

14 FAH-1 H-430 LOANS, CHARGE OUTS, AND TRANSFERS AT DEPARTMENT AND FIELD OFFICES

(CT:PPM-1; 08-11-2004)
(Office of Origin: A/LM)

14 FAH-1 H-431 LOANS

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a. Request for loan:

(1) Requests for property loans should be submitted, via memorandum, to the principal custodial officer (PCO). The memorandum should include the name and office of the employee, the reason the property is needed, and the length of time that the property is required;

(2) If the property is to be removed from the building, the memorandum should include information necessary for the PCO to prepare Form DS-1953, Authorization for Removal of Property;

(3) If the property is for an individual, the memorandum is signed by the individual's supervisor. If the property is for the general use of an office, the memorandum is signed by the office supervisor;

(4) If the loan is approved, the PCO annotates the memorandum accordingly and keeps the memorandum on file until the property is returned.

b. Loan control: Form DS-584, Nonexpendable Property Transaction, is used to document and control property loans. See 14 FAH-1 Exhibit H-424.3a. The PCO prepares the Form DS-584, listing all items included in the loan. A separate line entry is made for each item bearing a serial number and/or a property number. A pending file, containing all documents (Form DS-584) prepared for loans, is maintained by the PCO.

c. Accountability records: If the item is recorded on the property records, the PCO retains responsibility for records accountability, including loans outside the bureau. If it is to be an extended loan and the property is on the property records, it is recommended that a comment be placed in the remarks field of the nonexpendable property application (NEPA) property record stating that the item is on loan.

d. **Monitoring the loan:** The PCO should periodically review the pending file containing Form DS-584, to look for upcoming loan termination dates. As the loan period nears completion, the loan recipient should be reminded of the approaching termination date.

e. **Loan extension:** If a loan extension is requested, the PCO may require a second memorandum or may indicate approval and new loan terms by annotating and dating the original memorandum. The expiration date field on Form DS-584 should also be amended to reflect the new expiration date.

f. **Return of property:** When the property is returned, it must be inspected to confirm that it is the property listed on Form DS-584 and to determine its condition. If more than one item was loaned and only a partial return is made, Form DS-584 is annotated accordingly and kept on file. When the remainder of the property is returned, Form DS-584 is destroyed.

14 FAH-1 H-432 CHARGE OUTS

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a. A charge-out procedure is used to document and control sensitive items issued, on a continuing basis, to an employee for the employee's exclusive use (e.g., hand-held communicator or tool kit). The principal custodial officer (PCO) prepares Form DS-584, Nonexpendable Property Transaction, and maintains a charge out file until the property is returned.

b. **Accountability records:** If the item is on the property records, the PCO retains responsibility for records accountability. If the charge-out period is to be extended, it is recommended that a comment be placed in the remarks field of the nonexpendable property application (NEPA) property record stating that the item is assigned to the employee for the employee's exclusive use.

c. **Return of property:** When the property is returned, it must be inspected to confirm that it is the property listed on Form DS-584, Nonexpendable Property Transaction, and to determine its condition. If more than one item has been issued and only a partial return is made, Form DS-584 is annotated accordingly and kept on file. When the remainder of the property is returned, Form DS-584 is destroyed.

14 FAH-1 H-433 AUTHORIZATION TO REMOVE PROPERTY FROM DEPARTMENT BUILDINGS

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a General:

(1) It may be necessary, from time to time, for employees to remove personal property from U.S. Government premises for short periods. The removal of the property is permitted, but only when authorized by proper authority. In order to accomplish this, a property pass system is used;

(2) Form DS-1953, Authorization For Removal of Property, which is generally issued by the area custodial officer (ACO), is used to document and control removal of both U.S. Government-owned and privately owned property from buildings. Property not accompanied by a property pass should not be allowed to leave the building and, during working hours, the individual attempting to remove the property should be referred to his/her executive office;

(3) Before a property pass is issued, the ACO must clearly establish that the removal of the property is for official purposes, is the private property of the individual, or is being removed for repair;

(4) All items being removed must be listed on the property pass and care should be taken in describing the property so that it can be clearly identified by the building/unit security officer. If the property is recorded on the nonexpendable property application (NEPA), the description does not need to be included. The NEPA barcode number and the serial number will be sufficient;

