

STATE OF ALASKA



PROPERTY MANAGEMENT

OFFICE PROPERTY

CONTROL MANUAL

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PUBLICATION DATA

This manual is a publication of the Property Management Office. It is intended for Department Property Officers, Department Property Custodians, and others responsible for property within the State of Alaska's Executive Branch departments. The Property Control Manual includes detailed information about state property requirements established by the Department of Administration, property management procedures, and various types of property transactions. Although departmental policies and procedures may supplement property control practices, such supplements must not supersede those established by the Department of Administration or regulatory guidelines required by state statute.

This manual does not supersede or replace any statutory or regulatory guidelines or authorities established by the State of Alaska, or policies and procedures as implemented by the Chief Procurement Officer of Department of Administration, Office of Procurement and Property Management of the Department of Administration, or the Commissioner of Department of Administration.

The Property Management Office within the Office of Procurement and Property Management, Department of Administration is responsible for State of Alaska property management and for the Alaska Federal Surplus Property Program.

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SECTION 1. PROPERTY CONTROL MANAGEMENT

Maintaining accountability for state owned and controlled property is an important responsibility assigned to the Department of Administration's Property Management Office. This section covers the statutory references regarding property, responsibilities and key role of Department Property Officers and Department Property Custodians in managing state property. In addition, controlled property is defined, and property control numbers are discussed.

1-1. STATUTORY REFERENCES

- A. [AS 36.30.010, .040, .070](#) / [AS 44.68.110](#) / [AAC 20.010-020](#)
Establishes the Department of Administration's authority over the sale, trade, transfer, and disposal of surplus, obsolete, unused, and recyclable property.
- B. [AS 18.65.340](#)
Establishes the Department of Administration's authority over the disposition of firearms.
- C. [AS 37.05.160](#)
Sets out the Department of Administration's authority to manage inventory records and the responsibility to conduct physical inventories.
- D. [AS 44.21.020](#)
Establishes the Department of Administration's authority over operation of necessary storerooms and warehouses.
- E. [AS 44.68.120, .130, .140](#)
Provides the Department of Administration with authority to acquire and distribute federal surplus property.
- F. [2 AAC 12.580, .590, .600, .610](#)
Provides information about inventories, state surplus property, and federal surplus property.
- G. [US H. R. 3096](#)
Provides framework for the sale of firearms to Law Enforcement Retirees.

1-2. OVERVIEW

- A. The Department of Administration has statutory authority for directing property transactions statewide and for maintaining accurate records of state property.
- B. Management of vehicles and heavy equipment is the responsibility of the State Equipment Fleet within the Department of Transportation and Public Facilities.

- C. Real property (state owned buildings, leases, housing, or any such related areas) is the responsibility of the Leasing and Facilities section within the Department of Transportation.
- D. Hides, pelts, and animal parts which become state property is the responsibility of the Department of Fish and Game.
- E. The storing and disposition of evidence and weapons is the responsibility of the Department of Public Safety.
- F. The storage and handling of artifacts is the responsibility of the Department of Education and Early Development.
- G. All other non-consumable property, referred to as "controlled property" is managed by the Property Management Office within the Department of Administration.
 - 1. The Property Management Office's goal is to assure that departments get the maximum benefit from the property the state owns and controls.
 - 2. Accordingly, priority is given to property management decisions that provide for the reutilization of state property and were cost effective, the salvage of usable items or parts.
 - 3. The ability of the Property Management Office to maintain a central listing of property needed by departments, property reutilization activities, and its authority over final approval of a variety of property transactions makes it possible for the state to make maximum use of property purchased with public funds.
 - 4. As part of its property control responsibilities, the Property Management Office guides departments on the importance and necessity of accurate record keeping, proper care of state-owned property, and standardizes property accounting procedures. Although the processing of excess state property is the function which often causes Department Property Officers and Department Property Custodians to turn to the Property Management Office for assistance, effective property control on an ongoing basis remains the best way for departments to fulfill their duty to control, protect, and account for state owned property. With the help of Department Property Officers and Department Property Custodians, the Property Management Office exercises its responsibility in a variety of ways including:
 - a. **PROPERTY CONTROL MANAGEMENT** - Helping departments with accurate and effective property control management when property is acquired, transferred, excessed, or processed for disposal.

- b. PROPERTY REUTILIZATION - Coordination, oversight, and approval of surplus property reutilization activities by departments.
- c. INTEGRATED RESOURCE INFORMATION SYSTEM (IRIS) - Coordination, oversight, and approval of property transactions for controlled property tracked in IRIS.

Listed below are the five main IRIS pages and forms that are needed for actions described in this manual.

- i. Fixed Asset Acquisition
 - 1. FA is the page used to enter new or newly acquired assets into IRIS.
 - 2. FA may have multiple levels of approvals, contact your supervisor for more information.
 - 3. FA training is available at [FA Training](#).
- ii. Fixed Asset History
 - 1. [FAHIST](#) is an informational page in IRIS that allows users to search for fixed asst transactions by FA number
- iii. Fixed Asset Registry Component
 - 1. [FARCOMP](#) is an informational page in IRIS that allows users to search for fixed asset transactions by both FA number and Serial number.
- iv. Fixed Asset Disposition
 - 1. FD is the page used in IRIS to retire items that are no longer used by the SOA.
 - 2. FD may have multiple levels of approvals, contact your supervisor for more information.
 - 3. FD training is available at [FD Training](#).
- v. Fixed Asset Transfer
 - 1. FT is page used to transfer assets from one user, division, or department to another.
 - 2. FT may have multiple levels of approvals, contact your supervisor for more information.
 - 3. FT training is available at [FT Training](#).
- vi. Electronic Property Form (EPF)
 - 1. The [EPF](#) has replaced multiple forms in the SOA's property process.
 - 2. The EPF will be used for the following types of transactions:
 - a. Intra-Departmental Property Transfer Authorization and Report - Form 02-622
 - b. Lost / Stolen / Damaged Property Review - Form 02-627
 - c. Property Salvage / Destruction Request - Form 02-610
 - d. Online Auction Request Form

- e. Trade-In Request Form
 - f. Donation Request Form
 - g. Negotiated Sale Request Form
 - h. Barter Request Form
3. Training and form instructions for the [EPF](#) are available at [EPF Training](#).
 4. Media Disposal Assurance Form ([MDAF](#))
 5. The [MDAF](#) is used to ensure all media (Hard Drives) are wiped of all SOA information in accordance with Alaska Statutes Sec. 44.68.110(b).
 6. The [MDAF](#) will be completed and signed by the person performing the wipe on each hard drive.
- d. **LOW-COST ALTERNATIVE ASSET ACQUISITION** - Accomplished through the Alaska Federal Surplus Property Program.
 - e. **PROPERTY GUIDES AND PROCEDURES** - Preparing, providing, and updating manuals, guides, publications, and procedures for state owned property.
 - f. **PROPERTY FORMS** - Providing property transaction forms and instructions required to implement property procedures.
 - g. **PROPERTY TRANSACTIONS** - Overseeing and approving property transactions such as: inter-agency property transfers, lost-stolen-damaged, destruction, donation, trade-in requests, online auctions, negotiated sales, and excess buildings.
 - h. **EXCESS PROPERTY DISPOSAL** - Selling state property which is excess to the needs of any state agency.
 - i. **PHYSICAL INVENTORY** - Establishing procedures for physical inventories of controlled property.

