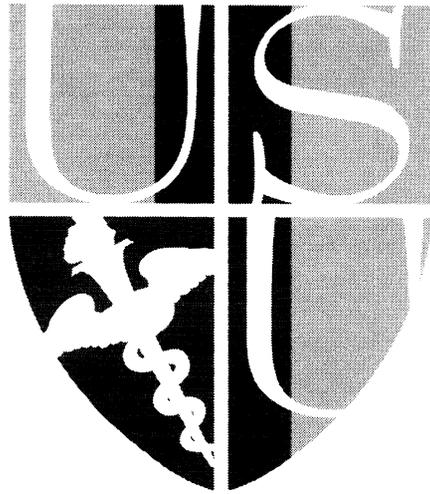


**USUHS
INSTRUCTION
4100**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Loan, Delivery and Removal of Property from USUHS, Bethesda Campus and its Satellite Locations

Instruction 4100

OCT 9 2002

(LOG)

ABSTRACT

This Instruction establishes guidelines for the loan, transportation to, and removal of property from the Uniformed Services University of the Health Sciences (USUHS) Campus and satellite locations.

A. Reissuance and Purpose.

This Instruction reissues USUHS Instruction 4100^a and provides policy, guidelines and instructions for loaning government property and equipment to Federal Agencies, the Uniformed Services University of the Health Sciences (USUHS), the Henry M. Jackson Foundation (HMJF), and other federal government employees. It also provides policy for the entrance and removal of property from USUHS and its satellite locations.

B. Reference. See *Enclosure 1.*

C. Policy.

1. It is USUHS Policy to loan University property for official government use only to employees of USUHS, HMJF, or other federal government agencies. The Director, Logistics Division (LOG) or a higher authority must authorize exceptions to this policy.

2. Government property may be temporarily loaned to USUHS, HMJF and other federal government employees for a period not to exceed one year. The property may be removed from

USUHS through an appropriately approved USUHS Form 5306, "USUHS Equipment/Furniture Request," (*See Enclosure 3*) which must include the concurrence of the Department Chair/Activity Head.

3. The Department Chair/Activity Head and Property Custodians at each separate satellite location will implement the same controls as described in this Instruction over all USUHS property under their control.

D. Applicability. This Instruction is applicable to all USUHS and HMJF employees.

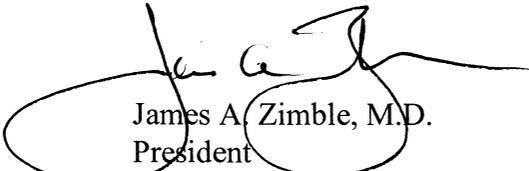
E. Responsibilities.

1. Department Chairs/Activity Heads and/or Property Custodians are responsible for the issuance of USUHS Form 5306 and maintaining current records of all government property on loan. In the absence of the Department Chair/Activity Head and the Property Custodian, (both Primary and Alternate) a USUHS Form 5306 can be issued by the Property Management Branch (PMO).

2. The Property Management Branch is responsible for maintaining a copy of all USUHS Forms 5306 to be included for review at the time of the department's/activity's inventory.

3. The Security Guards at USUHS or its satellite locations have the authority to request to review/inspect all equipment or property being transported from the University. Individuals will be asked to provide appropriate documentation before removal.

F. Procedures. *See Enclosure 2.*



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. Procedures
3. USUHS form 5306 "USUHS Equipment/Furniture Request"

REFERENCE

- (a) USUHS Instruction 4100, "Loan of USUHS Property," dated August 15, 1999 (hereby cancelled).

PROCEDURES

1. Loan of USUHS property.
 - a. All USUHS/government equipment on loan will be recorded and accounted for on USUHS Form 5306, "USUHS Equipment/Furniture Request." (See Enclosure 3)
 - b. The following is required on all loaned equipment:
 - (1) Blocks 1-15 of USUHS Form 5306 will be completed and signed by the Property Custodian (Primary or Alternate) or Department Chair/Activity Head and will include an expiration date of no more than (1) year from the time of issuance.
 - (2) Equipment on loan to a person, department, or activity must be updated annually with a newly signed USUHS Form 5306.
 - (3) Where multiple forms for equipment on loan are required, the USUHS Form 5306 will be attached to the appropriate listing reflecting pertinent data (blocks 1-15 on USUHS Form 5306).
 - a. The number 1 copy of the USUHS Form 5306 will be retained by the Property Custodian.
 - b. The number 2 copy of the USUHS Form 5306 will be retained by the individual removing the property and maintained with the items at all times.
 - c. When retention of the loaned equipment is no longer required, the item or items will be returned to the Property Custodian responsible for maintaining accountability for the equipment.
 - d. The Property Custodian will return the original 5306 to the individual department or activity which signed for the item, annotating the date of return. A copy of this action will be maintained in the Property Custodian's records until the next scheduled inventory, following which, it may be disposed, as appropriate.
 2. Removal of property from USUHS.
 - a. Extramural Funded Property. When a Grant holder requests to take USUHS property upon departure from USUHS, he/she must submit a memorandum through the Department Chair/Activity Head to the Chief, PMO. This memorandum will include the following information:
 - (1) USUHS ID Number (s);
 - (2) Grant Number used to purchase the item (s);
 - (3) Justification for taking the item(s); and,
 - (4) The exact destination.PMO will review the property records to verify the funds utilized to purchase the items(s). After verification has been completed, the memorandum will be forwarded to REA. REA will review the request and approve/disapprove based on the Funding Agency's policy regarding property transfer.
3. Request for Transfer to other agencies.
 - a. When requesting that USUHS property be transferred to another DoD agency, a memorandum must be submitted through the Department Chair/Activity Head to the Chief, PMO.

