

**U.S. Department of Energy**  
**Washington, D.C.**

**PAGE CHANGE**

HQ 1400.1 Chg 3

12-21-83

SUBJECT: PERSONAL PROPERTY AND SUPPLY MANAGEMENT

1. PURPOSE. To transmit revised pages to HQ 1400.1, PERSONAL PROPERTY AND SUPPLY MANAGEMENT, of 12-30-80.
2. EXPLANATION OF CHANGE. Department of Energy policy dictates changes to the capitalization criteria and the Federal Property Management Regulations have redefined use standards for furniture and furnishings. The new use standards provide for three levels of furniture assignment for individuals, including rank and grade limitations, and provides a table of furniture allowances for each level.

3. FILING INSTRUCTIONS.

a. <u>Remove Page</u>	<u>Dated</u>	<u>Insert Page</u>	<u>Dated</u>
1 and 2	12-30-80	1 and 2	12-21-83
i	8-18-82	i	8-18-82
ii	8-12-81	ii	12-21-83
I-11 and I-12	8-18-82	I-11 and I-12	12-21-83
I-13	8-18-82	I-13	12-21-83
I-14	8-18-82	I-14	8-18-82
I-15 thru I-17 (and I-18)	8-18-82	I-15 and I-16	12-21-83
II-3 thru II-9 (and II-10)	8-12-81	II-3 thru II-10	12-21-83
II-11	8-12-81	II-11	8-12-81
II-12	8-12-81	II-12	12-21-83
		II-13 and II-14	12-21-83

- a. After filing the attached pages, this transmittal may be discarded.



HARRY L. PEEBLES  
Deputy Director of Administration

DISTRIBUTION:  
All Headquarters Elements  
Federal Energy Regulatory Commission (info)

INITIATED BY:  
Office of Administrative  
Services



**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

HQ 1400.1 Chg 3

12-30-80

Change 3:12-21-83

**SUBJECT: PERSONAL PROPERTY AND SUPPLY MANAGEMENT**

- 
1. PURPOSE. To establish uniform supplemental procedures for the operational control of a Personal Property and Supply Management Program for the management, acquisition, accountability, utilization, and disposal of personal property.
  2. REFERENCES.
    - a. Federal Property and Administrative Services Act of 1949 which prescribes agency responsibilities for basic administration of personal property.
    - b. Title 41 Code of Federal Regulations (CFR), Chapter 101, Federal Property Management Regulations (FPMR), as established by the General Services Administration (GSA), which are used by executive agency officials in prescribing regulations, policies, procedures, and delegation of authority pertaining to the management of property and records, and other programs and activities of the type administered by GSA, except procurement and contract matters contained in Federal Procurement Regulations (FPR).
    - c. Title 41 CFR, Chapter 109, Department of Energy Property Management Regulations (DOE-PMR), which implements and supplements the FPMR's governing the acquisition, utilization, management, and disposition of personal property and supplies.
  3. PROGRAM AND OBJECTIVES.
    - a. Program. To establish and maintain, for the management of Government personal property, a program to meet Departmental property and supply needs economically and efficiently and in accordance with applicable Federal statutes, as well as GSA and Departmental regulations.
    - b. Objectives.
      - (1) To ensure compliance with provisions of the FPMR's and DOE-PMR'S as they pertain to personal property and supply management.
      - (2) To ensure efficient and effective control and issuance of supplies.

Vertical line denotes change.

---

DISTRIBUTION:

All Headquarters Elements  
Federal Energy Regulatory Commission (info)

INITIATED BY:

Office of Administrative  
Services

- (3) To ensure accountable property records are maintained and reflect current status of all accountable personal property.
- (4) To ensure maximum utilization of excess property prior to purchase of new like items.
- (5) To conduct personal property utilization surveys to ensure that resources are effectively used.

4. RESPONSIBILITIES AND AUTHORITIES. The Director of Administration has the overall management responsibility to develop and direct the personal property and supply management program for DOE Headquarters organizations. This program is implemented through the Director of Administrative Services.



HARRY L. PEEBLES  
Deputy Director of Administration

Vertical line denotes change.

8-18-82

TABLE OF CONTENTS

<u>CHAPTER 1 - PROPERTY ACCOUNTABILITY</u>	<u>Page</u>
1. General.....	I-1
2. Definitions.....	I-3
a. Accountable Property Representative.....	I-3
b. Capitalized Personal Property.....	I-4
c. Documented Transaction.....	I-4
d. Excess Personal Property.....	I-4
e. Expendable Personal Property.....	I-4
f. Noncapitalized Personal Property.....	I-4
g. Nonexpendable Personal Property.....	I-4
h. Office Furniture.....	I-4
i. Office Furnishings.....	I-4
j. Personal Property.....	I-5
k. Personal Property Accountability.....	I-5
l. Physical Inventory.....	I-5
m. Property Accountable Officer.....	I-5
n. Property Management Officer.....	I-5
o. Property Pass.....	I-5
p. Property Transactions.....	I-5
q. Sensitive Property.....	I-5
r. Verification.....	I-6
3. Property Accountability Records.....	I-6
a. Capitalized Personal Property.....	I-6
b. Noncapitalized Personal Property.....	I-7
c. Relief from Accountability.....	I-7
d. Recording of Item Names.....	I-7
4. Inventory Controls for Personal Property.....	I-7
a. Accountable Personal Property.....	I-7
b. Expendable Personal Property.....	I-7
c. Transfer of Property Accountable Offices and Accountable Property Representatives.....	I-9
d. Transfer or Separation of Employee.....	I-9
5. Inspection, Acceptance, and Identification of Property and Supplies.....	I-10
a. Inspection.....	I-10
b. Acceptance.....	I-10
c. Identification.....	I-11
6. Retirement of Property Procedures.....	I-11
a. Requirement for Retirement.....	I-11
b. Retirement Authority.....	I-12
c. Processing Retirement Work Order.....	I-12
d. Processing (Certificate of Loss or Damage).....	I-15
e. Grievance.....	I-16
Attachment I-1 - DOE F 1400.20, "Retirement Work Order".....	I-19

CHAPTER II - UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY

1. General Procedures .....	II-1
a. Use of Personal Property for Official Purposes .....	II-1
b. Use of Excess Personal Property .....	II-1
c. Disposal of Personal Property .....	II-1
d. Utilization and Disposal Authority .....	II-1
e. Restriction on Personal Convenience Items .....	II-1
2. Definitions .....	II-2
a. Personal Property .....	II-2
b. Excess Personal Property .....	II-2
3. Utilization and Disposal of Personal Property .....	II-3
a. Available Personal Property .....	II-3
b. Transfer of Personal Property .....	II-3
c. Property to be Returned to Stock.....	II-3
d. Use Standards .....	II-4
Figure 1 - Table of Furniture Allowances .....	II-6
e. Redistribution, Repair, or Rehabilitation .....	II-9
f. Equipment Pools .....	II-9
4. Utilization Survey .....	11-10
Attachment II-1 - DOE F 1400.18, "Transfer of Property" ....	11-11

(Note: Additional procedural chapters to this Order will be published to implement and supplement the FPMR's and the DOE-PMR'S as required. )

Vertical line denotes change.

CHAPTER I  
PROPERTY ACCOUNTABILITY

1. GENERAL.

- a. The Administrator of the General Services Administration (GSA), has been directed to implement the Administration's commitment to the economic and efficient procurement and management of personal property. Except in emergencies, Government personal property shall be used only for those purposes for which they were obtained or contracted for, or other officially designated purposes. Emergency conditions are those threatening loss of life and property. This statement of policy includes property and, services on interagency loan as well as property leased by agencies.
- b. The Secretary of Energy has been charged with enforcing the Administration's efforts of ensuring strict compliance to the use of personal property and services for officially designated activities. DOE supports efficient utilization of personal property on the basis of policy and standards contained herein, with due consideration to economy, the need to support DOE programmatic requirements, and to provide services to the public and Government as a whole.

1) Property Accountable Officer (PAO).

- (a) The Chief of Property and Supply Management, Division of Property, Mail and Transportation, Office of Administrative Services, shall designate in writing a PAO for DOE Headquarters, RC, and RC regions.
- (b) The PAO shall establish and maintain property accountability records and provide effective protection and control over all personal property under his or her jurisdiction.
- (c) The PAO is the only individual authorized to approve transactions affecting the accountability records of the property accountable office. In those instances where such transactions are made in the absence of the PAO, these transactions should be countersigned by the PAO upon return to the office.
- (d) Whenever there is a change in PAO's, the incoming PAO shall be required to accept full accountability and responsibility for all personal property under the jurisdiction of the property accountable office. This shall be accomplished as outlined on page I-9, paragraph 4c(1).