1-3. DEPARTMENT PROPERTY OFFICER SUPERVISORS

A supervisor of a SOA Department Property Officer (DPO) is responsible to ensure the following:

- A. That the DPO has a good understanding of the SOA policies for property management.
- B. That the DPO has the needed time, support, cooperation, training, and ability to complete all needed functions as outlined in this manual.
- C. DPO supervisors must inform the PMO in writing when a new Department Property Officer is appointed. See Memorandum in Appendix A.

1-4. DEPARTMENT PROPERTY OFFICER (DPO)

Department Property Officers implement their department's property control program per guidance and instruction from the State Property Manager. Department Property Officers are responsible for monitoring, reviewing, approving property transactions, and ensuring the completion of annual property inventories within their respective departments.

A. Duties of a Department Property Officer include:

1. Developing departmental policies and procedures for property control based on this publication.
2. Controlling and monitoring departmental computerized property accounting files
3. Monitoring, reviewing, and approving property transactions, as outlined in this manual, for controlled property tracked in IRIS for Property Management Office review and approval/disapproval - Record any change concerning controlled property tracked in IRIS.
4. Initiating property transactions, as outlined in this manual, for property not tracked in IRIS for Property Management Office review and approval/disapproval.
5. Conform to policies and procedures established for property transactions and property inventories as outlined in this manual and the Physical Inventory Procedures Guide
6. Providing property data, inventory data, and technical assistance to Department Property Custodians and other employees of their respective department regarding property transaction policy and procedures and questions about state property
7. Maintain internal control of property control number decals including decal numbers issued and other information as outlined in this manual - Follow standardized methods for identifying state owned property.
8. Auditing non-controlled and controlled property receiving reports
9. Conducting physical inventories (as required, cyclic, and annual) of controlled property, field inventory audits, and maintain an accurate department property inventory.
10. Protect, safeguard, and maintain property from acquisition to final disposition.

Note: Departments may have additional requirements for Department Property Officers above the minimums set by the Property Management Office.

1-5. DEPARTMENT PROPERTY CUSTODIAN

Designated Department Property Custodians assist Department Property Officers to fulfill their property management responsibilities on a day to day basis.

A. Duties of a Department Property Custodian include:

1. Initiating property transactions, as outlined in this manual, for controlled property tracked in IRIS for Property Management Office review and approval/disapproval - Record any change concerning controlled property tracked in IRIS.
2. Initiating property transactions, as outlined in this manual, for property not tracked in IRIS for Property Management Office review and approval/disapproval.
3. Conform to policies and procedures established for property transactions and property inventories as outlined in this manual and the Physical Inventory Procedures Guide
4. Assisting Department Property Officers in completing an annual inventory (as required, cyclic, and annual) of all controlled property in their designated area.

Note: Departments may have additional requirements for Department Property Custodians above the minimums set by the Property Management Office. Department Property Custodians must work through their Department Property Officers.

1-6. DEFINITION OF CONTROLLED PROPERTY

"Controlled Property" is the phrase used to indicate state owned property which must be tagged/marked and inventoried as outlined in this manual. Controlled property is also subject to the procedures described in this manual when a department acquires it, transfers it, excesses it, or disposes it. All controlled property shall be loaded into IRIS for tracking and inventory control.

Note: The property control number and/or serial number shall be included in the data loaded into IRIS for controlled property.

A. Controlled property includes:

1. Non-consumable property and equipment valued at \$5,000.00 or more, FOB destination, regardless of the funding source or means of acquisition - This property must be inventoried and tagged/marked with a property control number.

2. Sensitive items - Specific items which must be inventoried and tagged/marked with a property control number regardless of original acquisition cost, funding source, or means of acquisition.
3. Lease purchase or installment purchase equipment or long-term rental equipment and supplies on loan for contractor or grantee use must be treated as controlled property.
4. Property items that, when installed, become an integral part of another unit of property or a building are not considered controlled property.

Note: Departments are responsible for ensuring that controlled property and capital assets are loaded into IRIS. If IRIS does not create an FA shell document for controlled property or a capital asset, it is the departments responsibility to ensure that an FA transaction is properly recorded in IRIS and the identified commodity code is reported to the appropriate central agency to flag the property as a fixed asset in IRIS. (See IRIS Training page https://doa.alaska.gov/oppm/property/iris_help.html)

B. To provide accountability of all non-consumable state property, non-controlled property (property not tracked in IRIS), regardless of original acquisition cost, funding source, or means of acquisition shall be identified on the appropriate property transaction form for approval by the State Property Manager when falling under one of the following categories:

1. Excess
2. Transfer (inter-departmental or Statewide)
3. Salvage or destroy.
4. Lost, stolen, or damaged.
5. Trade-in
6. Donation
7. Online auction
8. Negotiated sale.
9. Barter

C. Departments may track property in IRIS which does not meet the definition of controlled property. However, if a department chooses to track non-controlled property in IRIS, it must do so uniformly throughout the department.

- D. The state property sensitive item descriptions can be found on the Office of Procurement and Property Management website at the link below.
<https://doa.alaska.gov/oppm/property/pdf/Sensitive-Items-Descriptions.pdf>

1-7. PROPERTY SECURITY

As SOA employees, we are all fiduciaries for the people of Alaska. This trust placed in us includes the care and safeguard of state owned property. It is every SOA employee's responsibility to ensure the security of state owned property. The following are the minimum requirements for the security of SOA owned property. Departments, divisions, and or sections may, and are encouraged to mandate a higher level of security but not less.

A. Non-sensitive property

1. All SOA property should at a minimum be secured within a locked structure or enclosure, if possible, when not in use. Pilferable items, such as office, kitchen, maintenance, and medical supplies should be locked in a secure closet or cabinet with controlled access procedures in place.