(5) Each property pass must contain a specific expiration date, which should not exceed 30 days;

(6) If authorization has been granted to transport property between buildings, this should be indicated on the property pass;

(7) A property pass should be limited to a single removal. If daily removals have been authorized for a period of time, this should be indicated on the property pass. When the property pass authorizes daily removals, the holder surrenders the original property pass to the uniformed security officer at the time of the initial property removal. Subsequent removals, prior to the expiration date of the property pass may be made by presenting

the holder's copy of the property pass and a valid Departmental ID, to the security officer.

b. **Removing property on loan:** If property on loan is to be removed from the building, the ACO or the principal custodial officer (PCO) prepares Form DS-1953.

c. **Removing property for repair:** Adequate control should be exercised over the movement of property by commercial service/repair personnel. If property must be removed from the building for repair, the ACO should provide the individual removing the item(s) with Form DS-1953.

d. **Removing turn-in property:** Although a property pass is not needed for unneeded/turn-in property being removed from the building to take to the Department of Agriculture (USDA) Centralized Excess Property Operation (CEPO), the individuals removing the property should present the turn-in document to the security officer.

e. **Removing privately owned property:** The removal of privately owned property requires a property pass. The individual wishing to remove the property should request a property pass from the ACO.

f. **Form preparation:** See instructions that follow Form DS-1953 in 14 FAH-1 Exhibit H-433.

g. **Copy distribution:**

(1) One copy is retained by the ACO. The original and the second copy are given to the person who will remove the property from the building. Upon leaving the building, the original is surrendered to the security officer who will verify the identity of the person removing the property, confirm that the property being removed is listed on the property pass, and retain the original. The remaining copy of the pass is retained by the person removing the property as evidence of that person's right to possess the property;

(2) Form DS-1953 collected by the security officers will be forwarded each morning to the appropriate bureau executive office for distribution to the ACOs. Once the ACO determines that the returned original pass is valid, both the original and the copy may be disposed of. If the pass had not been approved, the ACO should determine the facts and take necessary action.

h. **Property removal after hours and on weekends:** Any after-hours or weekend property removal should be anticipated and a property pass issued by the ACO. If it is not possible for a pass to be issued in advance,

the security officer at the exit will obtain the name, the supervisor's name, office, and building pass number of the individual removing the property.

14 FAH-1 H-434 TRANSFER OF PROPERTY

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a. To ensure that the necessary control and accountability of property is exercised in the movement of property and that necessary property records adjustments are made, the transfer of property between custodial areas and bureaus is authorized and documented on Form DS-584, Nonexpendable Property Transaction. Before any property is transferred, a classified material inspection must be made (see 6 FAM 237.1, paragraph b).

b. Transfer between custodial areas within a bureau: The losing area custodial officer (ACO) prepares Form DS-584, and makes two copies. One copy is retained by the ACO and the original and remaining copy forwarded to the principal custodial officer (PCO) for approval signature. The forms are then forwarded to the gaining ACO. The gaining ACO keeps the copy, and signs the original and returns it to the PCO. If accountable property is involved, a property records adjustment is made and the form is kept on file until the next physical inventory is taken. If the property is not on the accountability records, the returned original may be destroyed.

c. Transfer between bureaus:

(1) The ACO prepares Form DS-584, Nonexpendable Property Transaction, and forwards it to the accountable property officer (APO) for approval. If approved, the APO signs as authorizing officer and returns the form to the ACO;

(2) The ACO makes two copies, keeps one copy, which may be disposed of upon return of the original, and forwards the original and remaining copy to the gaining ACO. The gaining ACO keeps the copy and signs the original and returns it to the originating ACO; and

(3) If the property is on the property records, the ACO forwards the returned original to the PCO for property records adjustment. It will remain on file until the next inventory is taken and reconciled; and

d. The following are instructions for preparing Form DS-584 (also, refer to 14 FAH-1 Exhibit H-715.1-2).

Data Field

[1] Date

The date the form is prepared.

[3] Action

Insert " X" in the Transfer block.