The memorandum will include the following information:

- (1) USUHS ID Tag Number;
- (2) Description;
- (3) Serial and Model Number of Item;
- (4) Dollar Value (at purchase);
- (5) Justification; and,
- (6) Destination and Point of Contact.

b. Before an item may be transferred to another agency, the item must be made available to USUHS activities by advertisement on the USUHS electronic bulletin board. If another USUHS activity has a requirement for the item, the item may not be transferred out of USUHS.

4. Non-Government Property

a. USUHS employees bringing personal property onto the USUHS complex will identify those items to their department Property Custodian, so that upon removal, it can be verified that this is personal property and does not belong to the government. Personal property staying on campus or its satellites for more than 30 days must be identified to PMO, Room G045, so that the equipment can be identified when being removed. The personal property tag must be returned to PMO.

b. Any employee removing property from the USUHS campus or its satellites locations is subject to the Security Guards requesting to review/inspect all equipment or property being transported from the University. Individuals will be asked to provide appropriate documentation before removal.

USUHS EQUIPMENT/FURNITURE REQUEST						Date
REQUEST FOR: <input type="checkbox"/> ISSUE <input type="checkbox"/> TURN-IN <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROPERTY PASS (Only 1 type per request)						Date Required
ACTIVITY OR DEPARTMENT						TELEPHONE NUMBER
PROPERTY ACCOUNT NO.						
SIGNATURE OF PROPERTY CUSTODIAN						
FOR PROPERTY PASS ONLY						
SIGNATURE						
Tag Number	Description	From Location	Acct. No.	To Location	Document No.	
LOGISTICS USE ONLY						
RECEIPT OF PROPERTY ACKNOWLEDGED						
Date Received	Log Control Number				Signature of Losing Custodian	
Approving Authority	Signature of Warehouse				Date	
Posted Init. & Date	QC Init. & Date				Property Received by/Signature of Gaining Custodian	

USUHS FORM 5306 (REV) (LOG) 1298

Preparation Instructions on Reverse Side of Number 5 Copy

1. Property Management Branch's Copy OR Property Pass

☆ U.S. GOVERNMENT PRINTING OFFICE 2001: 617-055

USUHS EQUIPMENT/FURNITURE REQUEST						Date Requested
REQUEST FOR: <input type="checkbox"/> ISSUE <input type="checkbox"/> TURN-IN <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROPERTY PASS (Only 1 type per request)						Date Requested
ACTIVITY OR DEPARTMENT			PROPERTY ACCOUNT NO.		TELEPHONE NUMBER	
SIGNATURE OF PROPERTY CUSTODIAN			FOR PROPERTY PASS ONLY		SIGNATURE	
Tag Number	Description	From Acct. No.	Location	To Acct. No.	Location	Document No.
LOGISTICS USE ONLY			RECEIPT OF PROPERTY ACKNOWLEDGED			
Date Received	Log Control Number		Signature of Losing Custodian			
Approving Authority	Signature of Warehouse		Date		Date	
Posted Init. & Date	QC Init. & Date		Property Received by/Signature of Gaining Custodian		Date	

USUHS FORM 5306

Copy 1 - Property Management OR Property Pass
 Copy 2 - Property Management
 Copy 3 - Gaining Custodian

Copy 4 - Losing Custodian
 Copy 5 - Requestor's Suspense

PREPARATION OF USUHS FORM 5306

1. Date of request.
2. Check appropriate block for action requested.
3. Date action requested is required.
4. Name of activity or department.
5. Property Account number.
6. Telephone number of property custodian.
7. Signature of property custodian.
8. Signature of individual removing property.
9. USUHS Bar-code property tag number.
10. Description of property.
11. Losing property account number.
12. Losing property account location of property.
13. Gaining property account number.
14. Gaining property account location of property.
15. Document number assigned by Property Management. (excluding Property Pass)
16. Date request received in Logistics.
17. Log control number assigned by Logistics.
18. Signature of losing custodian.
19. Signature of approving authority in Logistics.
20. Signature of Warehouse personnel.
21. Date of action by Warehouse personnel.
22. Initials and date of Property Management personnel posting the request.
23. Initials and date of Property Management personnel QCing request.
24. Signature of gaining custodian.
25. Date property is received.