



U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number:
ADS-17

Transmittal Number:
462

Date: 8/8/88

Subject: Loan of Government-owned Personal Property

Approval:

Title: Deputy Director

1. Purpose. This directive sets forth policy and procedural guidance on the loaning of Government-owned personal property to Federal and non-Federal entities by the Office of Surface Mining Reclamation and Enforcement (OSMRE).
2. Definitions. For the purpose of this directive, the following definitions are furnished:
 - a. Personal Property is property of any kind or an interest therein, except (1) real property, (2) records of the Federal Government, and (3) naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines. Specifically, personal property includes all equipment; materials and supplies; and museum items which include antiques, artifacts, natural history specimens, and other items of museum collections. It does not include property which is incorporated in, or permanently affixed to, real property.
 - b. Personal Property Management is a process and system for controlling the acquisition, receipt, storage, issue, utilization, maintenance, protection, accountability and disposal of personal property to best satisfy the program needs of the agency.
 - c. Property Accountability is the obligation of the official designated to establish and maintain adequate detailed property accountability records, and safeguards to ensure effective control over the property under his administrative jurisdiction. This obligation may not be delegated to other employees, although the recordkeeping function, and responsibility for the use, care and safekeeping of property may be assigned to others.
 - d. Contractor Inventory is any property (including Government-furnished property) acquired by or in the possession of a contractor or subcontractor under a contract, grant, or cooperative agreement pursuant to the terms of which title is vested in the Government.

1. Custodial Property Officer (CPO).

- (1) The CPO is the operating official under whose daily control and supervision the property is located. The CPO is responsible for ensuring that cognizant employees who are assigned such property exercise proper use, care, operation, maintenance and safekeeping of all personal property under his control. The CPO provides to the APO documentation as required on all actions affecting the personal property within his jurisdiction. The CPO shall be designated in writing by the APO.
- (2) For contractor inventory, as defined herein, the CPO shall be an employee of the contractor/subcontractor, grantee, or cooperator, with responsibilities described herein as though that person were an agent of the Government. This individual shall be designated by the contractor, grantee or cooperator as the key person responsible for assuring accountability for the Government property. This person is expected to maintain communications with and transmit documentation to the Contracting/Grants Officer who is the APO for the respective Government property.

3. Policy/Procedures.

a. Background.

- (1) The Federal Property Management Regulations, 41 CFR 101-25.100, states: "Except in emergencies, Government personal property and non-personal services 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." As used therein, "non-personal services" includes property on inter-agency loan or lease.
- (2) The Interior Property Management Regulations, 410 DM 114-60.201, states: "No officer or employee of the Department shall use or authorize the use of Government property for other than official purposes." It is further stated in that section, "Government-owned personal property may be furnished for use only when specific authority exists to do so, and then only within the scope, purpose, and limitations as stated in the authority. Such authority may exist when the use of Government-owned property has been authorized within the written terms and conditions of a legally executed

(2) Requests from other bureaus of the Department of the Interior or from other Federal agencies for the loan of OSMRE equipment to assist in their operations without any OSMRE participation may be honored provided that all of the following conditions are met:

- (a) A determination is made, through contact with both acquisition and program managers, that the loaning facility is not in process of procuring similar equipment and that the loan will not be a significant detriment to OSMRE programs. This determination shall be made by the OSMRE official authorized to execute the interagency loan agreement.
- (b) A representative of the borrowing agency signs an interagency loan agreement committing the borrower to the return or replacement of the property in good, usable condition at completion of the agreement period. The date by which the property is expected to be returned shall be specified, with earlier return provided for upon 30 days written notice to the borrowing agency. The loan period may not exceed one year, renewable annually.
- (c) The OSMRE facility copy of the loan agreement shall contain, or have attached thereto, a signed receipt for the property. Form DI-105, "Receipt for Property", shall be executed and affixed to the memorandum agreement. The cognizant APO of the OSMRE facility loaning the property shall retain a copy of this documentation and relieve the former OSMRE Custodial Property Officer of responsibility until the property is returned. A copy of the documentation shall be sent to the respective OSMRE official responsible for inclusion in the accountable property records system.

management controls as any other accountable property held by OSMRE. Such property shall be tagged identifying it as Government property. The APO is responsible for the tagging and ensuring that the official accountable property records reflect the current property assignment. To accomplish this, the APO will ensure that a form DI-105 "Receipt for Property" is executed at the time a loan action is initiated. The DI-105 form will be forwarded by the APO to the respective OSMRE official responsible for inclusion into the accountable property records system.

- (2) The Contracting/Grants Officer, or other respective APO, will ensure the accomplishment of annual physical inventory of loaned, Government-owned personal property, and the reconciliation of any discrepancies revealed by such inventory. The designated CPO is responsible for providing the APO with an annual certified inventory of all loaned property. Within thirty (30) days following completed inventories, certified reports will be provided to the PMO by the Contracting/Grants Officer or other respective APO. Reference OMB Circular A-102, Attachment N, concerning annual inventory requirements for Federal grantees.

4. Reporting Requirements.

- a. Transmittal of Form DI-105 "Receipt for Property" to personal property management records system
- b. Certified annual inventory report by CPO to APO.

5. References.

- a. DOI Departmental Manual, Part 410, 41 CFR 114-60 Personal Property Management Regulations
- b. 41 CFR 101. Federal Property Management Regulations
- c. 48 CFR 1-52.245, Federal Acquisition Regulations
- d. Supplement to DOI Department Manual, Part 505
OMB Circular A-102, Attachment N
OMB Circular A-101, Attachment N
- e. OSMRE Property Management Responsibilities chart dated 5-1-87.

6. Effect on other Documents. None

7. Effective Date. Upon Issuance

8. Contact. Division of Management Services, Policy and Evaluation Branch (202) 343-5447.

BUREAU OR OFFICE

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
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Issued By: (Name and Title)

Date Issued:

It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey.

Received By: (Name and Title)

Signature and Date:

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY

BUREAU OR OFFICE

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
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Received By: (Name and Title)

Signature and Date:

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY