



Version	Date	Author	Description of Change
1.0	6-10-10	[REDACTED]	Original.
1.1	7-12-12	[REDACTED]	<ul style="list-style-type: none"> • Follows 2-year review cycle. • USGS CLU APO replaces EROS APO. • Inventory No. replaces Fixed Asset and Property Numbers. • Updates to Definitions and Appendices A, B-1, B-2, and C.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[REDACTED]

EROS Director

Deputy Director

Administrative Officer

SUBJECT / TITLE: Property Pass Procedure

DATE: July 12, 2012

VOL / INDEX #: EROS-GEN-12

PREPARED BY: Copies will be provided to:
[REDACTED]

Preparer *7/12/12* Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts.

STATUS: Permanent
 Temporary

EXPIRATION DATE: July 11, 2014

PROCEDURE / MEMO: Original
 Supersedes (EROS-GEN-12 Property Pass
Procedure dated 6-10-2010)

ATTACHMENT TO: N/A

PURPOSE: To describe how to obtain permission to remove or enter
with property from EROS.

UTILIZATION: Daily, Weekly, Monthly, Other

TEXT: Procedure follows on next page.

1.0 References.

- U.S. Geological Survey (USGS) Property Management Handbook <http://www.usgs.gov/usgs-manual/handbook/hb/408-2-h.html>
- Property Pass Information <http://www.usgs.gov/usgs-manual/handbook/hb/408-2-h.html#c34>.
- USGS Electronic Forms, DI-1934 Property Pass, DI-105 Receipt for Property, DI-103 Report of Survey <https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase>
- EROS-GEN-07 In-Processing of Non-Federal Personnel
- EROS-GEN-14 In-Processing of Federal Personnel
- EROS-GEN-09 Bureau Managed (under \$5,000) Property Management Procedure

2.0 Purpose.

The procedure describes how to obtain permission and supporting documentation (i.e., property forms) to remove or enter with property as it applies to both Government and non-Government (e.g., a contractor, volunteer, etc.) employees at EROS. It pertains to property that is removed personally or by commercial carriers such as Federal Express, United Parcel Service, and U.S. Postal Service. It will be used by all persons entering with or removing personal property (i.e., Government owned) property or supplies from the EROS premises. It will also be used to enter with/remove privately owned or contractor owned items that are not easily distinguishable from Government owned items.

3.0 Definitions.

Accountable Property Officer (APO). An APO is a Government official assigned overall responsibility for a specified group of personal property (i.e., Government owned) items and is responsible for ensuring the establishment and maintenance of accountability records to provide for effective overall control over that property. The APO for EROS is the Associate Director for the Climate and Land Use Change (CLU) USGS mission area.

Asset Number. An Asset Number is a unique, 5 digit, number assigned by the Financial Business Management System (FBMS) to establish a piece of property from a purchase requisition or purchase document.

Authorizing Official. An authorizing official is the Government or Contract official who is authorized to sign the Form DI-1934, Property Pass. The authorizing official is an immediate Supervisor, or alternate, for a Government employee; and a Contracting Officer's Representative (COR), or Contract Program Manager, or alternate, for a contract employee; as well as an Accountable Property Officer (APO) or Custodial Property Officer (CPO).

Cognizant Employee (CE). The CE is the person designated by the CPO who has physical custody of the Government owned property. The CE for contractor Technical

Support Services Contract (TSSC) staff is their Contract Manager. However, for Property Pass purposes the non-government contract employee who is removing or entering with the property is listed as the CE on the Pass.

Contracting Officer's Representative (COR). The COR or other Government managers serving as the local representative of the Contracting Officer or any particular support contract that contains the requirements for the Government to provide Government owned property to the contractor workforce.

Custodial Property Officer (CPO). A CPO is a Government official who is responsible for the daily control and supervision of personal property (i.e., Government owned) items assigned to them.

Inventory Number (No.). The Inventory No. is a unique number assigned by USGS Headquarters' Property Management Branch via FBMS to coincide with the Asset Number. The old Property Number has been replaced by the Inventory Number. It is not the manufacturer's serial number, the computer system name or number, nor the Federal stock classification code number.

Personal Property. Personal property includes all Government owned property, equipment, materials, and supplies. It does not include property which is incorporated in, or permanently affixed to, real property. Government owned (i.e., personal property) is not to be confused with privately owned or contractor owned property.

Privately Owned Property. Privately owned property is property of any kind that was purchased and is owned by an individual and is identified as an individual's personal belongings that may be misconstrued as Government owned property, for example, a privately owned laptop not purchased with Government funds.

Contractor Owned Property. Contractor owned property of any kind that is utilized in the performance of the contract to accomplish specific requirements as outlined in the contract and is equipment that is not furnished by the Government. This equipment can be any types of tools, supplies, and equipment such as computers, electronic devices, etc. that is required in performing the specific tasks outlined in the contract in support of the requirements provided from the USGS to the contract.

4.0 Procedure.

4.1 Roles and Responsibilities.

The Facilities and Property Management Team coordinates enterprise Property Pass procedures and practices in support of CPO roles and responsibilities.

The Employee who is removing the property initiates the Property Pass, Form DI-1934, and obtains the required signatures and initials. Table 1, under

Section 4.2 Process, summarizes the required signatures for the Property Pass. The employee removing the property is responsible for the proper care, use, safeguard, and return of Government owned property and for promptly reporting any loss or damage.

The Authorizing Official who signs in the “removal authorization / authorizing official” block will be mindful of accountability and will review the Property Pass and the Government owned property for accuracy and validity.

The CPO, charged with accountability for the property (or another CPO), signs the Property Pass giving final authoritative consent for removal of said property by said employee from the premises. CPO authority cannot be redelegated.

The Physical Security Guard verifies and initials the Property Pass after physically reviewing the property being removed against the form for required information and signatures.

4.2 Process.

Initiating a Property Pass – A Property Pass is required for all property, equipment, materials, and supplies being entered with or removed from EROS, whether for a single instance or repeatedly. Whenever possible, planning in advance for obtaining required authorizations and signatures will help to alleviate unforeseen last-minute difficulties when entering with or removing property from the EROS premises.

When Government owned property is to be repeatedly taken in and out of the facility, the Form DI-1934, Property Pass will be issued for the period specified, not to exceed one year. The Property Pass needs to be renewed on a yearly basis. When it is renewed and no property is presented for verification, the current Property Pass will be presented to the “removal authorization / authorizing official” with the new Property Pass for verification purposes. The Property Pass Authorizing Officials list is available online at <https://edchome.cr.usgs.gov/#/Shared/ASB/Property>. Appendix A provides an example of the listing. Appendix B-1 and B-2 provide examples of two completed Property Passes.

The Property Pass is considered complete when all required signatures are obtained, and copies are made and distributed. Property Pass data entry, signatures, copy distribution, and surrender include:

1. Enters name and signature of bearer/employee removing or entering with property.
2. Enters type of pass (employee, vendor, or contractor).
3. Enters building name.

4. Enters date issued and date to be returned, not to exceed one year.
5. Enters bearer is authorized to (enter with government, remove government, enter with personal, and/or remove personal).
6. Enters descriptions with sufficient detail to clearly describe or identify the property being removed, including manufacturer serial number and property inventory number (when applicable).
7. Obtains removing authorization and accountable/custodial signatures, following the guidelines outlined below in Obtaining the Required Signatures and Table 1. Required Signatures for a Property Pass.
8. Makes two copies of the original signed Property Pass.
9. Employee takes the property along with the original and two copies of the Property Pass to the Physical Security Guard post prior to, or at the time, the item is first being removed from the building.
10. At that time, the Security Guard validates that the data on Property Pass is correct and matches the employee and the property shown the Guard, and certifies by initialing and dating the original and two copies.
11. The Security Guard then returns the original and one of the two copies back to the employee, and the Guard forwards the other copy to the Facilities and Property Management Team for filing.
12. At that time, or very soon thereafter, the employee gives the original to the issuing CPO's administrative assistant, or alternate, for tracking and filing.
13. A copy is retained by the employee and kept with the property at all times. When removing and entering with the property, the employee will show the Property Pass to the Security Guard upon request.

