



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

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6 FAM 220 PERSONAL PROPERTY MANAGEMENT FOR POSTS ABROAD

AND

6 FAM 230 DOMESTIC PERSONAL PROPERTY MANAGEMENT

MAJOR CHANGES

1. **6 FAM 220** has been revised. Major changes include:
 - **6 FAM 221.2-2, subparagraph b(8)**: The frequency of required property utilization surveys is changed from semi-annually to annually;
 - **6 FAM 224.1-1**: The accountability dollar threshold for all nonserialized, nonexpendable property, in use, is raised from \$1,500 to \$5,000 per item. Note that the accountability dollar threshold for serialized equipment remains at \$500;
 - **6 FAM 225.2-1, paragraph a** The criteria to capitalize personal property when received at post is now based on an item's acquisition cost rather than its invoice cost;
 - **6 FAM 226.1, paragraph b**: Responsible property officials are encouraged to conduct more frequent inventories of sensitive items such as laptop computers, weapons, cellular telephones, cameras, and camera lenses as a valuable management practice;

- **6 FAM 226.5-1(B), paragraph b:** When theft or fraud is suspected as accounting for an inventory shortage, the responsible official will report all relevant information to the Office of Inspector General, Office of Investigations (OIG/INV);
- **6 FAM 227.3-7:** Policy involving the disposal of property through Public Diplomacy grants at posts abroad has been incorporated;
- **6 FAM 228.2-1, subparagraphs (7) and (8):** This section has been expanded to include two additional authorized business uses for official program vehicles at posts;
- **6 FAM 229.1-1:** The reporting date for receipt of the Property Management Report (inventory certification) is changed from November 1 to March 15;
- **6 FAM 229.3-1:** Responsible property officials at posts abroad must report to FMP on all nondepreciable heritage assets regardless of cost, to prepare the Department's financial statement (i.e., the \$25,000 threshold does not apply for the purposes of heritage assets);
- In conformity with A/RPS/DIR's decision to change this series of Department of State FS forms to DS forms, the following form number changes have been made to Property Management forms:
 - ⇒ **Form DS-582**, Property Management Report (formerly FS-582), includes the new due date of March 15;
 - ⇒ **Form DS-583**, Expendable Supply Issue/Turn-In Request (formerly FS-583);
 - ⇒ **Form DS-583A**, Expendable Supply Issue/Turn-In Request (Continuation Sheet) (formerly FS-583A);
 - ⇒ **Form DS-584**, Nonexpendable Property Transaction (formerly FS-584);
 - ⇒ **Form DS-585**, Nonexpendable Property Repair Work Order (formerly FS-585); and
 - ⇒ **Form DS-586**, Turn-In Property Inspection Certification (formerly FS-586).

2. **6 FAM 230** has been revised. Major changes include:
- **6 FAM 235.3-2:** The frequency of required property utilization surveys is changed from semi-annually to annually
 - **6 FAM 235.3-5:** Prescribes that employees who have been issued beepers and/or cellular telephones for their personal use are not required to obtain property passes (Form DS-1953) to remove the item(s) from a domestic U.S. Government building, providing that they have formally accepted responsibility for the item(s);
 - **6 FAM 235.5:** Responsibilities for domestic warehouse operations by Office of Logistics Management Operations components are clarified;
 - **6 FAM 235.6-1:** The dollar threshold for accountable, nonexpendable, nonserialized personal property has been raised from \$1,500 to \$5,000 per item (the dollar threshold for serialized property remains at \$500);
 - **6 FAM 236.1:** Responsible property officials are encouraged to conduct more frequent inventories of sensitive items such as laptop computers, weapons, cellular telephones, cameras, and camera lenses as a valuable management practice;
 - **6 FAM 237.1, paragraph g:** In support of the Computers for Learning Program, Executive Order 129999, property officials in the domestic bureaus must make at least one attempt to identify an authorized recipient (school or educational nonprofit) for donation of excess computer equipment, prior to requesting the normal disposal process;
 - **6 FAM 238.1-2, paragraph b:** When theft or fraud is suspected as accounting for an inventory shortage, the responsible official will report all relevant information to the Office of Inspector General, Office of Investigations (OIG/INV);
 - **6 FAM 239.1:** The reporting date for receipt of Form DS-1875, Property Management Report (inventory certification), is changed from November 1 to March 15;
 - **6 FAM 239.2:** Responsible property officials must report to FMP on all nondepreciable heritage assets regardless of cost/value to prepare the Department's financial statement (i.e., the \$25,000 threshold does not apply for the purposes of heritage assets);

- In addition to the major FAM changes stated above, the following form changes have also been made:
 - ⇒ **Form DS-584**, Nonexpendable Property Transaction, has replaced Form FS-584 of the same title;
 - ⇒ **Form DS-586**, Turn-In Property Inspection Certificate, has replaced Form FS-586 of the same title. Form DS-586 also replaces Form OF-302;
 - ⇒ **Form DS-1875**, Property Management Report, has been modified to show the new reporting date of March 15 for receipt of the inventory certification;
 - ⇒ **Form DS-1883** has been eliminated and incorporated into Form DS-1882, Equipment Excess, upon which all excess property will now be reported; and
 - ⇒ **Form DS-1953**, Authorization for Removal of Property, has been modified.

3. Legal authority and additional reference materials can be found at the following web sites:

- Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>;
- 5 United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—
<http://www.opm.gov>.

4. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

5. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard old 6 FAM 220 (issued under TL:GS-59, 10-01-1999; 69 pages) and replace it with revised 6 FAM 220 (74 pages); and remove and discard old 6 FAM 230 (issued under TL:GS-59, 10-01-1999; 22 pages) and replace it with revised 6 FAM 230 (27 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GS-76, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) official version can be found on the State Department's Intranet site at <http://10.4.64.84>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room B935, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/LM/OPS/TTM/TM)