B. Sensitive property

1. Sensitive items require a higher level of security than other property due to their nature and special purposes. In addition to the security requirements in part A. of this section, sensitive items need to be secured behind two locks when feasible and when not in use and or left in a SOA office or building. Two locks are simply in a locked building, within a locked room, drawer, cabinet, or so on.
2. Sensitive items are not to be left unattended in vehicles for any prolonged amount of time. When circumstances require sensitive items be left in a vehicle for a short amount of time, special care should be taken to ensure that the vehicle is locked, and the sensitive items are not left in plain view.

C. Firearms, ammunition, and explosives

Firearms, ammunition, and explosives are of special security concern since they pose a high risk to the SOA if lost or stolen.

1. Departments, divisions, and or sections within the SOA possessing firearms will adopt procedures that include the following security steps:
 - a. Chain of custody will be tracked throughout the item's life with the SOA. This can be done via a department, division, and or section created form or within IRIS using an intra department FT.
 - b. When a department, division, and or section created form is used, the completed form must be attached to any IRIS transaction.
 - c. Firearms will not be left unattended in a vehicle unless they are secured with a locking device that is attached securely to the vehicle.
 - d. When stored, firearms will be secured within a locked building and inside of a locked container with controlled access. The locked container will be secured to the building or weigh more than 500 pounds.

- e. All firearms must be physically inventoried by serial number annually.
2. Departments, divisions, and or sections within the SOA possessing ammunition and or explosives will adopt procedures that include the following security steps:
 - a. The chain of custody will be tracked with a department, division, and or section created form and will be kept on file for a minimum of three years after the items are expended or used.
 - b. When stored, ammunition, and or explosives will be secured in an approved ammo locker/vault with restricted access.
 - c. A record will be kept tracking when ammunition is expended, and explosives are used. These records will at a minimum include date, time, location, and reason for expenditure or use. These records will be kept on file for three years after the items are expended or used.

1-8. PROPERTY CONTROL NUMBERS

Most controlled property is assigned a property control number decal. When a property control number is assigned, it must be affixed to the controlled property item by decal or other approved method.

A. Property control number decals

1. Property control number decals must be ordered from Office of Procurement and Property Management, Property Management Office
2. Or can be requested to be added to vendor supplied decals.
 - a. To avoid duplication in numbering, a full list of Property Tag numbers requested through a vendor must be provided to the PMO's administrative support (907-754-3400) as soon as the request is made to the vendor.
3. Property control number decals come in a sheet of 10 and should be ordered by either the DPO or a Property Custodian, provided the Custodian needs that many.
4. To place an order for property control number decals, complete a "Forms Stock Release" - [Form 02-591](#) and forward the form to the Property Management Office in Anchorage.
5. Pricing for property control number decals can be found on the "Ordering Property Control Number Decals at <https://doa.alaska.gov/oppm/property/pdf/Ordering-Property-Control-Number-Decals.pdf>

B. Applying Property Control Number Decals

1. Property control number decals should be placed where they can be easily seen for ease in locating and reading the number.
2. When it is not practical to use a property control number decal, a stencil

with paint, an etching needle, marking pen, or other permanent method may be used.

Note: Care should be taken to ensure that the property control number does not deface the controlled property item.

3. When controlled property is marked in one of these other methods, the intended property control number decal must be destroyed so that it is not inadvertently assigned to another controlled property item.
4. If applying a property control number is not practical, the controlled property item will be tracked by manufacturer's serial number.

C. Department Property Officer Assign Property Control Numbers

1. Questions about whether a property control number should be issued and/or whether a property control number decal should be used to mark property should be directed to the Department Property Officer.
2. A Department Property Officer may direct that a property control number be relocated or changed. A new property control number decal may be placed over an outdated property control number decal. If this occurs, make note of the outdated property control number decal before you cover it.
3. If several outdated property control number decals have accumulated, they may be removed if removal will not deface the property item.
4. If removal of an obsolete property control number decal would deface the controlled property item mark the old property control number decal to make it obvious that it is no longer valid.
5. If a property control number is changed for a controlled property item, IRIS must be updated with the new property control number and a notation of the previous property control number.
6. In cases where a duplication of property control numbers is found, the State Property Manager should be notified.

D. Serial Number Control

1. All weapons are considered controlled property, are controlled by manufacturer's serial number, and require no property control number or decal.
2. Department Property Officers have discretion to control other controlled property items by manufacturer's serial number if a property control number or decal is not appropriate.
3. If a serial number control method is selected for a class of property within a department, it must be applied uniformly to all that class throughout the department.

E. Property Control Number Decal Record

1. Departments must maintain a property control number decal record including:

- a. List of property control number decals issued in numerical sequence.
- b. Division/section to which property control number decals are issued.
- c. Date of issue to division/section
- d. Location of property to which property control number decals will be affixed.

Note: Departments may include additional information on the property control number decal record.

END OF SECTION 1

SECTION 2. PROPERTY ACQUISITION PROCEDURES

This section includes information about the major types of transactions which result in an increased inventory: new property, re-utilization of excess property, trade-ins and borrowed, leased, or rented property.

2-1. NEW PROPERTY

A. Responsibility

1. Departments are encouraged to develop their own forms and procedures for assuring that controlled property is entered into IRIS at time of purchase and or receipt.
2. The "Property Control Data Collection Form" - [Form 02-623](#) is a form that is available for this purpose.
3. Procurement personnel will be familiar with the State of Alaska property tracking requirements and will create the property FA shell in IRIS when applicable.
4. Controlled Property will be entered into IRIS via an FA by the assigned Department Property Office.
5. Though the Department Property Officer is responsible for property management, each Division Director is ultimately responsible for property within their division.
6. All controlled property must be assigned a property control number and marked with a decal unless it is a serial number-controlled item.
7. Section 1-5 entitled "Property Control Numbers" provides detailed information about marking controlled property.

Note: Departments are responsible for ensuring that controlled property and capital assets are loaded into IRIS. In the event that IRIS does not create an FA shell document for controlled property or a capital asset, it is the departments responsibility to ensure that an FA transaction is properly recorded in IRIS and the identified commodity code is reported to the appropriate central agency to flag the property as a fixed asset in IRIS. (See IRIS Training page https://doa.alaska.gov/oppm/property/iris_help.html)

2-2. REUTILIZATION OF EXCESS PROPERTY

The reutilization of excess property within the State of Alaska is a valuable cost saving process that ensures the state gets the most possible value and use out of its property. All Alaska employees should try to reutilize property prior to the purchase of new items.

- A. The SOA is a large organization and to expedite the reutilization program the SOA is utilizing an auction formatted website, www.govdeals.com/stateofalaska/ to allow access to surplus property though out the state.
- B. This is a first come first serve program, property will not be held or reserved.