Obtaining the Required Signatures – Table 1 summarizes the signatures needed to obtain permission to remove or enter with property. Authorizing Officials cannot sign twice on the Property Pass. In Government owned property cases, only a CPO can sign as the “Custodial Property Officer” on the Property Pass.

The current list of Property Pass Authorizing Officials is available online at <https://edchome.cr.usgs.gov/#/Shared/ASB/Property> under Government Authorized Officials.

	Personal Property (Government Owned)	Contractor Owned	Privately Owned
Signature Block for Removal Authorization / Authorizing Official	Government employee: Immediate Supervisor * signs. Contract employee: COR signs (except where COR has listed the Contract Program Manager &/or an Alternate(s) to sign).	Contract employee: Immediate Supervisor signs.	Government employee: Immediate Supervisor signs. Contract employee: Immediate Supervisor signs.
Signature Block for Custodial Property Officer	Government & Contract employee: CPO signs. (The same Official cannot sign twice.)	Contract employee: COR signs.	Government employee: N/A Contract employee: COR signs.
Signature Block for Physical Security Certification	Government & Contract employee: Physical Security Guard initials.	Government & Contract employee: Physical Security Guard initials.	Government & Contract employee: Physical Security Guard initials.
* There may be alternate Officials, when necessary, who are authorized to sign. The current list of Property Pass Authorizing Officials is available online at: https://edchome.cr.usgs.gov/#/Shared/ASB/Property .			

Property Pass Surrender and/or Renewal – The employee/bearer must return the property by the date specified on the Property Pass, or take action to renew the Property Pass. The CPO will follow up with the employee should the equipment not be returned by the date specified.

When returning the property, the Property Pass is signed by the CPO under the “Employee’s Receipt for Returned Property” signature block, and then returned to the employee who is bearer of the Property Pass to retain as evidence that the item was returned, and the bearer forwards a copy to the Facilities and Property Management Team.

When the Property Pass is renewed and no property is presented for verification, the current Property Pass will be presented to the Authorizing Official with the new Property Pass for verification purposes.

The Property Management Team will assist Government organizations in facilitating annual Property Pass renewals for their Government and non-Government employees.

4.3 Property Requiring Special Handling

Property Leaving by Commercial Carriers – A Property Pass is required for property that is removed by commercial carriers such as Federal Express, United Parcel Service, and U.S. Postal Service. The above processes (in

Section 4.2) apply and should be completed before the property is boxed, crated, and sealed for shipment. The Physical Security Guard's certification/initials are obtained by the employee initiating the shipment.

Common Use Property or Pooled Property – For office and other equipment, such as a check out laptop, proxima, or camera, that is shared among employees and may be removed from and returned to EROS on a recurring basis, it is recommended the CPO initiate a Property Pass, not to exceed a year, as well as initiate a sign out sheet or log that is maintained, and the users be counseled on the checkout procedure to followed. The above processes (in Section 4.2) apply.

Privately Owned or Contractor Owned Property – A Property Pass is required in those instances when an employee is planning to enter with and remove privately owned (or contractor owned) property, that may be misconstrued as Government owned, such as an individual's privately owned laptop. The Property Pass should be completed beforehand, so it accompanies the property when it first enters the Center. The above processes (in Section 4.2) apply.

In the case of property, such as a refrigerator, microwave, or coffee pot, that requires electrical or other power sources, the Facility Manager must be consulted to approve the employee's request before the equipment will be allowed to enter the Center. These items do not need a Property Pass, as they are not typically misconstrued as Government owned property.