- (2) Accountable Property Representatives (APR) are appointed within offices, divisions, and other user groups to account for personal property assigned to their organizational component. With exception of the appointing official, the APR is the only individual authorized to sign requests for property, supplies, and equipment.
- (a) For control purposes, it is recommended this level of responsibility be fixed at the division level, preferably in the office authorized to sign requisitions and to obligate funds. This individual mayor may not be the designated APR, but should have the authority to act with knowledge of that office, division, or other user group.
- 1 One of the major purposes of having an APR is to ensure that Government property is properly controlled, protected, and utilized.
  - 2 APR's are responsible for knowing at all times the location and status of accountable property assigned to their organizational component and for documenting all transactions affecting this accountable property as well as any change of property charged to a specific individual for whatever reason.
  - 3 All property must be accounted for. Property found within the APR'S organizational area of responsibility for which **no** responsibility has been declared should be reported **to** the PAO.
  - 4 To ensure uniform compliance, APR's must:
    - a Notify the PAO in writing of any personnel actions that would affect the current listing.
    - b Prepare all property actions to transfer accountable property to the newly designated APR.
    - c Prepare all declarations of excess property when it is no longer required.
    - d Conduct inventories of accountable property as scheduled by the Property and Supply Management Branch.
    - e Monitor controls on sensitive items of property.



- f Verify on a continuing basis all property identified on the inventory update roster which will be issued periodically by the Property and Supply Management Branch.
        - g Notify PAO if components with identification numbers are removed or replaced, or if the physical configuration of the property is changed.
- (3) DOE Employees Relative to Government Property. All employees are responsible for the proper use, maintenance, and protection of any Government property within their jurisdiction or control. An employee may be liable for violations of such responsibility when the violation results in a loss to the Government. Specifically, employee shall:
  - (a) When required by the APR, acknowledge receipt of property on DOE Form AD-H382 (Certificate of Receipt). When charged with the responsibility for the custody and/or use of personal property which is lost, stolen, destroyed, or damaged beyond repair, the employee shall forward immediately to the designated APR a signed memorandum including the following information: list of the article(s); facts surrounding the loss, theft, damage, or destruction; action taken to recover same, if lost or stolen.
  - (b) Make an oral report to the designated APR in all instances when they detect or suspect a loss or theft of property.
  - (c) Not use, or permit any other person to use, Government property for any purpose not authorized by law, except in cases of actual emergencies threatening personal safety or loss of life or property.
  - (d) Not appropriate for personal use any Government property, including that which has been ordered abandoned or destroyed.
  - (e) Upon leaving the jurisdiction of an APR's area, return and account for all personal property charged to their custody or control.

## 2. DEFINITIONS.

- a. Accountable Property Representatives (APR). Employees designated (DOE F 1400.15) to be responsible for the proper use, maintenance, and protection of personal property located in their specific area, (e.g., office or division for which personal property has been acquired).

- b. Capitalized Personal Property. Any single item of nonexpendable personal property which is acquired at a cost of, or valued at, \$500 or more.
- c. Documented Transaction. An automatic data processing (ADP) or some other record indication that an equipment item was repaired, or had a change in location, custody; or status, providing evidence that the item was, in fact, seen on the date of the "transaction."
- d. Excess Personal Property. Personal property which is not required for DOE needs and the discharge of its responsibilities.
- e. Expendable Personal Property. Materials and supplies which, when put to use, are consumed, lose their identity, or become an integral part of other property.
- f. Noncapitalized Personal Property. Any single item of nonexpendable personal property which is acquired at a cost of, or valued at, under \$500. In those instances where a portion of the total inventory of substantially similar items is acquired at more than \$500 per item, and a portion at less than \$500 per item, they shall be classified as:
  - (1) Capitalized personal property if majority of the items were acquired at more than \$500 per item.
  - (2) Noncapitalized personal property if a majority of the items were acquired at less than \$500 per item.
- g. Nonexpendable Personal Property. Equipment which is complete in itself, is of durable nature, with an expected service life of 1 year or more, and does not ordinarily lose its identity or become a component part of another piece of equipment when put into use. Non-expendable personal property includes capitalized personal property and noncapitalized personal property.
- h. Office Furniture. Equipment normally associated with occupancy, or use in such areas as offices, conference and reception rooms, institutional waiting rooms, lobbies, and libraries. Such equipment includes desks, tables, credenzas, bookcases, coat racks, telephone cabinets, filing sections and cabinets, office safes, security cabinets, chairs, and davenport.
- i. Office Furnishings. Articles which supplement office furniture and augment the utility of the space assigned. These articles include lamps, desk trays, smoking stands, waste receptacles, draperies, carpets, and rugs.

j. Personal Property.

- (1) Property which is Government-owned, -rented, or -leased from commercial sources in the custody of POE or its contractors; and
- (2) Property of any kind or type except real property; records; special source materials, which includes source materials and special nuclear material, and those other materials to which the provisions of the DOE-PMRs apply, such as deuterium, enriched lithium, neptunium 237 and tritium, and atomic weapons and byproduct materials as defined in Section II of the Atomic Energy Act of 1954, as amended; enriched uranium in stockpile storage; and petroleum being held in reserve in the Strategic Petroleum Reserve and the Naval Petroleum Reserve.

k. Personal Property Accountability. Responsibility to establish and maintain property accountability records and safeguards to ensure effective protection and control over personal property.

l. Physical Inventory. Confirmation of the existence of property by actual sighting and counting of an item, or items, of equipment. This inventory effort involves confirmation of only those items which have not been verified by an APR and/or custodian by a "documented transaction" during the inventory period.

m. Property Accountable Officer (PAO). Chief of Property, Property and Supply Management Branch, services employees designated to establish and maintain accountability for personal property under the jurisdiction of the APR.

n. Property Management Officer (PMO). The Chief of Property and Supply Management is the PMO for Headquarters, RC, and RC regions, and develops and implements program guidance on all matters pertaining to personal property and supply management.

o. Property Pass. An authorized document, Optional Form 7, which allows an individual to remove Government property from and into premises occupied by Government agencies for official use or official business (such as repair or rehabilitation). The property pass also is used when personally owned property is carried into or removed from Government premises.

p. Property Transactions. Any transfers within an organization, movement of property to maintenance shops or offsite for repair, calibration, overhaul, or change in status of property (e.g. active, inactive, in maintenance, misplaced or lost, or stolen).

- q. Sensitive Property. Items of property which are considered susceptible to being appropriated for personal use or which can be readily converted to cash.
- r. Verification. Physical or visual confirmation by an APR and/or custodian that an item of equipment is still within their custody and is located where shown in the equipment file. This equipment is movable, portable, and not installed in, or a part of, real property.

3. PROPERTY ACCOUNTABILITY RECORDS.

a. Capitalized Personal Property.

- (1) The following basic rules normally apply in determining cost of equipment and are intended as general guidelines for determining whether or not an item of equipment meets the \$500 capitalization criteria defined on page I-4, paragraph 2b.
  - (a) The basic cost of equipment includes the amount paid to acquire it (or original acquisition cost in the case of excess property), plus transportation and installation charges.
  - (b) In determining the cost of purchased property, the discount shall be deducted from the price billed, even if not taken.
  - (c) The cost of property acquired as a result of trade-in shall be recorded as the lesser of: cash paid or payable, plus the amount allowed by the seller on the trade-in property, or what the purchase price would have been had there been no trade-in.
  - (d) Whenever state taxes are paid as a part of the purchase price, they should also be included in the recorded acquisition cost of the item.
- (2) The PAQ shall establish detailed property accountability records which provide a readily discernible audit trail in order to support the general ledger control account covering capitalized personal property. These records, which are subject to both internal and external audit, shall:
  - (a) Identify the items of property, the costs of which are charged to equipment accounts.
  - (b) Provide documented and permanent records of acquisition and disposition of such property.
  - (c) Provide the information required for audit, inventory control, and management purposes.

b. Noncapitalized Personal Property.

- (1) Noncapitalized personal property is not recorded to an asset account.
- (2) Accountability of the type referred to on page I-6, paragraph 3a(2) for capitalized personal property is not required to be maintained for noncapitalized personal property. However, the PMO shall ensure that the PAO maintains group accounting records or that other appropriate safeguards and controls are established at whatever level deemed necessary whenever experience indicates that such action is necessary to guard against:
  - (a) Excessive loss of any specific item.
  - (b) Excessive purchases or withdrawals when compared to program requirements for any specific item.
  - (c) Use of property for other than official purposes.
- (3) The APR shall take special care in establishing strict safeguards and controls for sensitive property items, such as small electronic calculators, tape recorders, radios, photographic and projection equipment, typewriters and other office machines, firearms, survey instruments, binoculars, power tools, and other equipment, which, because of their general use characteristics and ease of transportation, are particularly susceptible to misappropriation or theft.

c. Relief from Accountability. Property accountability remains fixed with the PAO until relieved of such accountability by one of the following actions: transfer of accountability to successor; transfer of excess property to another Departmental accountable officer; transfer of excess property to another Government agency; sale of property under conditions and limitations as set forth in FPMR 101-45.3 and DOE-PMR 109.45; authorized condemnation, destruction, abandonment, or donation.

d. Recording of Item Names. In accordance with FPMR 101-30, the Federal Item Name Directory for Supply Cataloging, H6 Series, shall be used by the PAO as a means of determining and recording the approved item name on personal property accountability records for all personal property acquired and owned by DOE.

4. INVENTORY CONTROLS FOR PERSONAL PROPERTY.

a. Accountable Personal Property.

- (1) Property Accountable Officer shall:

- (a) Ensure that an annual physical inventory is taken of all accountable personal property. Scheduling of this inventory is left to the discretion of the PAO; however, it is recommended that it be scheduled on a staggered basis throughout the RC regions and Headquarters, so as to avoid the necessity for the PAO having to perform inventory reconciliations for all APR areas within one very brief period of time.
  - (b) On the scheduled inventory date, the PAO shall provide the appropriate APR with two copies of a listing of all accountable personal property located in the property custodial area.
- (2) Accountable Property Representatives. Upon receipt of this listing, the APR shall:
  - (a) Conduct a physical inventory (visual count and identification) of all accountable capitalized personal property located in the APR's area.
  - (b) Make an equipment replacement study based on condition, obsolescence, or new programs, and submit a recommendation to the PAO as to which equipment should be replaced, continued in use, or disposed of as excess.
  - (c) Upon completion of physical inventory, conduct a reconciliation of the inventory in order to determine inventory shortages and overages. The APR must either subsequently locate those items not found upon physical inventory and furnish the PAO with a receipted acquisition or disposition document, or furnish the PAO with a memorandum of explanation for the shortage or overage.
  - (d) Upon completion of the reconciliation, return one copy of the reconciled property listing, together with all reconciliation supporting documents, to the PAO. This reconciled listing is due 45 days after the scheduled inventory date.
- (3) Completion of Inventories. Upon receipt of all reconciled property listings from APR's, the PAO shall furnish the PMO a certification to the effect that:
  - (a) The annual inventory for the APR has been completed.
  - (b) Subsidiary property records reflect actual items and quantities on hand.

12-30-80

- (c) A copy of this certificate shall be furnished by the PMO to the Division of Property, Mail and Transportation.
- b. Expendable Personal Property. The PMO shall establish such inventory controls as necessary to ensure that materials and supplies and other expendable personal property are subjected to periodic visual inspection to prevent overstocking or understocking and to ensure that any unneeded items are disposed of on a progressive basis.
- c. Transfers of Property Accountable Officers and Accountable Property Representatives.

(1) Property Accountable Officer.

- (a) Whenever there is a change in PAO's, the incoming PAO shall be required to accept full accountability and responsibility for all personal property under the jurisdiction of the property accountable office. This may be accomplished through either a physical inventory, or through the following or similar certificate executed in lieu of physical verification:

I, (Name), incoming property accountable officer, have satisfied myself that the records for personal property under the jurisdiction of the (name of the property accountable office) are accurate; and that the property recorded therein is physically on hand as of this date. I hereby agree to accept full responsibility for property as recorded and waive any requirement for a physical inventory as a condition to such acceptance.

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

- (b) The PMO is responsible for ensuring that the above is accomplished.

(2) Accountable Property Representatives.

- (a) Whenever there is a change in APR's, the incoming APR shall be required to accept responsibility for all personal property located in the APF's area. This shall be accomplished through a physical inventory; however, if warranted by unusual circumstances, the APR may authorize its accomplishment through the execution of a certificate similar to that cited in paragraph 4c(1)(a) above.
- (b) The PAO is responsible for ensuring that the above is accomplished.

12-30-80

- d. Transfer or Separation of Employee. A physical inventory shall be taken of all personal property in the custody of an individual employee upon transfer or separation. Any items of property not properly accounted for at time of transfer or separation shall be made the subject of a report or certificate of loss or damage. If all property is satisfactorily accounted for, property clearances shall be given the employee. Certification for final salary payment shall be withheld until this clearance is obtained. The payroll office shall be notified when such clearance has been granted, which shall be prior to issuance of the employee's final salary check.

5. INSPECTION, ACCEPTANCE, AND IDENTIFICATION OF PROPERTY AND SUPPLIES.

a. Inspection.

- (1) On receiving a shipment from the transportation carrier, the receiving point shall make a careful inspection and check as to the quantity and condition of the property received. An accurate record shall be made and kept of any discrepancies between the data shown on the covering bill of lading or other transportation document, and the quantity and condition of property actually received. Items which require technical identification or inspection should be examined, where possible, by the receiving individual in conjunction with a technically qualified individual.
- (2) In the event an inspection of the shipment reveals overages, shortage, visible damages, or other discrepancies in the quantity and condition of property received as compared with that shown on the covering bill of lading or other transportation document, the receiving point shall:
  - (a) Ensure that an appropriate notation is made on the covering bill of lading or other transportation document, and that it is signed by the consignee and the transportation carrier's representative.
  - (b) Document and report these discrepancies in accordance with FPMR 101-40.7.

b. Acceptance.

- (1) Acceptance of Personal Property and Supplies. This is an act of an authorized agent of the Government by which he or she agrees that personal property or supplies submitted by a contractor conform to all requirements of the contract or purchase order, including quality, quantity, and condition.
- (2) Upon receipt of personal property and supplies, the APR shall furnish a signed copy of the receiving report to the PAO.



c. Identification.

- (1) Capitalized Personal Property. A property number shall be assigned to each item of capitalized personal property at the time it is acquired. Except as outlined below, the property number tag, which is on a pressure sensitive label, shall be affixed to the item of equipment. In those instances where it is deemed impractical to affix a property number decal to an item of equipment due to size, delicacy, or other reason, the property number decal need not be applied; however, consideration should be given to some other method of identification, such as stenciling or engraving. In any event, a property number shall always be assigned to an item of capitalized personal property and recorded on property accountability records.
- (2) Noncapitalized Personal Property.
  - (a) As a minimum, such property should, when feasible, be marked "Property of U.S. Government, DOE Headquarters" to indicate ownership.
  - (b) The property accountable officer will maintain single or group accounting records, as appropriate, for accountable noncapitalized personal property.

6. RETIREMENT OF PROPERTY PROCEDURES.

a. Requirement for Retirement.

- (1) When Required. Retirement action is required to investigate and document the circumstances surrounding the loss (including theft and inventory shortages), damage, destruction, and unserviceability of personal property, and to report findings and make recommendations for:
  - (a) Relieving the property accountable officer of accountability for property, and
  - (b) Establishing the possibility of personal and/or pecuniary liability for lost, damaged, or unserviceable property.
- (2) Documentation Required. Attachment I-1, DOE F 1400.20, "Retirement Work Order," is required for:
  - (a) Loss or theft of property when the original acquisition cost exceeds \$500 for office furniture and equipment.
  - (b) Property damage exceeding \$500 (except damage to a Government vehicle at any dollar level resulting from a motor vehicle

Vertical line denotes change.

12-21-83

accident which is to be investigated and reported to the Office of General Counsel).

- (c) Disposal of property for salvage, reduction to scrap, or destruction and abandonment, regardless of circumstances, when the original acquisition cost exceeds \$500 for office furniture and equipment.
  - (d) Any circumstances, except motor vehicle accidents, in which there is a possibility of a claim against the Government in connection with the administration, care, and use of Government property.
- (3) The DOE F 1400.20 is also used to document the loss of, or damage to, property in those instances where the total amount of the loss or the extent of the damage to each item involved does not exceed \$500 for office furniture and equipment, and possible claims against the Government are not involved. DOE F 1400.20 shall be used as a certificate of loss or damage by placing a checkmark in the area that denotes certificate of loss or damage.

b. Retirement Authority.

- (1) When DOE F 1400.20, "Retirement Work Order," action is required, it shall be conducted by the following authorities:
- (a) Headquarters. A retirement panel, consisting of not less than three members, appointed by the Director of Administrative Services.
  - (b) Special. A retirement panel may be appointed by the Director of Administrative Services to investigate unusual losses, such as those resulting from disaster; for example, fire, flood, or drought.
- (2) The property management officer, property accountable officer, accountable property representative, and employees responsible for the property being retired are not authorized to serve on a retirement panel or to act as a local retirement officer.

c. Processing Retirement Work Order.

- (1) Initiation.
- (a) Reports of Loss or Theft. Employees who detect or suspect a loss or theft of property shall immediately make an oral report to the appropriate accountable property representative. The accountable property representative shall initiate a

Vertical line denotes change.

search for the item and, if it cannot be located, a report of loss or theft shall be submitted immediately in accordance with the following procedures:

- 1 If the loss or theft occurs in a GSA-controlled or -leased building, it shall be reported by telephone to the local GSA Federal Protective Service Office. The Federal Protective Service will complete GSA Form 3155, "Preliminary Investigation," retain a copy, and direct copies to both the appropriate accountable property representative and the property accountable officer.
  - 2 If the loss or theft occurs at some other location, it shall be reported by telephone to the building's security force. If not available, the loss or theft shall be reported to GSA at the local or regional level, or to the local law enforcement officials.
  - 3 In each instance cited above, copies of any correspondence to GSA, the building security force, or local law enforcement officials shall be forwarded to the property accountable officer. The property accountable officer reports theft of DOE property to the Office of the Inspector General with simultaneous notification to the Director of Safeguards and Security. A copy of all correspondence shall be attached to the Retirement Work Order as numbered exhibits.
- (b) DOE F 1400.20. If the requirements outlined on page 1-11, paragraph 6a(2)(a), are met, DOE F 1400.20, "Retirement Work Order," shall be initiated by the individual incurring loss or theft and given to the accountable property representative for further action within 24 hours of the date of discovery.
- 1 If the requirements outlined on pages 1-11 and 1-12, paragraphs 6a(2)(b) thru (d), are met, DOE F 1400.20 shall be initiated by the accountable property representative within 30 days of the date of discovery of an inventory shortage or damage, destroyed, or unserviceable property.
  - 2 DOE F 1400.20 shall be prepared in an original and three reproduced copies with the original and two copies forwarded to the property accountable officer to process through a retirement panel or retirement officer, and one copy retained by the accountable property representative. Applicable exhibits shall be attached to each copy.
- (2) Retirement Work Order Register. The property accountable officer shall maintain a Retirement Work Order register which includes the following information: Retirement Work Order number, accountable property representative's area, description of property, acquisition value, date initiated, and date completed.

Vertical line denotes change.

- (3) Retirement Work Order Actions. Upon receipt of the Retirement Work Order from the property accountable officer, the retirement panel or retirement officer shall:
- (a) Conduct an investigation of all circumstances surrounding the loss, damage, destruction, or unserviceability of the property.
  - (b) Prepare a finding, a concise statement summarizing the essential facts and circumstances of the case.
  - (c) Submit a recommendation to the reviewing authority, based on the findings, that indicates one of the following:
    - 1 Property is serviceable and should be continued in service.
    - 2 No individual was found to be pecuniarily liable for the loss, damage, or destruction, and if applicable, the item should be removed from property accountability records.
    - 3 Employee's negligence or willful misconduct contributed to the loss, damage, or destruction of the property and therefore employee should be held pecuniarily liable. Simple negligence is an act or omission that a reasonable person would not commit under similar circumstances. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another. Willful misconduct is any intentionally wrongful or unlawful act dealing with the property concerned. (NOTE: In any case involving a possible illegal act by the DOE employee resulting in property irregularities, the case should be referred to the Office of Inspector General and final retirement panel action deferred until that office completes its investigation. Where carelessness or unauthorized use has resulted in damage or loss of Government property, the case should be referred to the employee's supervisor for possible disciplinary action.)
    - 4 Property is unserviceable and should be destroyed or reduced to scrap. Scrap shall be disposed of as provided by FPMR 101-45 and 101-45.105-3, and DOE-PMR 109-45.501.
      - a In those instances where the survey is conducted by a local retirement officer, that officer may witness its destruction or reduction to scrap after disposition has

been approved by an authorized reviewing authority.

- b In all other instances, such disposition shall be witnessed and attested to on DOE F 1400.20 by at least one member of the retirement panel, or a DOE employee appointed by the retirement panel to act as a witness.
- c The property management officer, property accountable officer, accountable property representative, or individuals responsible for the property are not authorized to sign as witnesses to the destruction.

(d) Sign the Retirement Work Order and return it to the property accountable officer for appropriate action.

(4) Reviewing Authority. The property accountable officer shall forward the Retirement Work Order to the reviewing authority who shall either approve or disapprove it.

(a) At Headquarters the reviewing authority is vested in the Office of Administrative Services and has been assigned to the Director of Logistics Management.

(b) With the exception of traveling retirement officers, a reviewing authority shall not include any member of the retirement panel which acted in a particular case under consideration.

(5) Completion of Retirement Work Order Action. After Retirement Work Order action has been completed, the property accountable officer shall, when applicable, remove the "surveyed property from property accountability records. The original report shall be retained by the property accountable officer. One copy of the report shall be forwarded to the Office of Washington Financial Services so that the item can be dropped from the financial accounting control records, but only if the item is within the capitalization criteria of more than \$500 per unit of office furniture and equipment. One copy shall be returned to the accountable property representative for the file.

d. Processing (Certificate of Loss or Damage).

(1) The certificate of loss or damage (check area on DOE F 1400.20) shall be prepared in an original and two reproduced copies by the responsible employee and under the direction of the

Vertical line denotes change.

accountable property representative, with the original and one copy forwarded to the employee's accountable property representative through the supervisor, and the remaining copy retained by the employee.

- (2) The accountable property representative shall prepare findings and recommendations and forward the certificate to the property accountable officer.
  - (3) The property accountable officer shall assign a number from the Retirement Work Order register (see instructions for completing DOE F 1400.20, page I-23, Attachment I-1, item 2b), make an appropriate recommendation, and forward them to the reviewing authority for approval or disapproval.
    - (a) For items under \$100, the property accountable officer will take the appropriate actions deemed necessary without review.
    - (b) For items between \$100 and \$500 for office furniture and equipment, the property accountable officer will make recommendations to the reviewing authority.
    - (c) For subparagraphs (a) and (b) above, review by a retirement panel will not be required.
  - (4) After action has been completed on the certification, the original copy shall be retained by the property accountable officer, and a copy of the completed certificate returned through the accountable property representatives to the originating employee.
- e. Grievance. An employee who believes that a determination of pecuniary liability was unfair or unjust has the right to grieve as outlined in DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES, of 7-2-81, or as outlined in the grievance procedures of any collective bargaining agreement.

)

- (c) For subparagraphs (a) and (b) above, review by a retirement panel will not be required.
- (4) After action has been completed on the certificate, the original copy shall be retained by the property accountable officer, and a copy of the completed certificate returned through the accountable property representatives to the originating employee.
- e. Grievance. An employee who believes that a determination of pecuniary liability was unfair or unjust has the right to grieve as outlined in DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES, of 7-2-81, or as outlined in the grievance procedures of any collective bargaining agreement.



Harry L. Peebles  
Deputy Assistant Secretary  
Management and Administration





RETIREMENT WORK ORDER - LOSS

DOE F 1400.20  
11-81

U.S. DEPARTMENT OF ENERGY  
**RETIREMENT WORK ORDER**

Sheet 1 of 2

☒ LOSS    ☐ THEFT    ☐ DAMAGE    ☐ UNSERVICEABLE    ☐ INVENTORY SHORTAGE  
☐ CERTIFICATE OF LOSS OR DAMAGE

2 Report No  
045-82  
3 Date  
3-21-82

4 NAME OF REPORTING PERSON <u>David L. Goliath</u>		5 OFFICE TELEPHONE NO <u>252-1616</u>			
6 ORGANIZATION ROUTING SYMBOL <u>MA-41</u>		7 OFFICE ADDRESS (INCLUDE BUILDING AND ROOM) <u>Room 4Z-181 Forrestal</u>			
8 DATE OF OCCURRENCE <u>3-20-82</u>		9 TIME <u>0830 AM</u>		10 PLACE <u>Room-4Z-181 Forrestal</u>	
11 DOE TAG <u>096132</u>	DESCRIPTION <u>Calculator, Desk Top</u>	MAKE <u>Sharp</u>	MODEL <u>CS-8910</u>	SERIAL NUMBER <u>26150891</u>	ORIGINAL COST <u>\$415.00</u>

12 CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY (IF LOSS OR THEFT, INCLUDE HOW DISCOVERED AND INFORMATION AS TO SUSPECTS, WITNESSES AND ATTEMPT AT RECOVERY OF PROPERTY.)