[6] Requestor's Name

Employee requesting the transfer.

[7] Office

Name of gaining office where property is transferred.

[8] Room Number

Of receiving office.

[10] Telephone Number

Of receiving office.

[11] Justification

Reason for requesting property transfer.

[12] Approving Officer

Signature of approving official (area custodial officer (ACO) for transfers within the bureau or accountable property officer (APO) for transfers outside the bureau).

[15] Property Number

The nonexpendable property application (NEPA) label number, if applicable.

[16] Serial number

Serial number of item, if applicable.

[17] Description

If the property is being reassigned/transferred between accountable areas and is not recorded on property records, the description of the property is entered here. If the property is recorded on the property records, this field may be left blank (the property number identifies the item in the records). If the property is being transferred out of the bureau, the description of the property is entered here.

[18] Quantity

Quantity of items, if nonaccountable property.

[19] Condition

Current condition of property (see NEPA User Manual).

[20] Unit Cost

The cost of the property as indicated on the property records (an estimated cost is used, if the property is not on the property records).

[21] Total Cost

Individual item cost if recorded on NEPA. Combined cost of all items (line item) if nonaccountable property.

[23] Received By

The signature of employee picking up the transferred item(s).

**14 FAH-1 H-435 THROUGH H-439
UNASSIGNED**

14 FAH-1 Exhibit H-433 FORM DS-1953 AUTHORIZATION FOR REMOVAL OF PROPERTY (CT:PPM-1; 08-11-2004)

DATE ISSUED (mm-dd-yyyy) ①	 <p>U.S. DEPARTMENT OF STATE AUTHORIZATION FOR REMOVAL OF PROPERTY</p>	DATE EXPIRES (mm-dd-yyyy) ⑤
TYPE OF PROPERTY <input type="checkbox"/> Government <input type="checkbox"/> Private ②	NAME (Last, First, Middle) ③	OFFICE TELEPHONE NO. ⑦
	SIGNATURE ④	BUILDING ⑤
	OFFICE SYMBOL ⑧	DOS EMPLOYEE BADGE NUMBER ⑨
PROPERTY CODE NO. ⑩	DESCRIPTION ⑪	SERIAL NUMBER ⑫
AUTHORIZING OFFICER ⑬	OFFICE SYMBOL ⑭	ROOM NUMBER ⑮
TELEPHONE NO. ⑯	Print or type name ⑰	Date (mm-dd-yyyy) ⑱
	Signature _____	Date (mm-dd-yyyy) _____

DS-1953
XX-XXXX

Continuation—14 FAH-1 Exhibit H-433

Data Field Preparation Instructions for Form DS-1953

Form DS-1953, Authorization for Removal of Property, is prepared in triplicate. The data field numbers below correspond to the data field numbers on the form.

Data Field

[1] Date

The date that the property pass was prepared.

[2] Type of Property

Indicate if the property is U.S. Government-owned or privately owned.

[3] Name

The name of the individual who is removing the property from the building. If the property is being removed for repair, enter the name of the repairperson.

[4] Signature

The signature of the individual who is removing the property from the building.

[5] Building

The building from which the property is being removed.

[6] Date Expires

The date that the pass expires.

[7] Work Telephone Number

The telephone number of the employee removing the property. If the property is being removed for repair, enter the company telephone number.

[8] Office Symbol

The office symbol of the employee removing the property. If the property is being removed for repair, enter the repair company name.

[9] DOS Employee Badge Number

The badge number of the employee removing the property, if applicable.

Continuation—14 FAH-1 Exhibit H-433

[10] Property Code Number

The NEPA property number, if the property is on the property records.

[11] Description

The description of the property being removed. Care should be taken in describing the property so that the description will restrict the pass to the actual property being removed.

[12] Serial Number

If the property item has a serial number, enter the serial number here.

[13] Authorizing Officer

The printed name of the officer signing the pass.

[14] Office Symbol

The office symbol of the authorizing officer.

[15] Room Number

The room number of the authorizing officer.

[16] Telephone No.

The telephone number of the authorizing officer.

[17] Signature

The signature of the authorizing officer.

[18] Date

The date that the property pass is signed by the authorizing officer.