Privately owned cell phones do not need prior approvals or a Property Pass.

Other Agency Owned Property – There may be situations when an employee is planning to enter with and remove Other Agency owned property that may be misconstrued as EROS Government owned, for example, a laptop owned by the Bureau of Indian Affairs (BIA) tenant . The employee's immediate supervisor signs as "Removal Authorization/Authorizing Official" and the EROS Government Sponsor who has direct responsibilities to the program activity signs as the "Custodial Property Officer." The above processes (in Section 4.2) apply.

Physical Relocation of Government Owned Property – Government owned property going to and from EROS (to a different location or to an offsite employee and to be retained at that location for more than a year) will be documented by using a Form DI-105, Receipt for Property. Use of the Form DI-105 is in addition to and does not replace the DI-1934, Property Pass. Appendix C provides an example of the information needed when completing the DI-105.

The Supervisor and/or CPO issues the DI-105 to the offsite employee. The form is prepared once, and remains in effect for the full duration the property is located at the listed address with the listed employee, and all information stays the same. Upon return of the property onsite to EROS, the offsite employee uses the Form DI-105 to record with the Supervisor and/or CPO receipt of the property back to EROS. For record and filing purposes, the offsite employee with the property will keep the original signed DI-105. The Supervisor/CPO keeps a copy.

4.4 Accountability

No Government owned property will be removed from the premises without proper removal authorization and CPO consent.

The Government or contract employee having custody and use of Government owned property may be held financially liable for its loss or damage if such loss or damage results from negligence. Government owned property that incurs loss or damage must be documented using the Reports of Survey, Form DI-103. In case of loss or damage, contact a member of the Facilities and Property Management Team for assistance.

5.0 Appendices.

Appendix A. Property Pass Authorizing Officials.

(<https://edchome.cr.usgs.gov/#/Shared/ASB/Property>)

Appendix B-1 and B-2. Property Pass, Form DI-1934.

(<https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase>)

Appendix C. Receipt of Property, Form DI-105.

(<https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase>)

Appendix D. Report of Survey, Form DI-103.

(<https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase>)

Appendix A. Property Pass Authorizing Officials.

