



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

Subject Number:  
ADS-17-1

Transmittal Number:  
691

Date: **OCT 24 1991**

Subject: Loan of Government-Owned Personal Property

Approval: *Harry M. Long* Title: Director

Directive ADS-17, Loan of Government-owned Personal Property, 08-08-88, is amended as follows in order to clarify the loans of property to State offices for support of the Applicant Violator System (AVS) and the Technical Information Processing System (TIPS).

1. add paragraph 3b(4).

(4) Use by primacy State offices for operation of Applicant Violator System (AVS) and the Technical Information Processing System (TIPS) in accordance with procedures referenced in paragraphs f and g below.

2. add paragraphs 3f and 3g.

f. Property Loaned to States in Support of The Applicant Violator System (AVS).

(1) General. Federally owned property (primarily computer related equipment) may be loaned indefinitely to any primacy State office for use in accessing the Federal AVS system. A properly executed cooperative agreement and/or memorandum of understanding (MOU) must exist prior to the indefinite loan of Federal property. As long as the cooperative agreement, MOU is in effect, the property loan may be in effect.

(2) Designations. The Chief of the AVS office in Washington, D.C., will serve as Accountable Property Officer (APO) for all property loaned to State offices for use in the AVS program. The AVS user in each State office will be appointed by the APO as the Custodial Property officer (CPO). The Chief of the Lexington, KY, AVS Operations office is appointed as the property coordinator. The property coordinator is responsible for: maintaining the master listing of property which is loaned to State offices for the AVS program, by location; for updating the automated property management system (PMS) and keeping it current; insuring that

**CHANGE NOTICE**

annual property inventories are conducted and reconciliations accomplished; and coordinating required Board of Survey actions with the Eastern Support Center Administrative Services Division in Pittsburgh, PA.

g. Property Loaned to States in Support of the Technical Information Processing System (TIPS).

- (1) General. Federally owned property (primarily computer related equipment) may be loaned indefinitely to any primary State office or coal producing Indian tribe to use in technical decision-making processes related to the Surface Mining Control and Reclamation Act (SMCRA). Directive INF-2, Technical Information Processing System (TIPS) dated 07-22-91, delineates the requirements and procedures for providing TIPS equipment to intended users.
- (2) Designations. The Assistant Director, Western Support Center (WSC), will serve as Accountable Property Officer (APO) for all TIPS property located in State or Indian tribe offices in the West, and the Assistant Director, Eastern Support Center (ESC), will serve as APO for all TIPS property located in State or Indian tribe offices in the East. The TIPS user in each State or Indian tribe office will be appointed by the APO as Custodial Property Officer (CPO). The Chief, Administrative Services Division in the Western and Eastern Support Centers are appointed as TIPS property coordinators. The property coordinators are responsible for: maintaining the master listing of property which is loaned to State or Indian tribe offices, by location; updating the automated PMS and keeping it current; insuring that annual property inventories are conducted and reconciliations accomplished; and conducting required Board of Survey actions.