I arrived at my office at 0825 on March 20, 1982. I noticed that the calculator was missing from my desk. I had not locked the door to my office on March 19, 1982, because I was in Germantown attending a meeting. By the time the meeting was over, I arrived back at the Forrestal just in time to catch my car pool in front of the building.

13 SIGNATURE OF REPORTING PERSON David L. Goliath DATE SIGNED 3-21-82

14 ACTION TAKEN BY ACCOUNTABLE PROPERTY REPRESENTATIVE (APR)

NOTIFIED GUARD SERVICE	REMARKS
NO _____	I made a thorough search of all the offices adjacent to 4Z-181 and those for which I am responsible but was unable to locate the calculator.
YES <u>X</u>	
DATE <u>3-20-82</u>	
NA _____	

15 SIGNATURE OF APR George Washington DATE SIGNED 3-21-82

16 ACTION TAKEN BY PROPERTY ACCOUNTABLE OFFICER (PAO)

THE CONDITION ASSIGNED TO THE ABOVE PROPERTY IS Useable  
THE DISPOSITION CODE ASSIGNED TO THE ABOVE PROPERTY IS 5 (Used Fair)  
PURCHASE ORDER NO 78-1111 PURCHASE ORDER DATE 1-6-78 DELIVERED 1-12-82  
IT IS HEREBY RECOMMENDED THAT THE FOLLOWING ACTION BE TAKEN  
The action taken by the APR was correct. It is therefore recommended that the item should be removed from the property accountability records.

17 SIGNATURE OF PAO Ivan R. Store DATE SIGNED 3-21-82

Vertical line denotes change

18 ACTION TAKEN BY ☒ MEMBERS OF RETIREMENT PANEL ☐ RETIREMENT OFFICER

CERTIFICATION

19 CHECK THE APPLICABLE BLOCK

- ☐ THIS IS TO CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN INSPECTED BY THE UNDERSIGNED AND ITS CONDITION AND PRESENT ESTIMATED VALUE ARE AS SHOWN. THE FINDINGS LISTED BELOW SUBSTANTIATE THE RECOMMENDED DISPOSITION SET OUT ON THE FACE OF THIS FORM.
- ☒ THIS IS TO CERTIFY THAT THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DAMAGE OF THE PROPERTY LISTED HEREON HAVE BEEN INVESTIGATED BY THE UNDERSIGNED AND THE FINDINGS AND RECOMMENDATIONS ARE LISTED BELOW.

20 FINDINGS

David L. Goliath did not contribute to the loss of the property and, therefore, he is not financially liable.

21 RECOMMENDATIONS

It is recommended that the calculator be removed from the property accountability records.

22	4-1-82	<u>Joseph M. Smith</u>	Director, Solar Energy
	DATE	SIGNATURE	TITLE
	4-1-82	<u>Suzie B. Cue</u>	Administrative Assistant
	DATE	SIGNATURE	TITLE
	4-1-82	<u>Don D. Claue</u>	Administrative Assistant
	DATE	SIGNATURE	TITLE

23 REVIEWING AUTHORITY'S ACTION

<input checked="" type="checkbox"/> APPROVED	SIGNATURE OF REVIEWING AUTHORITY	DATE
<input type="checkbox"/> DISAPPROVED	<u>John S. Chausley</u>	4-2-82

24 CERTIFICATE OF DISPOSITION

I CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN DISPOSED OF IN THE FOLLOWING MANNER

N/A

DATE	SIGNATURE	TITLE
------	-----------	-------

25. FOR APPROVED DESTRUCTION ONLY

I CERTIFY THAT I HAVE WITNESSED THE DESTRUCTION (REDUCTION TO SCRAP) OF THE ITEMS LISTED ON THIS DOCUMENT

N/A

DATE	SIGNATURE	TITLE
------	-----------	-------

26. FINAL ACTION BY PROPERTY ACCOUNTABLE OFFICER

DATE TO IG	DATE TO DP	DATE TO MA	DATE TO ADP
3-21-82	3-21-82	4-4-82	4-4-82

Vertical line denotes change

RETIREMENT WORK ORDER - UNSERVICEABLE

DOE 1400.1  
11-81

U.S. DEPARTMENT OF ENERGY  
**RETIREMENT WORK ORDER**

Sheet 1 of 2

1 ☐ LOSS ☐ THEFT ☐ DAMAGE ☒ UNSERVICEABLE ☐ INVENTORY SHORTAGE

2 Report No.  
056-82

3 Date  
5-7-82

☐ CERTIFICATE OF LOSS OR DAMAGE

4 NAME OF REPORTING PERSON <u>Samuel P. Chase</u>				5 OFFICE TELEPHONE NO. <u>353-4999</u>	
6 ORGANIZATION REPORTING SYMBOL <u>DP-29</u>		7 OFFICE ADDRESS (INCLUDE BUILDING AND ROOM) <u>Room -A-981 Germantown</u>			
8 DATE OF OCCURRENCE <u>5-7-82</u>		9 TIME <u>1 PM</u>		10 PLACE <u>Room A-981 Germantown, Md.</u>	
11 DOE TAG <u>085613</u>	DESCRIPTION <u>Typewriter, Elec.</u>	MAKE <u>IBM</u>	MODEL <u>B-Std.</u>	SERIAL NUMBER <u>560182</u>	ORIGINAL COST <u>\$350.00</u>

12 CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY (IF LOSS OR THEFT, INCLUDE HOW DISCOVERED AND INFORMATION AS TO SUSPECTS, WITNESSES AND ATTEMPT AT RECOVERY OF PROPERTY.)

The typewriter has been in use since it was purchased by the US Government in 1953. It has been repaired about ten (10) times. Have tried to use it but its keys stick very badly. I shall request a later model typewriter so I can continue my work.

13 SIGNATURE OF REPORTING PERSON Samuel P. Chase DATE SIGNED 5-3-82

14. ACTION TAKEN BY ACCOUNTABLE PROPERTY REPRESENTATIVE (APR)

NOTIFIED GUARD SERVICE	REMARKS
NO _____	In view of the age of the typewriter, a check has been made and IBM is not making any parts for the typewriter.
YES _____	
DATE _____	
N/A <u>X</u>	

15 SIGNATURE OF APR Darlene M. Satchel DATE SIGNED 5-3-82

16. ACTION TAKEN BY PROPERTY ACCOUNTABLE OFFICER (PAO)

THE CONDITION ASSIGNED TO THE ABOVE PROPERTY IS Unserviceable  
THE DISPOSITION CODE ASSIGNED TO THE ABOVE PROPERTY IS X (Scrap)  
PURCHASE ORDER NO. 1953-7821 PURCHASE ORDER DATE 1-18-53 DELIVERED 1-23-53  
IT IS HEREBY RECOMMENDED THAT THE FOLLOWING ACTION BE TAKEN

It is recommended that the typewriter be declared unserviceable and disposed of, and removed from the property accountability records.

17 SIGNATURE OF PAO Julius P. Jones DATE SIGNED 5-7-82

HQ 1400.1 Chg 2  
8-18-82

18 ACTION TAKEN BY ☒ MEMBERS OF RETIREMENT PANEL ☐ RETIREMENT OFFICER

CERTIFICATION

19 CHECK THE APPLICABLE BLOCK

☒ THIS IS TO CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN INSPECTED BY THE UNDERSIGNED AND ITS CONDITION AND PRESENT ESTIMATED VALUE ARE AS SHOWN. THE FINDINGS LISTED BELOW SUBSTANTIATE THE RECOMMENDED DISPOSITION SET OUT ON THE FACE OF THIS FORM

☐ THIS IS TO CERTIFY THAT THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DAMAGE OF THE PROPERTY LISTED HEREON HAVE BEEN INVESTIGATED BY THE UNDERSIGNED AND THE FINDINGS AND RECOMMENDATIONS ARE LISTED BELOW

20 FINDINGS

The action taken by the APR and PAO has been verified.

21 RECOMMENDATIONS

Recommend that the typewriter be disposed of and removed from the property accountability records.

22	5-15-82	<u>John P. Sullivan</u>	<u>Director, Solar Energy</u>
	DATE	SIGNATURE	TITLE
	5-15-82	<u>Mary M. Smith</u>	<u>Administrative Asst.</u>
	DATE	SIGNATURE	TITLE
	5-15-82	<u>Phillip A. Andrews</u>	<u>Administrative Asst.</u>
	DATE	SIGNATURE	TITLE

23 REVIEWING AUTHORITY'S ACTION

<input checked="" type="checkbox"/> APPROVED	SIGNATURE OF REVIEWING AUTHORITY	DATE
<input type="checkbox"/> DISAPPROVED	<u>Thomas L. Jones</u>	5-18-82

24 CERTIFICATE OF DISPOSITION

CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN DISPOSED OF IN THE FOLLOWING MANNER

The typewriter was dismantled and its various parts thrown in the trash. All traces of government ownership were removed. The typewriter was reduced to scrap.

5-21-82	<u>Mary M. Smith</u>	<u>Administrative Asst.</u>
DATE	SIGNATURE	TITLE

25 FOR APPROVED DESTRUCTION ONLY

CERTIFY THAT I HAVE WITNESSED THE DESTRUCTION (REDUCTION TO SCRAP) OF THE ITEMS LISTED ON THIS DOCUMENT

5-21-82	<u>Phillip A. Andrews</u>	<u>Administrative Asst.</u>
DATE	SIGNATURE	TITLE

26 FINAL ACTION BY PROPERTY ACCOUNTABLE OFFICER

DATE TO IG	DATE TO DP	DATE TO MA	DATE TO ADP
N/A	N/A	5-22-82	5-22-82

Vertical line denotes change

INSTRUCTIONS FOR COMPLETING DOE F 1400.20  
(TYPE OR PRINT)

1. Check the appropriate box. To be completed by APR.
2. To be assigned by PAO as received, regardless of the report origin.
  - a. Each RC region shall assign sequential numbers to its Retirement Work Order. Example: the first Retirement Work Order under this procedure prepared by Region 1; in current fiscal year should be number R-1-001-82 (R-1=Region 1; 001=first Retirement Work Order under this procedure for current fiscal year; 82=current fiscal year).
  - b. When preparing certificates of loss or damage, use a number from the Retirement Work Order register, but add CLD immediately after the number to identify it as a certificate of loss or damage. Example: R-1-001-82CLD.
3. Self-explanatory. To be completed by APR.
- 4-13. Self-explanatory. To be completed by the reporting person.
- 14-15. To be completed and signed by the APR
- 16-17. Enter the information as noted. To be completed and signed by the PAO.
18. Complete the appropriate block. To be completed by the PAO.
- 19• Complete the appropriate block. To be completed by the retirement panel or retirement officer.
- 20• Enter findings. To be completed by person(s) designated in line 13, when appropriate.
21. Enter recommendations. To be completed by person(s) designated in line 18, when appropriate.
22. To be completed by retirement panel or retirement officer.
23. To be completed and signed by the reviewing authority.
24. To be completed and signed by the PAO.
25. To be completed by a member of the retirement panel, Iand retirement officer, or a DOE employee designated by the reviewing authority to witness destruction or reduction to scrap.
26. To be completed by the PAO.

Vertical line denotes change.



CHAPTER II

UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY

1. GENERAL PROCEDURES.

- a. Use of Personal Property for Official Purposes. With the exception of emergency conditions threatening loss of life and property, personal property shall only be used for those official purposes for which it was obtained or contracted for, or for other officially designated purposes.
- b. Use of Excess Personal Property. Available personal property within the Headquarters (HQ), and excess personal property from other DOE activities or other Federal agencies shall be utilized whenever possible in lieu of procurement of new property.
- c. Disposal of Personal Property. Personal property which is no longer required by HQ shall not be disposed of through transfer to another Federal agency, or donated, or sold until a determination has been made by the HQ Property Accountable Officer (PAO) that such property cannot be utilized elsewhere within DOE.
- d. Utilization and Disposal Authority. The authority to reassign and transfer personal property to and from other DOE offices, to obtain excess personal property from other Federal agencies, and to report and dispose of excess and surplus personal property is limited to the HQ PAO.
- e. Restriction on Personal Convenience Items.

(1) Appropriated funds shall not be expended for:

- (a) Beverages (including coffee, tea, or milk) and related equipment and supplies for offices, office reception areas, or conference rooms.
- (b) Picture frames for scenic or decorative pictures, personal collections of photographs, and similar materials which are displayed to improve office decor or to satisfy personal desires.
- (c) Paperweights, ashtrays, plaques or similar items for distribution as public relations or mementos of cooperation except as noted in subparagraph 1e(3) below. Business (calling), seasonal, or greeting cards may not be acquired with appropriated Government funds.

Vertical line denotes change.

(d) Radios, refrigerators, televisions, general interest newspapers or magazines, or voice amplification equipment designed for use with telephones, unless:

- 1 The individual or staff cannot be reasonably required to perform regular duties without the item(s); and
- 2 The item(s) acquired will be used in conjunction with regular duties and not merely in emergencies or at infrequent intervals.

(2) Pictures, objects of art, plants or flowers, or picture frames when they are used for Presidential or agency photographs, organizational charts, citations, and other official materials of general employee interest may be procured by DOE for authorized areas if approved by the Office of Administrative Services. To the extent possible, frames for authorized requirements shall be obtained from the General Services Administration (GSA).

(3) Nothing in this Order shall restrict procurement of personal convenience items by the Director of Administrative Services, or his/her designee, as it pertains to:

- (a) 5 U.S.C. 4501-4506 (Incentive Awards) and related regulations; or
- (b) Expenditures which, in the judgment of the Director, are absolutely vital to the mission of DOE, and provided that such item(s) are used exclusively for the purpose intended.

2. DEFINITIONS. Other definitions can be found in Chapter I of this Order.

a. Personal Property. (See Chapter I, page 1-5).

b. Excess Personal Property. This means personal property which is:

- (1) Under the control of a DOE organization or contractor and not required for the holder's needs or in the discharge of its responsibilities and which has been documented as excess by a responsible DOE or contractor official having responsibility for its custody and accountability.
- (2) Under the control of any Federal agency, including DOE, and not required for its needs or the discharge of its responsibilities. Property is not considered to be excess to DOE until it has been determined that no requirement for the property exists within the Department.



3. UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY.

- a. Available Personal Property. In those cases where personal property, which includes office equipment, such as typewriters, calculators, and furniture, is no longer needed by an organization, it may be made available for transfer to another organization, returned to stock for reissue, or be declared as excess property by the Property Management Section.
- b. Transfers of Personal Property. Permanent transfers of personal property within the organizational element, and among the various accountable property representative's areas, shall be accomplished on DOE F 1400.18, "Transfer of Property" (Attachment II-1).
  - (1) Transfers within an Accountable Property Representative's Area. If there is only one accountable property representative within the same organization, the Accountable Property Representative prepares the DOE F 1400.18, retains COPY 1-TRANSFeree and COPY 3-TRANSFEROR and forwards the ORIGINAL and COPY 2-PROPERTY ACCOUNTABLE OFFICER to the property accountable officer. The property accountable officer signs the form, retains COPY 2-PROPERTY ACCOUNTABLE OFFICER, and returns the ORIGINAL to the accountable property representative involved. The property accountable officer enters "the data in the TRANSFER OF PROPERTY log.
  - (2) Transfer to Another Headquarters DOE Accountable Property Representative Area. The transferring accountable property representative prepares the DOE F 1400.18, retains COPY 3-TRANSFEROR, and forwards the remaining papers to the receiving accountable property representative. When the receiving accountable property representative receives the property being transferred, the form is signed by the accountable property representative, who keeps COPY 1-TRANSFeree, and sends ORIGINAL and COPY 2-PROPERTY ACCOUNTABLE OFFICER to the property accountable officer, and returns the ORIGINAL to the transferring accountable property representative. The property accountable officer enters the data in the TRANSFER OF PROPERTY log.
- c. Property to be Returned to Stock. When articles of furniture and/or equipment are no longer required by an organization, they are to be listed on DOE F 1400.18. Furniture and equipment shall be listed on separate forms (see pages II-2 and II-3). The transferring accountable property representative prepares the DOE F 1400.18, retains COPY 3-TRANSFEROR and forwards the remaining papers to the property accountable officer. The property accountable officer coordinates pick up of the excess property and after receipt of the property signs the form, retains COPY 2-PROPERTY ACCOUNTABLE OFFICER, and returns the ORIGINAL to the accountable property representative involved. The property accountable officer enters the data in the TRANSFER OF PROPERTY log.

Vertical line denotes change.

d. Use Standards.

- (1) Furniture Guidelines. The guidelines and standards identified below are to be followed when furniture is provided to support Headquarters staff:
- (a) Furniture will be provided employees commensurate with their needs and organizational responsibilities at the lowest net cost to the Federal Government, consistent with approved furniture guidelines and use standards.
  - (b) Existing furniture stock will be used to avoid procurement wherever practical (this could include occasional upgrading of work stations with existing furniture from stock to avoid additional procurement actions), and will be reassigned when underutilized.
  - (c) Reconditioned furniture will be used where practical.
  - (d) Procurement of new furniture will be for replacement purposes, or to meet increased staffing levels, and will be procured from GSA schedules, unless specific exceptions are approved by the Office of Administrative Services.
  - (e) Action will be taken to minimize storage of furniture, double handling, and damage wherever possible.
  - (f) Efforts will be made to maintain reasonably consistent office decor, taking into consideration work requirements, organizational relationships, furniture availability, placement, economy, and approved furniture use standards. Staff support personnel in the space not contiguous to the executive shall be provided furniture commensurate with their work assignment and grade.
  - (g) Assignment of lower levels of furniture and/or lesser quantities of furnishings is permissible by the Office of Administrative Services.
- (2) Level A - Executive. Executive type wood furniture consists of the traditional, unitized, and modern items of executive furniture listed in the GSA Furniture Catalog and Federal Supply Schedules. Furnishings matching executive type office furniture are subject to the same grade limitations as executive type office furniture.
- (a) The use of executive type wood office furniture, whether new, used, or rehabilitated, shall be limited to the following:
    - 1 Executive level appointee;

Vertical line denotes change.

- 2 Senior executives who report directly to a Secretarial Officer;
    - 3 Senior Executive Service employees or their equivalent; or
    - 4 GM-15 Supervisory personnel.
  - (b) When it has been determined that personnel are entitled to executive type wood office furniture on the basis of the standards in subparagraph (a) above, similar or matching office furniture may be assigned by the Logistics Management Division to secretaries and staff assistant whose duties are in direct support of those personnel and are located in contiguous areas. In such instances, the AD-H34 Requisition Form shall contain a statement from the accountable property representative or the administrative officer certifying that the furniture and/or furnishings comply with established standards.
  - (c) At the option of the executive in charge, staff who are authorized executive wood furniture may be provided with traditional, contemporary, or unitized wood when it is compatible with the general building decor.
  - (d) Employees authorized executive wood furniture may be provided with general office furniture at the senior executive's option.
- (3) Level B - Middle Management. Middle management type office furniture includes all items of unitized wood office furniture and related items listed in the GSA Furniture and Federal Supply Schedules. Furnishings matching middle management type office furniture are subject to the same grade limitations as middle management type office furniture.
  - (a) The use of middle management type furniture, whether new, used, or rehabilitated, shall be limited to personnel in grades GS-13 through 15 or their equivalent.
  - (b) Metal furniture currently in use by personnel in grades GS-13 through 15 will continue in use until such time as these items of furniture are no longer serviceable.
- (4) Level C - General. The use of general office wood furniture, whether new, used, or rehabilitated, shall be the authorized standard for personnel in grades GS-1 through GS-12 or their equivalent.
  - (a) General office wood furniture consists of those items listed in the GSA Furniture and Federal Supply Schedules and comparable items.
  - (b) Metal furniture currently in the system will continue to be used by personnel in grades GS-12 and below until such time as these items of furniture are no longer serviceable.

Vertical line denotes change

Items	SES Level A	GS-15 Level B	GS-13 and GS-14 Level B or C	GS-1 to GS-12 Level C
Desk, conference	1(a)	1(b)	1(b)	
Desk, flat top	1(a)	1(c)	1(c)	1(a)
Desk, typist's				1(a)
Chair, desk	1	1	1	1
Chair, side	(d)	(d)	(d)	(d)
Credenza storage unit	1	1	1(a)	1(f)
Telephone stand	1	1	1(a)	1(b)
Bookcase	1	1	1	1
Table, conference	1	1(b)	1(b)	
Sofa	1	1(b), (e)		
Easy chair	2	1(b), (e)		
Coffee table	1	1(b), (e)		
End table	2	1(b), (e)		
Lamp, table	2	1(b), (e)		
Costumer	1	1	1	1(f)
<u>Legend:</u>				
(a) Choice of one.				
(b) Supervisory position.				
(c) Nonsupervisory position.				
(d) As many as required.				
(e) Optional in place of table and four side chairs.				
(f) When required.				

Figure 1  
Table of Furniture Allowances

(5) Carpeting is authorized for:

- (a) Secretarial Officers. The entire suite will be carpeted with a type and color of carpet to be chosen by the Secretarial Officer, within acceptance guidelines to be identified by the Office of Administrative Services and implemented by the Logistics Management Division.
- (b) Office Directors, Other SES Personnel, and Supervisory GM-15's. Carpet is authorized for immediate office only. Individuals may select color from available standard stock through the Logistics Management Division. Further, carpeting for secretarial areas of office directors will be considered on a case-by-case basis by Logistics Management Division's representatives.
- (c) Other uses. Carpeting is authorized for use where it can be justified over other type of floor covering on the basis of cost, safety, insulation, acoustical control, the degree of interior decoration required, or

Vertical line denotes change.

to maintain an environment commensurate with the purpose for which the space is allocated or other warranted circumstances as approved by the Director of Administrative Services.

- 1 Carpet Selection. Carpet selection is made in conjunction and concurrence with a Logistics Management Division representative where selection, storage, and control are maintained. Scheduling the installation of carpet is initiated and coordinated by Logistics Management Division.
  - 2 Draperies. Draperies are authorized for Secretarial Offices and as approved by the Director of Administrative Services.
- (6) Filing Cabinets. In addition to the use standards prescribed in DOE PMR 109-25.302-2.50, Headquarters shall make every effort to effect maximum use of filing cabinets, and to limit the purchase of new filing equipment. Filing cabinets can be replaced only if the estimated cost of repair or rehabilitation, including any transportation expense, exceeds at least 75 percent of the cost of a new item as shown in the current edition of the General Services Administration Supply Catalog, applicable Federal Supply Schedules, or the lowest available market price. This determination will be made by Logistics Management Division.
- (7) Electric Typewriters.
- (a) Acquisition of all electric typewriters shall be in accordance with the provisions of FPMR 101-26.408-2 through 101-26.408.4. Typewriters with special, elaborate, or sophisticated features shall be acquired only if they are the lowest priced available typewriters with or without those features, or if those features are indispensable to perform the required work. Approval for acquiring typewriters in the latter category shall be granted only as provided in subparagraph (b) below.
  - (b) When establishing standards for determining the typewriters to be acquired, the following criteria outlined in FPMR 101-25.302-3 shall be used:
    - 1 Generally, issuance of typewriters shall be limited to standard-type-bar, single-pitch machines, or single-element machines.
    - 2 Typewriters with special features required for unique functions shall be justified in writing and certified by the office director and shall require concurrence of the Property Accountable Officer prior to issuance. Special features on typewriters include but are not limited to the following:

Vertical line denotes change.

- a Decimal tab keys or statistical keyboard;
  - b Multiple-pitch capability and correcting features;
  - c Proportional spacing.
- 3 The acquisition of typewriters must reflect the work requirements of the office. For example, if 20 percent of the typing workload requires the use of typewriters with multiple pitch, then 100 percent of the typewriters need not have that particular feature.
- 4 Typewriters with self correcting features should not be considered economical unless a high percentage of the work necessitates first time original copies.
- 5 Whenever practicable, typewriters with special features should be pooled within an activity and made available if the features are used only occasionally. "
- 6 Typewriters with internal memory that do not record on movable magnetic media shall be acquired under the provisions of FPMR 101-11.9.
- (8) Word Processing Equipment. Acquisition of word processing equipment shall be in accordance with the provisions of FPMR 101-11.900 and DOE 1340.1A, MANAGEMENT OF PUBLIC COMMUNICATIONS PUBLICATIONS AND SCIENTIFIC, TECHNICAL, AND ENGINEERING PUBLICATIONS, of 8-25-82. Equipment used in word processing applications may include, but is not limited to, the following:
- (a) Dictation recording and transcription equipment;
  - (b) Automatic repetitive typewriters;
  - (c) Stand-alone text-editing typewriters;
  - (d) Stand-alone video-display text-editing typewriters;
  - (e) Shared-logic systems comprised of keyboard terminals, video-display units, minicomputers, and associated printing devices used primarily for word processing; and transition proposals involving remote terminal operations or data systems applications must also comply with FPMR 101-32 and 101-35.
  - (f) Keyboard terminals and associated printing devices (dedicated primarily to word processing) used to access Government or commercial computer services. Word processing equipment acquisition proposals involving remote terminal operations or data

Vertical line denotes change.

systems applications must also comply with FPMR 101-32 and 101-350

(9) Electronic Office Machines.