- C. The guidelines for the use of the SOA reutilization program can be found at <http://doa.alaska.gov/dgs/property/>
- D. Department Property Officers should request accounts for SOA employees in their departments through the PMO.

2-3. BORROWED, LEASED, OR RENTED PROPERTY

Controlled property includes items that are borrowed, leased, or rented property in the care or custody of the state, even though owned by another entity. These types of property items will be tracked in IRIS by the manufacturer's serial number. If a serial number is not available, a property control number decal will be used.

Note: Departments should contact their Finance Officer for direction on the recording of "capital leases."

- A. Care must be taken when utilizing a property control number on property that is borrowed, leased, or rented and in the care or custody of the state, to ensure the property control number does not deface the property item. Permanent methods of marking are not allowed on these types of property.
- B. Borrowed, leased, or rented property in the care or custody of the state will be loaded into IRIS by the Property Custodian or Department Property Officer via an FA document and the acquisition identifier selected in IRIS will be "Loan/Lease/Rent."

2-4. SEIZED AND/OR CONFISCATED PROPERTY

Property which has been seized and or confiscated by the State of Alaska, must be treated differently than state owned property. An acceptable method of disposing of seized and or confiscated property is by destruction or public auction. SOA Departments may reutilize seized and or confiscated property in rare circumstances and must have the approval of their Division Director and the State Property Manager.

- A. The Department of Public Safety has developed detailed evidence handling procedures for the inventory, safekeeping, and control of property held in their possession. Questions should be directed to the Department of Public Safety.
- B. The Department of Fish and Game has statutory authority over proceeds from animal furs, skins, and specimens (AS 16.05.100 -.110). Department of Fish and Game determines whether such items are sold or processed for disposal. Questions should be directed to the Department of Fish and Game.
- C. Departments in possession of unclaimed or seized property, other than animal furs, skins, or specimens, should advise the Property Management Office about the property and the statutory provisions the department knows to be applicable. All statutory references and any court documents/judgments must be included.
- D. Seized firearms are subject to the security measures laid out in section 1-7 of this manual.

2-5. LOST AND FOUND PROPERTY

Departments will maintain a lost and found property receiving log. A new log will be created at the beginning of each fiscal year.

A. Lost and Found Procedures:

1. As property items are accepted by department employees, the log will be annotated and a tag with the sequential log number corresponding to the property will be affixed to the property.
2. Department employees will make every attempt to contact the owner of the property. If the property is claimed, the claimant will be required to sign for each property item.
3. All unclaimed credit cards, passports, and traveler's checks will be returned to the issuing organization via USPS certified mail, and return receipt request, and the certified number recorded in the log - The return receipt will be attached to the log.
4. If property is perishable, it shall be destroyed and annotated on the log.
5. All other Lost and Found items will be kept in place for 90 calendar days.
6. At the end of 90 calendar days items will be disposed of in one of three ways:
 - i. Cash and its relevant information will be reported and remitted to the DOR Unclaimed Property Program. The funds will be held in perpetuity for the owner.
 - ii. Items will be turned in to the nearest SOA Surplus Property Program (Anchorage or Juneau) and sold by online auction via in warehouse or on sight auctions.
 - iii. If it is not feasible for the property to be sent to a surplus location or sold via on sight auctions, the property will be destroyed properly.

B. Reporting lost and found property that will be taken to a surplus warehouse is initiated as follows:

1. The Department Property Officer will submit an "State of Alaska Controlled Property Form."
2. Select Inter-Departmental Transfer and fill in the required information.
3. In the "Property Information section put "See attached Lost and Found Log"
4. Upload a copy of the Lost and Found Log.
5. Continue filling out the rest of the form and submit to the PMO.

END OF SECTION 2

SECTION 3. PROPERTY REDUCTION PROCEDURES

This section includes information about the major types of transactions which result in a decreased inventory: lost-stolen-damaged-destroyed, property salvage or destruction, inter-departmental transfers, online auctions, trade-ins, donations, negotiated sales, loaned property, excess buildings, and property exchanged by barter.

3-1. LOST-STOLEN-DAMAGED PROPERTY

A property item which is lost, stolen, damaged or destroyed (accident, malice, negligence, misuse, or vandalism) must be reported to the State Property Manager.

Note: To report property a department desires to salvage or destroy, refer to Section 3-2 entitled "Property Salvage or Destruction."

A. Reporting Lost or Stolen Firearms.

1. Once discovered, a search of the owning sections facility and surrounding area will be conducted.
2. If it is believed the firearm was stolen, the local police need to be contacted.
3. The Property Custodian entrusted with the firearm will notify their direct supervisor immediately.
4. As soon as practical, the Property Custodian will notify their DPO who will conduct an IRIS and a department wide search.
5. The DPO will notify the State Property Office within twenty four (24) hours of the discovery.
6. The State Property Office will reach out to DPS to check if the firearm may have been sold and will conduct a state-wide IRIS search.
7. If the firearm is not located within seventy two (72) hours or it is obvious that the firearm has been stolen, the Property Custodian will create a memorandum of record stating all the information they have on the firearm. And forward this memorandum to their DPO and the State Property Office.
8. The State Property Office will investigate based off all information available within seven (7) days after the firearm is reported missing.
9. The Property Custodian will obtain and forward the police report to the DPO and the State Property Office as soon as it is available.
10. See section E of this chapter for further steps.

B. Reporting Property Tracked in IRIS.

1. The Property Custodian will create an [FD document](#) in IRIS.
 - a. The disposition identifier selected in IRIS for this type of transaction will be "Lost", "Stolen", or "Damaged-Memo." If the FD document is for damaged controlled property considered "capitalized", the disposition identifier selected in IRIS will be "Impairment-Cap."
2. The Property Custodian will upload, as an attachment to the FD document, a written explanation (e.g. e-mail, memo, Word doc, etc.) as to why the fixed asset has been

identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and a police report (if applicable – required for stolen and vandalized property).

- a. The FD document will not be approved if a written explanation as to why the fixed asset has been identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and police report (if applicable) are not attached to the FD document.
3. The Property Custodian will submit in IRIS the FD document for review and approval/disapproval.
 - a. Property Custodians are responsible for ensuring the Division of Risk Management, Department of Administration receives written notice of the loss of property. Property Custodians should contact their Department Property Officer if assistance is required in reporting the loss of property to the Division of Risk Management.

C. Reporting Property NOT Tracked in IRIS.

1. The Property Custodian or Department Property Officer will forward the State Property Manager a "Lost-Stolen-Damaged Property Review" - ([EPE](#)) for review and approval/disapproval.
2. Before the Property Custodian or Department Property Officer submits the "Lost-Stolen-Damaged Property Review" to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) as required on the "Lost-Stolen-Damaged Property Review".
3. The Property Custodian will provide a written explanation (e.g., e-mail, memo, Word doc, etc.) as to why the fixed asset has been identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and a police report (if applicable – required for stolen and vandalized property).
4. The FD document will not be approved if a written explanation as to why the fixed asset has been identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and police report (if applicable) are not attached to the FD document.
5. After the "Lost-Stolen-Damaged Property Review" is approved by the State Property Manager, an electronic copy of the approved "Lost-Stolen-Damaged Property Review" will be sent to the Property Custodian and Department Property Officer.
6. Property Custodians are responsible for ensuring the Division of Risk Management, Department of Administration receives written notice of the loss of property. Property Custodians should contact their Department Property Officer if assistance is required in reporting the loss of property to the Division of Risk Management.

D. EMPLOYEE LIABILITY

1. Departments should advise employee of the following:
 - a. Any liability they might incur due to their custody of state property.
 - b. The departmental procedures to follow when an item is being reported as lost, stolen, damaged, or destroyed.

E. Further Reporting/Actions.

1. Upon review of all provided information, the PMO will submit a memorandum of record containing the findings of the review to the employee’s leadership as follows:
 - a. Items under \$2,500 and or non-sensitive – First line and section supervisor.
 - b. Items over \$2,500 but under \$5,000 and or non-sensitive – Deputy Division Director.
 - c. Items over \$5,000 – Division Director
 - d. *Any firearm – Division Director and Department Commissioner.*
 1. *The PMO will conduct a review of the department/division firearms procedures and make suggestions for improvements.*
2. In cases of suspected negligence or deliberate acts of theft, loss or damage to SOA property, Division Directors may pursue reimbursement from the accountable employee. Division Directors are advised to contact the DOA Labor Relations for further guidance.

3-2. PROPERTY SALVAGE OR DESTRUCTION

Property that cannot be economically repaired or is no longer serviceable or marketable may be salvaged for parts or destroyed. The destruction of non-repairable, non-serviceable, and non-marketable property items is both appropriate and necessary for effective property management and control. A property item which is non-repairable, non-serviceable, or non-marketable must be reported to the State Property Manager. Reporting property for salvage or destruction is initiated one of two ways:

A. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

1. The Property Custodian will create an FD document in IRIS
 - a. The disposition identifier selected in IRIS for this type of transaction will be “Salvage” or “Destruction Memo.” If the FD document is for destruction of controlled property considered “capitalized”, the disposition identifier selected in IRIS will be “Impairment-Cap.”
2. The Property Custodian will upload, as an attachment to the FD document, a written explanation (e.g. e-mail, memo, Word doc, etc.) as to why the fixed asset has been identified as “Salvage”, “Destruction Memo”, or “Impairment-Cap” and Media Disposal Assurance Form (if applicable - applies to electronic media)
3. An electronic copy of the Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Office of Procurement and Property Management Property website at the link below:
http://doa.alaska.gov/dgs/property/property_e_forms.html
4. The FD document will not be approved if a written explanation as to why the fixed asset has been identified as “Salvage”, “Destruction Memo”, or “Impairment-Cap” and Media Disposal Assurance Form (if applicable) are not attached to the FD document.

5. The Property Custodian will submit in IRIS the FD document for review and approval/disapproval.
6. After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can salvage and/or destroy the controlled property.
7. Property shall not be salvaged, destroyed, or disposed of until the State Property Manager approves the FD document in IRIS.

B. PROPERTY NOT TRACKED IN IRIS

1. The Property Custodian or Department Property Officer will forward the State Property Manager a "Property Salvage/Destruction Request" - ([EPF](#)) for review and approval/disapproval.
2. Before the Property Custodian or Department Property Officer submits the "Property Salvage/Destruction Request" - Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) as required on the "Property Salvage/Destruction Request" – Form
3. After the "Property Salvage/Destruction Request" is approved by the State Property Manager, an electronic copy of the approved "Property Salvage/Destruction Request" will be sent to the Property Custodian and Department Property Officer. After an approved "Property Salvage/ Destruction Request" is issued the property can be salvaged and/or destroyed.
4. Property shall not be salvaged, destroyed, or disposed of until the State Property Manager approves the "Property Salvage/Destruction Request" – Form
5. Salvage and/or destruction of property, after approved by the State Property Manager, must be in accordance with state and local regulations and ordinances. Special attention must be given to hazardous items and equipment or other items potentially harmful to the public.

3-3. INTER-DEPARTMENTAL TRANSFERS (Inter-Departmental Transfer: to another department)

Property may be transferred to another department after the State Property Manager has approved the [EPF](#) requested inter-departmental property transfer. Reporting property for inter-departmental transfer is initiated one of two ways:

A. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

1. The Property Custodian will create an FT document in IRIS.
 - a. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.
2. The Property Custodian will upload, as an attachment to the FT document, a copy of the approved Electronic Property Form ([EPF](#)) and if needed, a Media Disposal Assurance Form.

- a. The FT document will not be approved if written confirmation from the receiving department that they approve of the fixed asset transfer, is not attached to the FT document.
3. After the FT document is approved in IRIS by the State Property Manager, the Property Custodian can transfer the controlled property to the receiving department.

B. PROPERTY NOT TRACKED IN IRIS

1. The Property Custodian or Department Property Officer will forward the State Property Manager an "Inter-Departmental Property Transfer Request Form that they approve of the property transfer for review and approval/disapproval.
2. Before the Property Custodian or Department Property Officer submits the "Inter-Departmental Property Transfer Request to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the "Inter-Departmental Property Transfer Request (approval levels will vary from department to department based on internal policies and procedures).
3. After the "Inter-Departmental Property Transfer Request is approved by the State Property Manager, an electronic copy of the approved "Inter-Departmental Property Transfer Form" will be sent to the Property Custodian and Department Property Officer. After an approved "Inter- Departmental Property Transfer Request is issued the property can be transferred.

3-4. TRADE-INS

Departments may replace, upgrade, or receive credit for state property through a trade-in of a like property item. Departments must obtain approval from the State Property Manager before a property item can be traded in. Other department needs will take priority over a trade in request. If the property is excess to the department and there is a need by another department, the State Property Manager may recommend a transfer to another department or that the property be turned in as excess for re-issue to another department.

Departments must follow the appropriate procurement processes as established in AS 36.30, 2 AAC 12 and AAM 81 & 82.

