give street location and city)*

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:
   a. GOVERNMENT VEHICLE *Miles per h*
   b. OTHER VEHICLE *Miles per h*

10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT *(If known)*
    a. NAMES
    b. ADDRESSES *(Include ZIP Code)*

WITNESS COMPLETING THIS FORM

11. HOME ADDRESS *(Include ZIP Code)*

12. WITNESS *Sign here* ▶

a. HOME TELEPHONE NO.

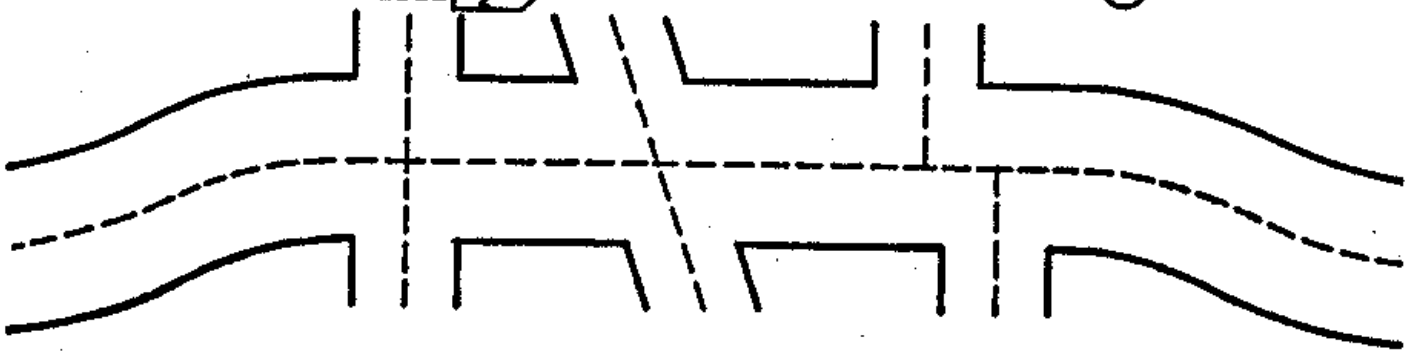
b. TODAY'S DATE

13. BUSINESS ADDRESS *(Include ZIP Code)*

TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example:* → 1 2 ←)
2. Use solid line to show path before accident —— 2 ⟩
   Broken line after accident - - - - 2 ⟩
3. Show pedestrian by ——→ ○
4. Show railroad by ++++++++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle ○



DATA BEARING UPON SCOPE OF EMPLOYMENT OF MOTOR VEHICLE OPERATOR

This form is to be completed by the operator at the time and at the scene of the acc
insofar as possible, and attached to the completed Standard Form 91, Operator's Rep
Motor Vehicle Accident. See the Privacy Act Statement below.

SECTION I OPERATOR DATA

1. NAME

2. TITLE AND JOB CLASSIFICATION

3. AGENCY NAME

BEGINNING DATE OF DUTY

4. ESTABLISHED WORKING HOURS — FROM a.m. p.m. — TO

5. IMMEDIATE SUPERVISOR'S NAME

6. SUPERVISOR'S TITLE

SECTION II VEHICLE DATA

7. VEHICLE OWNERSHIP (*Mark "X" in appropriate block*)

a. GOVERNMENT OWNED — *Give vehicle identification number*

b. NOT GOVERNMENT OWNED — *Give vehicle license number*

8. IF ITEM 7a IS MARKED, IS TITLE OF VEHICLE REGISTERED IN OPERATOR'S NAME

☐ YES ☐ NO *If "No," give details as to how the vehicle is titled:*

9. VEHICLE WAS ASSIGNED TO OPERATOR BY (*Mark one*)

a. GSA MOTOR POOL — *Give motor pool location*

b. OTHER ACTIVITY — *Name of activity that assigned vehicle*

10. AUTHORITY FOR OPERATOR'S USE OF VEHICLE WAS GIVEN

☐ ORALLY ☐ IN WRITING *Give details:*

SECTION III DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

11. ORIGIN

12. DESTINATION

13. EXACT PURPOSE OF TRIP

14. TRIP BEGAN — DATE — TIME

15. ACCIDENT OCCURRED — DATE — TIME

16. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☐ IN WRITING *Give details:*

17. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐ NO ☐ YES *If "Yes," explain in detail:*

18. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐ YES ☐ NO *If "No," explain:*

19. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTI OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED

☐ NO ☐ YES *If "Yes" explain:*

20. GIVE FULL DETAILS OF THE AUTHORITY FOR, NATURE OF, AND CIRCUMSTANCES SURROUNDING THE T NOT COVERED ABOVE OR ON THE ACCOMPANYING SF 91 (*continued on the reverse*)

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 481. Disclosure of the information by a Federal employee is mandatory, as it is the first step in the Government's investigation of a motor vehicle accident. The principle purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from accidents and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

The information contained herein is true and correct to the best of my knowledge and belief.