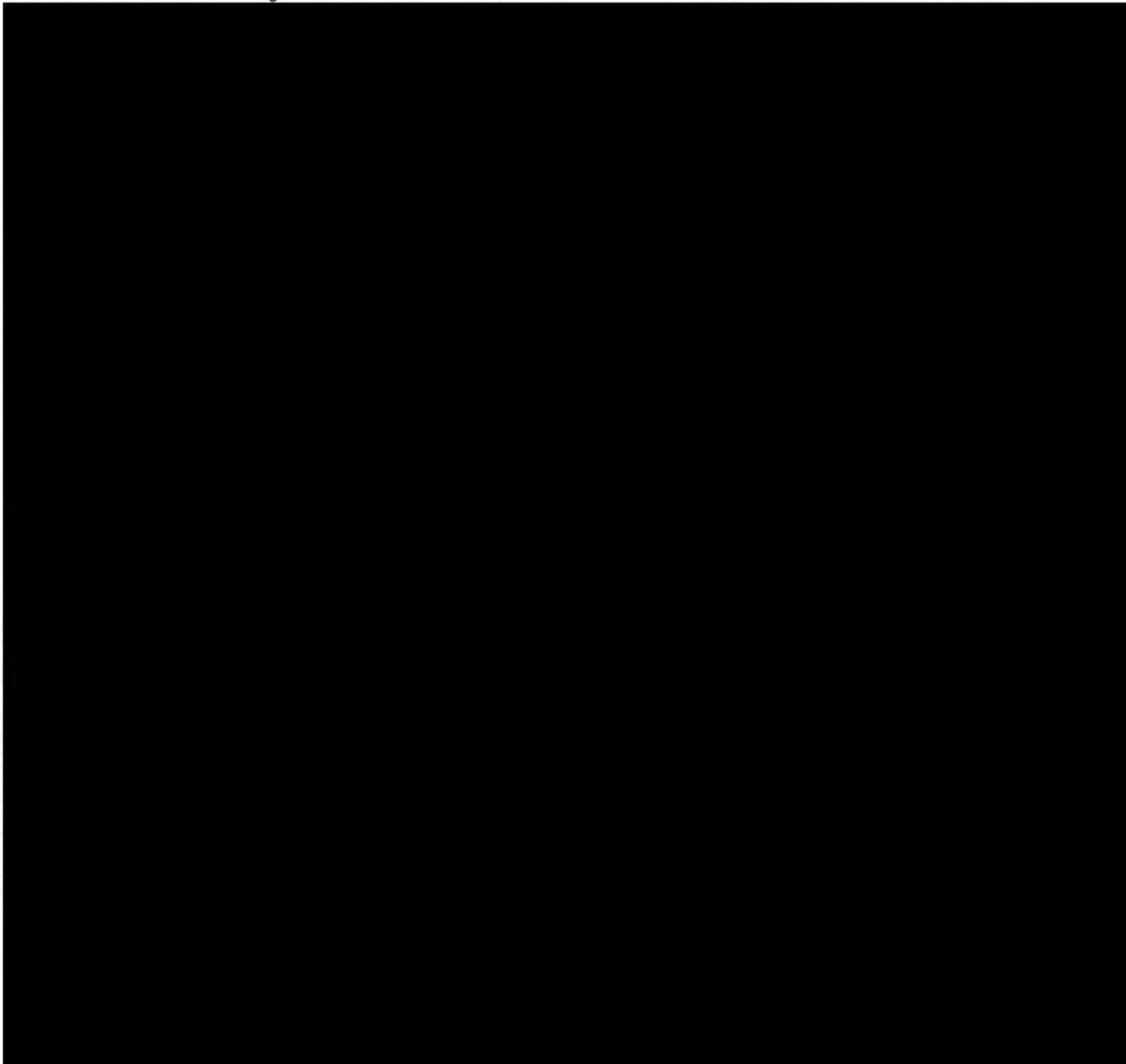
The current list is maintained online at
<https://edchome.cr.usgs.gov/#/Shared/ASB/Property>.

- Example –

Property Pass Authorizing Officials

Government Organizations

Contract Affiliates





Appendix B-1. Property Pass, Form DI-1934 (with Inventory No.)
(https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase)

The example includes the Inventory No. G8011470 from the Government property tracking system because laptops, for example, are tracked property.

DI-1934 DEPARTMENT OF THE INTERIOR PROPERTY PASS USGS (Bureau)
NAME OF BEARER OR COGNIZANT EMPLOYEE: [Redacted]
TYPE OF PASS: Employee
BUILDING CODE: [Redacted]
DATE ISSUED: 10/27/2000
BUILDING NAME: EROS
DATE EXPIRES: 10/27/2010
REASON OR PURPOSE FOR REMOVAL/ENTRY: To use at home & while on travel
PROPERTY DESCRIPTION: DELL D820 LAPTOP 6/C 1694 LT00370 User ID=lgskinnrd100370.gs.dci.net
Property Id No. 8011470
REMOVAL AUTHORIZATION / AUTHORIZING OFFICIAL: [Redacted]
SECURITY CERTIFICATION: [Redacted]
ACCOUNTABLE OFFICER / CUSTODIAL OFFICER: [Redacted]
EMPLOYEE'S RECEIPT FOR RETURNED PROPERTY: Received By: [Redacted] Date: [Redacted]

Note: Property Passes are valid for one year from the date issued.

(Note: even though the Property Id No. has been replaced by the Inventory No. the official forms have not yet been updated so the term "Property Id No." is still listed; use this space to insert the Inventory No.)