Reporting property for trade-in is initiated one of two ways:

A. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

1. The Property Custodian will create an FD document in IRIS.
 - a. If the property is loaded in IRIS as compensation, the compensation will be updated accordantly, they entire asset does not need an FD created for it.
 - b. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FD document.
2. If needed a Media Disposal Assurance Form will be uploaded to the FD

3. After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can trade in the controlled property.
- B. PROPERTY NOT TRACKED IN IRIS
1. No action is needed.

3-6. DONATIONS

Departments may donate excess property to a government entity or non-profit organization if the excess property cannot be utilized by other departments with excess property needs or is not marketable for sale methods as outlined in this manual. Departments must obtain approval from the State Property Manager before a property item can be donated.

Reporting property for donation is initiated one of two ways:

A. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

1. The Property Custodian or Department Property Officer will forward the State Property Manager a "Donation" - (EPF) for review and approval/disapproval.
2. The Property Custodian will create an FD document in IRIS.
 - a. An explanation of why this donation is advantageous to the SOA needs and what organization it is being donated to be placed in the document description blocks of the FD.
 - b. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FD document.
3. If needed a Media Disposal Assurance Form will be uploaded to the FD
4. After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can trade in the controlled property.

B. PROPERTY NOT TRACKED IN IRIS

1. The Property Custodian or Department Property Officer will forward the State Property Manager a "Donation" - (EPF) for review and approval/disapproval.

3-8. LOANED PROPERTY

Property may be loaned to another department for a period of less than six months without the approval of the State Property Manager. This six-month time frame is necessary to ensure appropriate accountability of property.

- A. Property control of items which are loaned remains with the "loaning" department.
1. Such loans may be subject to internal departmental approval and/or by the Department Property Officer.
 2. No data entry is required in IRIS for items "on loan", but the Property Custodian of the "loaning" department is required to maintain a record of loaned property items.

- a. A [Temporary Hand Receipt](#) should be utilized to keep track of loaned property.
- b. Insure the property authority approves the loan.
 - i. For Property valued \$0 - \$1,000 The Section Managers must sign.
 - ii. For Property valued at \$1001 - \$9,999 The Division Operations Managers must sign.
 - iii. For Property Valued at \$10,000 or above The Division Directors must sign.
- c. [Temporary Hand Receipts](#) must be updated/ renewed every 6 months.

3-9. BARTERS

Departments may replace property through barter for property of equal value with another government entity or a non-profit organization. Such transactions are reviewed on a case-by-case basis and are required to be approved in advance by the State Property Manager.

- A. Barters are not considered a typical property transaction, but this method can be used under certain circumstances if the State Property Manager determines that the proposed barter is in the best interests of the state.
 1. The Property Custodian or Department Property Officer will forward the State Property Manager a "Property Salvage/Destruction Request" - (EPF) for review and approval/disapproval.
- B. Other department needs will take priority over a barter request and when in the state's best interest, the State Property Manager may recommend a direct transfer to another department or that the property be excessed for reissue to another department.

3-10. THE NEGOTIATED SALE OF DUTY WEAPONS TO RETIRING LAW ENFORCEMENT (LEOs)

This program is a combination of tradition and multiple Federal Statues, State Statues, and Departmental procedures. The intent of this program is to bring these Statues and procedures into one comprehensive program which provides an opportunity for retiring State Law Enforcement Officers (LEO) to purchase their service weapon at a depreciated price.

- A. Statues
 1. H.R.3096 - Federal Law Enforcement Officer Service Weapon Purchase Act
 - a. H.R. 3096 allows Federal Law Enforcement Officers in good standing to purchase a retired handgun when that handgun becomes surplus at a fair market value.
 2. Sec. 18.65.340 – Establishes the Department of Administration's authority over the disposition of firearms.

3. AS 36.30.010, .040, .070 / AS 44.68.110 / AAC 20.010-020 Establishes the Department of Administration's authority over the sale, trade, transfer, and disposal of surplus, obsolete, unused, and recyclable property.

B. Program Requirements

1. A State LEO must have a minimum of seventeen (17) years of service with the SOA as a LEO.
2. The LEO must be in good standing with the State, their Department and Division.
3. The LEO may not be currently under investigation for any offence that would prohibit the requestor from owning or possessing a firearm under any and all Federal and or State statutes or laws if found guilty.

C. Process

1. Once a retiring LEO declares their intent to retire, they will contact their respective DPO.
2. The DPO will email the SPM with the service weapon's IRIS FA#.
3. The SPM will calculate the depreciated value of the service weapon and reply to the DPO's email with the purchase price.
4. The requesting LEO will fill out a REQUEST FOR SERVICE WEAPON PURCHASE
 - a. BY RETIRING STATE LAW ENFORCEMENT EMPLOYEE form (Appendix B) and submit it to their Division Director.
5. The Division will verify that the LEO meets all the requirements of section B of this chapter. The Division Director will sign and date the request form signifying that the requesting LEO meets all the above requirements.
6. The form will then go to the DPO who will verify the serial numbers and add any information the form still requires (IRIS FA#, Sales Price).
7. The fully filled out form will be sent to the SPM who will verify the form is filled out correctly and sign it.
8. The DPO will receive a check for the payment of the service weapon and send it to the Property Management Office.
9. Upon receiving the payment, the SPM will fill out an award certificate which will take effect upon the date the LEO is to retire. And email it and the signed request form to the DPO.
10. These forms will be archived in electronic form in the Property Management office indefinitely.
11. The Division Director or a designated representative will issue the LEO their service weapon upon the LEO's retirement date.

D. Definitions

1. Service Weapon is defined as a pistol or revolver.

END OF SECTION 3

SECTION 4. INTRA-DEPARTMENTAL PROPERTY TRANSFER PROCEDURES

This section provides information on transfers of property within a department. Transfers of property within a department do not require approval from the State Property Manager but must follow the guidelines set out in this section.

4-1. INTRA-DEPARTMENTAL TRANSFERS (Intra-Departmental Transfer: within your department)

This section provides information on transfers of property within a department. Transfers of property within a department do not require approval from the State Property Manager but must follow the guidelines set out in this section. Department Property Officers are the final approving authority for intra-departmental property transfers.

Reporting property for intra-departmental transfer is initiated one of two ways:

A. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

1. The Property Custodian will create an FT document in IRIS.
 - a. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.
2. The Property Custodian will submit in IRIS the FT document for review and approval/disapproval.
3. After the FT document is approved in IRIS by the Department Property Officer, the Property Custodian can transfer the property within the department, but not before.

B. PROPERTY NOT TRACKED IN IRIS

This section is a suggested way to track intra-department transfers, DPOs are encouraged to use this section but are not required.

1. Property Custodians will complete an [EPF](#), ensuring they select “Intra-Departmental Transfer” as the Property Action Type.
2. This type of property transfer is at the department’s discretion.

SECTION 5. EXCESS STATE PROPERTY

This section includes information about excess state property and begins with the process by which a department makes excess property available, through the Property Management Office, for reutilization by other departments or sale to the general public. This section also discusses mandatory transfers, disposal of hazardous materials, sale methods, and restrictions on employee participation in bidding/purchasing excess state property.

5-1. EXCESS PROPERTY

- A. Property in useful or serviceable condition but excess to actual need, must be reported to the Property Management Office (this can be accomplished via [EPF](#)).
1. The Property Management Office will instruct departments as to how the excess property will be handled.
 - a. It is not always necessary to physically deliver or "turn in" excess property to the Anchorage surplus property warehouse.
 - b. The Property Management Office may recommend that the excessing department transfer property directly to another state department. Direct transfers are encouraged, and the Property Management Office can provide guidance in this type of coordination.
 - c. The Department may be advised to hold some or all property items pending a possible direct transfer to another department, determination about marketability, or due to the property being sold by one of the methods outlined in this section.
 - d. The excessing department retains the excess property items and is responsible for the safe keeping of the excess property until disposition is completed as directed by the State Property Manager.
- B. DEPARTMENT PROCEDURES
1. Departments may establish their own procedures for identifying property that is excess and should determine that a need for the property does not exist elsewhere in their own department before reporting the property as excess to the Property Management Office.
 2. Property known to be excess must not be held for the purpose of donation to a non-profit organization or to another government agency or trade-in on new property except as provided in Section 3-5 entitled "Trade-Ins."
 3. Once a property item is reported as excess, it cannot be further used, cannibalized, or moved from its reported location without prior written approval from the State Property Manager.
- C. Reporting excess property that will be taken to the Anchorage surplus property warehouse is initiated one of two ways:

1. PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- a. Property Custodian will complete an [EPF](#), listing all property to be turned in, and ensuring the Anchorage Surplus Property Warehouse's address of 2400 Viking Dr, Anchorage AK 99501 is entered as the property intended new location.
 - i. The Property Custodian will get the needed department approvals and forward the [EPF](#) to the Anchorage Property Warehouse for approval and arrange a delivery date.
- b. Once the Surplus Property Warehouse approves, the Property Custodian will create an FT document in IRIS for each item and list the FT document number on the approved [EPF](#).
 - i. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.
- c. All electronic devices containing a "hard drive" must include a [Media Disposal Assurance Form](#) filled out and signed by OIT personnel.
- d. The Property Custodian will submit in IRIS the FT document for review and approval/disapproval.
- e. Once received at the Surplus Property Warehouse the FT will be approved by the State Property Manager in IRIS.

Note: All transportation will be set up and paid for by the Department surplusing property.

D. Reporting excess property outside of the Anchorage area is initiated one of two ways:

2. Property in IRIS

- a. Property Custodian will complete an [EPF](#), listing all property to be turned in, and ensuring "Online Auction" is selected as the Property Action Request.
 - i. The Property Custodian will get the needed department approvals and forward the [EPF](#) to the Juneau Property Office along with detailed photos of the property to be auctioned.
3. Once the Juneau Property Office approves, the Property Custodian will create an FT document in IRIS for each item and list the FT document number on the approved [EPF](#).
 - ii. IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.

4. All electronic devices containing a “hard drive” must include a [Media Disposal Assurance Form](#) filled out and signed by OIT personnel.
5. The Property Custodian will submit in IRIS the FT document for review and approval/disapproval.
6. Once received, the FT will be approved by the Anchorage Property Warehouse staff and the State Property Manager in IRIS.
7. The Anchorage Property Warehouse will complete an FD once the Property is sold or disposed of.

2. PROPERTY NOT TRACKED IN IRIS

- A. Property Custodian will complete an [EPF](#), listing all property to be turned in, and ensuring the Anchorage Surplus Property Warehouse’s address of 2400 Viking Dr, Anchorage AK 99501 is entered as the property intended new location.
 1. The Property Custodian will get the needed department approvals and forward the [EPF](#) to the Anchorage Property Warehouse for approval and arrange a delivery date.
 2. Once approved by the Anchorage Property Warehouse the disposing department will arrange and pay for transportation of the property to 2400 Viking Dr. Anchorage Alaska.

5-2. MANDATORY TRANSFERS

PROPERTY MANAGEMENT OFFICE AUTHORITY

- A. The State Property Manager may initiate a mandatory transfer when a department possesses property items that appear to be in excess of existing needs and a need exists in another department.
- B. When the State Property Manager determines a property transfer is appropriate, the Department Property Officer of the department with excess property will be contacted and advised that a mandatory transfer may be considered.
- C. If the Department Property Officer determines that a further need exists within the holding department, the State Property Manager should be advised in writing.
- D. The State Property Manager will review all pertinent reports, data, and correspondence from the Department Property Officer to determine what disposition is in the best interest of the state and will advise the Department Property Officer if the property item(s) will be retained, excessed, or transferred.
 1. While the final determination rests with the State Property Manager, proper consideration will be given to a statement indicating "near future" need from the Director of a state agency requesting retention of property items addressed in this provision.

5-3. Reutilization

The goal for the State’s reutilization program is to cut costs state-wide and allow departments to utilize surplus from other departments.

- A. All sections within each department will report all surplus property to their respective DPO. The DPO will then broadcast to all other department DPOs their list of surplus property.
- B. If another department can utilize the surplus, see section 3-3 of this manual.
- C. If no department requests the surplus, see section 5-3 of this manual.

5-4. Search and Rescue First Right of Refusal Program

- A. Though an Act known as the Ellie Mae Act (SB-95), the Alaska Legislator has added section (c) to AS 44.68.110 giving volunteer search and rescue (SAR) teams the right of first refusal to State of Alaska surplus property that may assist in carrying out search and rescue services.
- B. Requirements for participation
 - a. To participate, groups must be recognized under AS 18.60.120, and fall into one of the below categories:
 - i. Non-profit organizations per AS 10.20.005, or
 - ii. Municipality, as defined by AS 29.04.010, that hosts and charters a SAR group, or
 - iii. Native village council as defined by AS 46.07.80, AS 44.33.755, and 43 U.S.C. 1613(c)(3) (Sec. 14(c)(3) of the Alaska Native Claims Settlement Act, that hosts and charters a SAR group.
 - b. The State’s Property Management Office (PMO) will verify all organizations requesting participation prior to enrollment.
- C. Enrollment process
 - a. Organization will fill out the application form (SAR Team First Right of Refusal Program Application) in its entirety and submit the application to the State Property Management office via email.
 - b. Only two (2) members of organizations as prescribed in part B of this section may be registered at one time for this program.
- D. Auction
 - a. Locations
 - i. Auctions may be conducted with property throughout the State, it is important that participants check the location of the property prior to bidding.
 - b. Duration