OPERATOR — *Sign here* ▶ — DATE

OPERATOR'S SUPERVISOR — *Sign here* ▶ — DATE

UNITED STATES DEPARTMENT OF STATE
SUPERVISOR'S REPORT OF ACCIDENT
(See instructions on reverse before completing report)

☐ On duty
☐ Off duty

AGENCY

ORGANIZATIONAL UNIT

NAME OF PERSON INVOLVED IN ACCIDENT

2. PERSONNEL CATEGORY

3. SEX (check one) ☐ Male ☐ Female ☐ Not applicable (if no personal injury)

4. NATIONALITY

5. DATE ACCIDENT OCCURRED
DATE: _____ _____ A.M. _____ P.M. DAY OF WEEK: _____

6. NATURE OF INJURY

7. PART OF BODY INJURED

8. SEVERITY OF INJURY (Check one)
☐ Fatal
☐ Permanent
☐ Temporary
☐ Medical attention only
☐ First aid attention only
☐ No injury involved

9. LOST TIME TOTAL TIME LOST FROM WORK: _____ TOTAL TIME LOST FROM ACTIVITIES: _____ TOTAL LOST TIME: _____

10. TYPE OF INJURY

11. TYPE OF ACCIDENT (Check one in each column)
☐ Personal injury
☐ Government property damage
☐ Personal property damage
☐ Consumer property damage
☐ Fire
☐ Motor vehicle
☐ Aircraft
☐ Boat
☐ Other

12. PRIMARY AGENT

13. UNSAFE ACT

14. UNSAFE MECHANICAL/PHYSICAL CONDITION

15. UNSAFE PERSONAL FACTOR

16. CORRECTIVE ACTION HAS BEEN TAKEN OR RECOMMENDED (Check one) ☐ Yes ☐ No

17. DESCRIPTION OF ACCIDENT

18. AMOUNT OF PROPERTY DAMAGE IF OVER $100
GOVERNMENT: $ _____ PERSONAL: $ _____ CONTRACTOR: $ _____

19. TORT CLAIM EXPECTED? ☐ Yes ☐ No

20. DATE OF REPORT

21. SIGNATURE OF SUPERVISOR

Typed Name:
Title:

REVERSE SIDE OF DS-1663:

PLEASE READ CAREFULLY — INSTRUCTIONS — FILL REPORT IN COMPLETELY

Use the form on reverse side to report accidents which result in personal injury or property. If property damage is below $100 and/or there is no personal injury or a minor injury requiring first aid, such as a cut finger, it is not necessary to report on this form.

1. Self-explanatory.
2. Indicate FSN--, GS--, foreign national, contract, visitor.
3. Self-explanatory.
4. "Not applicable" will indicate property damage accidents with no personal injury involved.
5. Self-explanatory.
6. Indicate the month, the day of the month, the year, the exact time, a.m. or p.m., and the day of the week that the accident occurred.
7. Indicate, to the best of your knowledge, what the injury was, such as burn, fracture, abrasion, bruise, etc.
8. Indicate the part of the body injured, such as lower arm, ankle, ribs, neck, head, eye, etc.
9. Self-explanatory.
10. Beginning with the following work day, indicate the number of days that the employee was absent from work and/or the number of days the employee was restricted from normal activities if during non-working days. If lost time is not immediately known, estimate or use a follow-up system. Reports should not be held up for lack of this information.
11. Identify the event which resulted in the injury, such as falls, bumping into, struck by, etc.
12. Self-explanatory.
13. Indicate the equipment, substance, material, or the thing most closely related to the accident. Examples: Dust, chemicals, tools, machinery (type), stairways, steps, floors, chairs, ladders, etc.
14. Indicate any act on the part of the person or persons involved which may have caused or contributed to the accident. Examples: using equipment unsafely, failure to use protective devices provided, etc.
15. Indicate the primary unsafe mechanical or physical conditions, if any, such as machinery improperly guarded, material improperly stored, improper ventilation etc.
16. Indicate if there was any personal unsafe factor associated with the individual injured which may have contributed to the accident. Examples: body defects, lack of knowledge, skill or experience, disregard of instructions etc.
17. Self-explanatory.
18. Briefly, give a word picture of the accident, explaining the who, what, where, when, why, and how of the accident. Include such items as weather, equipment, unsafe conditions, acts, personal factors, and whether other persons may have contributed to the accident and how.
19. Indicate in dollars the amount of damage to government property and/or other property as a result of the accident, if any. Example: $100.00 for replacement of broken parts in machine after improper use of machine.
20. Self-explanatory.
21. Self-explanatory.
22. Self-explanatory.

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