- (a) Electronic office machines are those machines having electronic components as opposed to manually or electrically operated machines. Electronic office machines include calculators (programmable and nonprogrammable, portable and desk top, printing, display, and combination print/display types); accounting machines (electronic programmable, nonwriting (numeric), and writing (alpha-numeric); and cash registers (electronic terminals).
- (b) Battery operated machines shall be used if electric current is not conveniently available, or portability is required, or if reasonable protection is desired against emergency shutdown (e.g. , continued power failure or civil defense dispersal), or where limited use does not warrant electric machines.
- (c) Electronic listing machines (adding machines and calculators) shall be used if it is determined that printed results are necessary to the operation.

e. Redistribution, Repair, or Rehabilitation. Prior to the purchase of new office furniture and office machines, redistribution, repair, or rehabilitation of existing DOE-owned furniture and office machines shall be considered.

f. Equipment Pools.

- (1) The Logistics Management Division will establish and maintain equipment pools when:
  - (a) It is necessary to satisfy a one-time requirement for an item of equipment which will be used for a brief period of time. In such instances, this same item of equipment may be required by another activity at another time, and thus maximum utilization may be made of the item, as well as realizing a saving on procurement costs by sharing it with a number of other DOE organizations.
  - (b) An item of equipment has been sent out for repair and a replacement item is required during the repair period.
  - (c) A new item of equipment is on order, but a need exists for a like item prior to the date the ordered item is scheduled for delivery.

Vertical line denotes change,

- (2) Example of equipment pool items are: portable dictating and transcribing equipment, portable calculating machines, electric typewriters, portable typewriters, cameras, binoculars, slide and overhead projectors, and projection screens.

4. UTILIZATION SURVEY.

- a. The Logistics Management Division shall conduct utilization surveys. The purpose of a survey is to identify DOE personal property and supplies which are excess to the needs of the using activity and property not in accordance with use standards.
- b. The accountable property representatives, under the guidance of the property accountable officer, shall conduct "walkthrough" surveys of the property in their assigned areas, in order to identify items which are excess to their needs, and to report them to the property accountable officer for disposition.



TRANSFER OF PROPERTY  
INSTRUCTIONS

1. Pre-assigned control number used to maintain audit trail.
2. Date transaction was initiated.
3. Name and APR code from the initiating office.
4. Address and building of the initiating office.
5. Receiving APR's name and code.
6. The address and building location of the APR receiving office.
7. The GSA stock number or items control number, if applicable.
8. The number of items with the same property number.
9. Describe the item as listed on the master inventory or give a detailed description.
10. Use the value carried on your property records.
11. If known, the age and indicate whether serviceable or non-serviceable.
12. Any special notation about this item.
13. To be used only if the item(s) is shipped outside DOE Headquarters. Name of carrier and the GBL control number assigned.
14. Date removed or transferred to another location.
15. The signature of the transferring APR.
16. The date received by the new APR's office.
17. The signature of the receiving APR.
18. For use by the Property Section,
19. The signature of the Property Accountable Officer,

TRANSFER OF PROPERTY

U.S. DEPARTMENT OF ENERGY <b>TRANSFER OF PROPERTY</b> (SEE INSTRUCTIONS ON REVERSE SIDE)					
a. From <u>Mary Jane MA-893</u>		b. To <u>Sue Zilch RC-999</u>			
c. At <u>FORESTAL ROOM 5E-098</u> Washington, DC 20585		d. At <u>1333 Market Street</u> San Francisco, CA 90456			
e. TP. <u>19458</u> Date <u>11/24/82</u>					
PROPERTY NO.	QUANTITY	DESCRIPTION OF ARTICLES	VALUE	AGE AND CONDITION	REMARKS
<u>(Office Equipment)</u>					
056789	1	Typewriter, IBM, C-STD S/N 9876544	\$425.	1961-Good	None
078975	1	Adding Machine, Friden, Model 111, S/N 9876	\$125.	1906-Poor	None
067894	1	Transcriber, Desk Top, IBM Model 345, S/N 6789	\$250.	1935-Fair	None
<u>(FURNITURE)</u>					
	Twelve (12)	File Cabinet, 5 dwr, gray metal, legal size, w/lock	\$100. ea	Useable 1970	
	Four (4)	Partitions - 6'x9'	\$50. ea	Useable 1978	All have feet and are self standing
f. Shipped via <u>Allied Van Lines</u> g. Bill of lading No. <u>GBL 5-4,702-999</u>					
h. Date shipped <u>11/25/82</u>		i. Date received <u>11/26/82</u>			
j. Signature <u>Mary Jane</u> PROPERTY REPRESENTATIVE		k. Signature <u>Sue Zilch</u> ACCOUNTABLE PROPERTY REPRESENTATIVE			
l. Date recorded <u>11/30/82</u> PROPERTY SECTION		m. TRANSFER APPROVED <u>Mark F. [Signature]</u> PROPERTY ACCOUNTABLE OFFICER		n. DATE <u>11/27/82</u>	
ORIGINAL					
COPY 1 - TRANSFEREE					
COPY 2 - PROPERTY ACCOUNTABLE OFFICER					
COPY 3 - TRANSFEROR					

Vertical line denotes change,

TRANSFER OF PROPERTY

DESIGNED BY  
(S-1)

U.S. DEPARTMENT OF ENERGY  
**TRANSFER OF PROPERTY**  
(SEE INSTRUCTIONS ON REVERSE SIDE)

TP. 19458  
11/24/82  
Date

From MARY JANE NA-893 To EXCESS  
At FORRESTAL ROOM 5H-098 At \_\_\_\_\_

PROPERTY NO.	QUANTITY	DESCRIPTION OF ARTICLES	VALUE	AGE AND CONDITION	REMARKS
	Twelve (12)	File Cabinet, 5 dwr, gray metal, legal size, w/lock	\$100 ea	Useable 1970	
	Four (4)	Partitions - 6'x 9'	\$50 ea	Useable 1978	All have feet and are self standing
		Reason for excess no longer required.			

DO NOT WRITE ON PROPERTY RECORDS

Shipped via \_\_\_\_\_ Bill of lading No. \_\_\_\_\_  
Date shipped 11/25/82 Date received \_\_\_\_\_  
Signature Mary Jane ACCOUNTABLE PROPERTY REPRESENTATIVE Signature \_\_\_\_\_ ACCOUNTABLE PROPERTY REPRESENTATIVE  
Date recorded: \_\_\_\_\_  
no 11/28/82 PROPERTY SECTION no TRANSFER APPROVED M. Fortnaue 11/27/82  
PROPERTY ACCOUNTABLE OFFICER DATE

ORIGINAL

COPY 1 - TRANSFEREE

COPY 2 - PROPERTY ACCOUNTABLE OFFICER

COPY 3 - TRANSFEROR

Vertical line denotes change.

TRANSFER OF PROPERTY

DOE-1400.1  
(8-81)

U.S. DEPARTMENT OF ENERGY  
**TRANSFER OF PROPERTY**  
(SEE INSTRUCTIONS ON REVERSE SIDE)

TP: 19458  
Date: 11/24/82

From: Mary Jane MA-893 To: EXCESS  
At: FORRESTAL ROOM 5H-098 At: \_\_\_\_\_

PROPERTY NO	QUANTITY	DESCRIPTION OF ARTICLES	VALUE	AGE AND CONDITION	REMARKS
056789	1	Typewriter, IBM, C-STD S/N 9876544	\$425.	1961-Good	None
078975	1	Adding Machine, Friden, Model 111, S/N 9876	\$125.	1906-Poor	None
067894	1	Transcriber, Desk Top, IBM Model 345, S/N 6789	\$250.	1935-Fair	None
Reason for excess no longer required.					

Shipped via \_\_\_\_\_ Bill of lading No. \_\_\_\_\_

Date shipped: 11/25/82 Date received: \_\_\_\_\_

Signature: Mary Jane ACCOUNTABLE PROPERTY REPRESENTATIVE  
Date recorded: \_\_\_\_\_

Signature: Mark Estuque ACCOUNTABLE PROPERTY REPRESENTATIVE  
Date recorded: 11/28/82 TRANSFER APPROVED: 11/27/82  
PROPERTY SECTION: \_\_\_\_\_ PROPERTY ACCOUNTABLE OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL

COPY 1 - TRANSFEREE

COPY 2 - PROPERTY ACCOUNTABLE OFFICER

COPY 3 - TRANSFEROR

Vertical line denotes change.