

For: FFAS Offices

State Office Property Management Information System (PMIS) Responsibilities

Approved by: Associate Administrator for Operations and Management



1 Overview

A

Purpose

This notice provides:

- instruction to FFAS Offices about the responsibilities and maintenance of inventory records within PMIS
- a reminder about current personal property classification standards
- instructions to State Offices for updating PMIS records
- dates for conducting and completing physical inventories
- disposal instructions for old System 36 SCOAP equipment
- guidelines for adding the new AS 400 equipment to PMIS.

B

Contact

If there are questions about this notice, call Dennis Hall or Kendell Stargell, MSD, at 202-720-7005.

<p>Disposal Date</p> <p>October 1, 2001</p>	<p>Distribution</p> <p>All FFAS Offices; State Offices relay to County Offices</p>
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Notice AS-2026

2 Action

A Updating Property Records

As of December 1, 2000, State Offices are:

- responsible for the following:
 - updating PMIS records for all FSA and CCC-owned capitalized and sensitive property located within the State Office and each of the County Offices
 - obtaining FSA-950's or spreadsheets containing FSA-950 information detailing County-owned capitalized and sensitive property from the County Offices

Note: **County-owned** property should not be recorded in PMIS regardless of its cost. County-owned property has been paid for using County Office administrative funds with checks cut directly from the State Office not NFC.

- **no longer** required to send completed copies of FSA-951 for transfers or disposals, nor completed property copies of purchase orders to KCAO, Administrative Services Division (ASD).

KCAO-ASD shall still be responsible for updating and maintaining records for **APFO, KCAO, KCCO, and RMA's District and Regional Offices.**

B Personal Property Classification Standards

FFAS Offices are reminded that existing or new acquisitions of personal property are to be classified as being 1 of the following:

- **capitalized**, if the equipment or software meets all of the following:
 - unit acquisition cost is **\$5,000 or more**
 - expected service life is 2 years or more
 - durable in nature and does not become an integral part of other equipment
- **noncapitalized**, if the equipment or software meets all of the following:
 - unit acquisition cost is **less than \$5,000**
 - expected service life is 2 years or more
 - durable in nature and does not become an integral part of other equipment
- **sensitive**, if the item is a weapon or ammunition.

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2 Action (Continued)

C

Special Physical Inventories

State Offices are required to conduct a special physical inventory of the FSA and CCC-owned capitalized equipment in the State Office and each County Office starting on June 1, 2001, as follows:

- from within PMIS, run the Personal Property Physical Inventory 302 Report (PROP 302) by the Administrative Officer (AO)
- conduct a room-by-room check for all property listed on PROP 302
- make necessary additions, deletions, or modifications through manual entries on PROP 302 and ensuring appropriate documentation such as completed FSA-951's are on file to support all additions or deletions
- have AO's sign and date PROP 302 and retain until next physical inventory is completed
- make on-line modifications to inventory records
- complete the on-line AO Inventory Certification located under the Transaction Menu before July 30, 2001.

All other FFAS Field Offices (APFO, KCAO, KCCO, and RMA) are required to conduct physical inventories of the capitalized equipment as follows:

- contact KCAO-ASD through e-mail to run and mail PROP 302 so the field office can begin the physical inventory before June 2, 2001
- conduct a room-by-room check for all property listed on PROP 302
- make necessary additions, deletions, or modifications through manual entries on PROP 302
- have AO's sign and date PROP 302 and retain until next physical inventory is completed
- forward PROP 302 and documentation to support manual entries (such as, FSA-951's, purchase orders, etc.) to KCAO-ASD

KCAO-ASD shall complete the reconciliation and on-line certification of PROP 302's for APFO, KCAO, KCCO, and RMA Offices before September 2, 2001.

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2 Action (Continued)

D

**Disposing of
System 36
SCOAP
Equipment**

If AO determines that continued care and handling of System 36 SCOAP equipment:

- **is** cost advantageous to the Government, then report equipment to the Departmental Excess Personal Property Coordinator as excess/surplus through PMIS
- **is not** cost advantageous to the Government, then the items should be abandoned/destroyed according to 30-AS, paragraph 238.

Note: State Offices are responsible for the surplus/excess of System 36 SCOAP equipment within the County Offices once there is an established delivery/installation date for the AS 400's provided that this date is not more than 120 calendar days before the actual disconnect date.

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2 Action (Continued)

E

**Adding the
AS 400 Systems
to PMIS**

FFAS Offices are to use the following information for adding the AS 400's to PMIS:

- Description: CPU AS-400-9406
- Model: 170E
- Manufacturer: IBM
- Doc Type: 838
- Document Number: 433151008033
- Line Item No: 0001
- Cond CD (Leave Blank)
- National Stock Number: 7021
- Agency Code: FA
- Acct. Station: 0010
- Unit: 00
- Object Class: 3165
- Date of Acquisition (Date Received)
- Accounting Class: 00933840100.

The acquisition cost shall be determined as follows:

- Suite 01 - **All County Offices , except Peanut Counties = \$8,750.00**
 - Suite 02 - **Peanut Counties, State Offices, and the National Office = \$9,000.00**
 - Suite 03 - **Texas State Office = \$9,000.00**
 - Suite 04 - **Kansas City Offices = \$10,900.00.**
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