

**FISH AND WILDLIFE SERVICE
PERSONAL PROPERTY**

Personal Property

Part 310 Personal Property Management

Chapter 2 Classifying, Receiving, and Marking Personal Property

310 FW 2

2.1 What is the purpose of this chapter? This chapter describes the process for classifying, receiving, and marking system-controlled personal property.

2.2 What are the authorities for this chapter?

A. See 310 FW 1 for a list of authorities for all the chapters in Part 310.

B. For Departmental policy specific to this chapter, read Interior Property Management Directives (IPMD), 410 – Subpart 114-60.4 Classification of Property, 114-60.5 Receipt of Property and Services, and 114-60.6 Identification of Personal Property.

2.3 How is 310 FW 2 organized? Table 2-1 shows how we organized this chapter.

Table 2-1: Organization of 310 FW 2	
Section	Content
2.1 – 2.3	What are the purpose, authority, and organization of the chapter?
2.4	What are the general classification categories for personal property?
2.5	What are the Budget Object Classification (BOC) codes for personal property and when are these used?
2.6	What are the Federal Supply Classification (FSC) codes for personal property and when are these used?
2.7	Who is responsible for receiving personal property and what are the documentation requirements?
2.8	How long does the Service have to process documentation for receiving system-controlled personal property?
2.9	How does the Service mark system-controlled personal property?
2.10	How does the Service mark motor vehicles, watercraft, livestock, and firearms?

2.4 What are the general classification categories for personal property?

A. The general classifications are:

(1) Expendable (includes supplies and stores), and

(2) Non-expendable property.

B. See 310 FW 1, Exhibit 1 for more information for general classification cost thresholds.

2.5 What are the Budget Object Classification (BOC) codes for personal property and when are these used? BOCs are the financial codes we use to correctly classify personal property.

A. Accountable Officers must classify and assign a BOC code to all personal property purchases (credit card and acquisition purchase orders).

B. Contracting Officers in the Division of Contracting and General Services (CGS) or Contracting and

**FISH AND WILDLIFE SERVICE
PERSONAL PROPERTY**

Personal Property

Part 310 Personal Property Management

Chapter 2 Classifying, Receiving, and Marking Personal Property

310 FW 2

Facilities Management (CFM) must review acquisition purchase orders for personal property to ensure accuracy of accounting data, including BOC codes.

C. Regional Personal Property Managers must reconcile the monthly financial capitalized equipment report against the Personal Property Management System (PPMS) monthly transaction activity report to ensure that the property is correctly classified.

D. You can find the BOC codes on the National Conservation Training Center's Web site. The most frequently used BOC codes are in Exhibit 1.

2.6 What are the Federal Supply Classification (FSC) codes for personal property and when are these used? We assign FSC codes to personal property to standardize classification. Regional Personal Property Managers must assign:

A. A 4-digit FSC code for each system-controlled personal property item entered into PPMS. You can find the FSC codes in PPMS or in the *Federal Supply Classification Cataloging Handbook H-2* issued by the Defense Logistics Agency.

B. Each system-controlled property item entered into PPMS a 4-digit alpha-numeric extended FSC code. You can find a table with these codes in PPMS.

2.7 Who is responsible for receiving personal property and what are the documentation requirements?

A. Receiving, Custodial, or Accountable Officers must receive all personal property.

B. For system-controlled personal property, the recipient:

(1) Must complete a Receiving Report, Form DI-102 and attach the receiving documentation (i.e., purchase order, invoice, acquisition request, or vouchers) used to acquire the property item. The report includes:

(a) A description of the property item, model, serial number (where appropriate), the original acquisition cost, and notation of any apparent defects or damages (trade-in information may be included if required by the Regional Property Manager); and

(b) The receiving documentation. Regardless of the method or source of acquisition, there must be documentation for property:

(i) Acquired from commercial sources,

(ii) Fabricated in Government shops,

(iii) Donated,

(iv) Recovered, or

(v) Obtained by transfer from another Government agency.

(2) May submit page two of the Order for Supplies and Services form (OF-347) signed and dated by the Accountable Officer, as a valid Receiving Report.

**FISH AND WILDLIFE SERVICE
PERSONAL PROPERTY**

Personal Property

Part 310 Personal Property Management

Chapter 2 Classifying, Receiving, and Marking Personal Property

310 FW 2

(3) Must comply with the requirements in section 2.8 for processing.

C. The purpose of the report is to:

- (1) Provide a record of receipt,
- (2) Provide an audit trail, and
- (3) Substantiate the disbursement voucher.

2.8 How long does the Service have to process documentation for receiving system-controlled personal property?

A. Accountable, Custodial, or Receiving Officers who receive the system-controlled personal property have 15 working days to send the Form DI-102 with supporting documentation to the Regional Personal Property Manager.

B. The Regional Personal Property Manager has 5 working days after receiving the documentation to record the property information in PPMS.

C. System-controlled personal property not reported within the 20-day period (sections 2.8A + B) are untimely submissions and will negatively impact our general ledger, which results in a Regional audit finding.

2.9 How does the Service mark system-controlled personal property?

A. Regional CGS or CFM Chiefs establish the Regional personal property numbering system (usually a sticker).

B. Regional Personal Property Managers must mark all system-controlled personal property using the Regional property numbering system to identify that it is Government-owned property.

(1) The markings must include a control number and the name or initials of the Service or office (e.g., FWS for Fish and Wildlife Service or Neosho NFH for Neosho National Fish Hatchery).

(2) You do not have to mark very small or delicate personal property items (or museum property) that could be damaged if marked. You still must assign numbers to the items and record the numbers on the property accountability records.

2.10 How does the Service mark motor vehicles, watercraft, livestock, and firearms?

A. **Motor vehicles.** Except for law enforcement vehicles, motor vehicles must display the identification markings described in 320 FW 4, Receiving Newly Acquired Motor Vehicles.

B. **Watercraft.** Watercraft must be marked clearly in accordance with IPMD 114-60.6. The Regional CGS or CFM Chief coordinates the assignment of a name to inboard power boats 26 feet in length and longer. We may choose not to mark watercraft we use in law enforcement work if it benefits the mission.

C. **Livestock.** We must brand, tag, tattoo, or insert microchips in livestock to show Government ownership.

**FISH AND WILDLIFE SERVICE
PERSONAL PROPERTY**

Personal Property

Part 310 Personal Property Management

Chapter 2 Classifying, Receiving, and Marking Personal Property

310 FW 2

D. Firearms. We do not typically put property number stickers on firearms. See 442 FW 1 for more information about firearms. The Accountable Officer must:

(1) Put the property number sticker on a placard along with the following information about the firearm or print the information and the property number on the placard:

(a) Serial number, and

(b) Model.

(2) If the firearm does not have a serial number, then the Accountable Officer must put a property number sticker or mark the number on the firearm (except for firearms used for undercover operations).

/sgd/ Jeffrey L. Underwood
ACTING DIRECTOR

Date: January 25, 2011