Appendix B-2. Property Pass, Form DI-1934 (without an Inventory No.)
(https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase)

The example does not include an Inventory No., because blackberries, for example, are not entered and tracked in the Government property tracking system. In instances such as this, the Inventory No. (labeled as Property Id No. on this form) is marked N/A.

DI-1934 (August 1987) DEPARTMENT OF THE INTERIOR PROPERTY PASS USGS (Bureau)
NAME OF BEARER OR COGNIZANT EMPLOYEE: [Redacted]
TYPE OF PASS: Employee
BUILDING CODE: [Redacted]
DATE ISSUED: 03/17/2010
BUILDING NAME: EROS Main Building
DATE EXPIRES: 03/17/2011
REASON OR PURPOSE FOR REMOVAL/ENTRY: To use at home & while on travel
BEARER IS AUTHORIZED TO: Enter with Gov't Property, Enter with Personal Property, Remove Gov't Property, Remove Personal Property
DESCRIPTION OF PROPERTY: Serial No. A0000001C60, Property Id No. N/A
PROPERTY DESCRIPTION: Blackberry Curve
REMOVAL AUTHORIZATION / AUTHORIZING OFFICIAL: Name, Title, Signature [Redacted]
SECURITY CERTIFICATION: Date, Time, Security Initials [Redacted]
ACCOUNTABLE OFFICER / CUSTODIAL OFFICER: Name, Title, Signature [Redacted]
EMPLOYEE'S RECEIPT FOR RETURNED PROPERTY: Received By, Date

Note: Property Passes are valid for one year from the date issued.



Appendix C. Receipt for Property, Form DI-105.
(https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase)

- Example -

DI-105
(Revised 6/88)

UNITED STATES
DEPARTMENT OF THE INTERIOR
USGS
BUREAU/OF OFFICE

RECEIPT FOR PROPERTY

Table with 5 columns: NUMBER, PROPERTY, DESCRIPTION, QUANTITY, UNIT OF ISSUE, COST. Includes rows for equipment (Laptop, Monitors) and administrative fields (Issued By, Received By, etc.).

This form was electronically produced by the Federal Form 500...

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY



Appendix D. Report of Survey, Form DI-103.
(https://gsvaresa08.er.usgs.gov/Forms.nsf?OpenDatabase)

- Example -

DI-103 (Rev. 6/88) UNITED STATES DEPARTMENT OF THE INTERIOR REPORT OF SURVEY
Page ___ of ___
Report No. _____
Date _____
A. Originating Office and Telephone No. (include area code) Accountable Office and Location
The following items are: (check one)
Lost Damaged Destroyed
Stolen Other (Specify) _____
A statement of circumstances involving the identified property is attached.
Signature of Accountable Officer Date
Item No. Quantity or Property ID No. Item Description Original Acquisition Cost (OAC) Condition Code Estimated Value
1.
2.
3.
4.
5.
B. To the best of my knowledge the statement(s) of circumstances are correct.
Signature of Cognizant Employee Date Signature of Custodial Officer Date
C. Board of Survey findings and determinations
A complete statement of Board findings and determinations is attached.
Signature of Board Member Date Signature of Board Member Date
D. Reviewing Authority: Approved Returned for technical insufficiency (statement attached). Disagree with Board of Survey Findings and Determinations (statement attached).
Signature Date
E. Head of Bureau or Office. (required only for disagreements between Board and Reviewing Authority). Statement of resolution:
Signature Date
F. CERTIFICATE OF DISPOSITION/DESTRUCTION
I certify that the Item(s) No.(s) _____ listed above have been destroyed, abandoned, or disposed of as directed by a Board of Survey.
Official Responsible for Disposition Destruction Title Signature Date
Witness Name (for destruction only) Title Signature Date
G. Adjustment to property records (Property Official Signature) Date Completed Financial Official Signature (if Required) Date Completed