- i. Auctions will run for no more than 7 days.
 - c. Reserve price
 - i. The State of Alaska and its Departments reserve the right to set reserve prices on all property.
 - d. Payment
 - i. Payment must be made within five (5) business days from the time and date of the Buyer's Certificate.
 - e. Pickup
 - i. All assets must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate.
 - ii. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property except for USPS flat rate shipping when respective label is emailed. Under no circumstances will the State assume responsibility for packing, loading, or shipping. Property may be removed by appointment only and during normal business hours. Appointments must be made at least twenty- four (24) hours in advance.
 - iii. The Buyer shall reimburse the Seller for any damage to State of Alaska property resulting from the removal of property.
 - iv. The Buyer cannot perform maintenance on property purchased on State of Alaska property.
 - v. If someone other than the Buyer is picking up property, the Buyer is responsible for sending the Seller authorization in writing (letter or e-mail) for the third party picking up the property. The third party will be required to show photo ID confirming they are authorized to pick up the property.
 - f. Warranty
 - i. All property is offered for sale 'AS IS, WHERE IS.' State of Alaska, Department of Administration, Division of General Services makes no warranty, guaranty, or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. Please note that upon removal of the property, all sales are final.
- E. Use and Ownership of property.
- a. Ownership of property falls to the sponsoring organization after sale.
 - b. Member organizations must use property obtained via this program for six (6) months prior to selling, donating, or dissuading it.
 - c. Member organizations shall not allow any property purchased under this program to be used for personal use.
- F. Violation of any of the above stipulations may result in suspension of an organization and all its members ability to participate in the SAR Team First Right of Refusal Program.

5-5. SALES

- A. The Property Management Office uses three primary methods to offer excess marketable property to the general public:
1. Online auctions
 - a. Online auctions are used when it is advantageous to sell excess property from its current location. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the excess property is sold or a decision is made by the State Property Manager for transfer or disposal. A department with excess property may submit an Online Auction Request Form requesting that the property be sold through the online auction process (see Section 3-4 entitled “Online Auctions”).
 2. Negotiated sales.
 - a. Negotiated sales are used when it is advantageous to set the price of an excess property item at fair market value or a percentage of the value of the property. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the negotiated sale is complete. A department with excess property which it knows to be of use to a government entity or non-profit organization may submit a Negotiated Sale Request Form requesting that the property be sold to a particular organization.

5-6. HAZARDOUS MATERIALS

A. DEPARTMENT RESPONSIBILITY

4. The Property Management Office will not accept or assume responsibility for hazardous or toxic materials from state agencies, including such materials which may be part of a state building.
5. A list of hazardous materials that the Property Management Office will not accept includes but is not limited to:
 - a. Paint
 - b. Oil
 - c. Batteries
 - d. Solvents
 - e. Asbestos
 - f. Cleaning agents
 - g. Flammable materials
 - h. Toxic materials
 - i. Explosives
3. Proper storage and disposal of hazardous or toxic materials is the responsibility of each department. Contact the United States Environmental Protection Agency, Alaska Department of Environmental Conservation, and/or local municipalities for a list of hazardous or toxic materials, proper treatment, storage, and disposal methods.

5-7. RESTRICTIONS ON WHO CAN PURCHASE

- A. A state employee and family members residing with the employee are not eligible to bid on or purchase excess state property if any one of the following applies:
1. The employee is directly involved in the operation or policy making of the Property Management Office
 2. The employee is directly involved at any level in the decision-making process which ultimately resulted in the excess property being sold - Under these circumstances, the employee may not make an agreement with another person to purchase the excess property items for the employee - The employee may bid on or purchase other excess property items in which the employee had no part in the excessing process or decision making.
 3. The employee is declared ineligible to bid on or purchase excess state property by the employee's department, for whatever reasons the department makes such declaration -It is the employee's responsibility to confirm his/her eligibility prior to bidding on or purchasing excess state property.
- B. The Executive Branch Ethics Act (AS 39.52) provides ethical guidelines for state employees. The Department of Administration cannot confirm any employee's eligibility to bid on or purchase excess state property. In the event of any investigation resulting from complaints or questions regarding excess property sale results, each bidder/purchaser bears sole responsibility for his/her actions.

END OF SECTION 5

SECTION 6. PHYSICAL INVENTORY

- A. The Department of Administration derives its authority to direct physical inventories from Alaska State Statute 37.05.160.
 - 1. This statutory authority is through the Division of General Services, Property Management Office.
 - 2. The State Property Manager is tasked with the conduct and operation of the Property Management Office.
 - 3. Periodic physical inventories are a component of good stewardship of public funds and assets and are required by state statute.
 - b. In certain cases, alternative inventory procedures may be necessary based upon unique circumstances within a department.
 - c. If so, any alternative procedures must be submitted in writing to the State Property Manager for approval.
 - 4. The Department Property Officer is responsible for planning, supervising, and completing the physical inventory of their department, consistent with the record keeping requirements set forth by the Property Management Office.

GENERAL PROCEDURE

- A. Property Custodians and Department Property Officers can download property inventory reports from the Alaska Data Enterprise Reporting (ALDER) system.
 - 1. The Property Management Office is not responsible for providing department personnel with approval to access ALDER.
 - 2. Approval to access ALDER must be obtained at the department/division level.
- B. Property items on the property inventory report must be located and the information on the property inventory report verified and corrected if necessary.
 - 1. Routing of the property inventory report within the department and planning for the physical property inventory is the responsibility of the Department Property Officer.
- C. A full guide for Annual Inventories is located at <https://doa.alaska.gov/oppm/property/pdf/PhysicalInventoryProceduresGuide.pdf>

END OF SECTION 6

SECTION 7. MISCELLANEOUS PROVISIONS

This section will discuss types of property that require special handling including unclaimed and seized property, firearms, official use vehicles and equipment, and telecommunications equipment.

7-1. UNCLAIMED AND SEIZED FIREARMS

- A. The Department of Public Safety, Supply Office in Anchorage, is responsible for the sale of all firearms through a contracted third party.
 - 1. The Supply Office will assign an individual as a Firearm Property Custodian. The Supply Office will take custody of all firearms from evidence custodians, investigative officers, and other departments.
 - 2. An "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 identifying the firearm and serial number(s) must accompany all firearms received from non-Department of Public Safety employees. The Firearm Property Custodian will verify the accuracy of the serial number(s) before accepting the firearm(s).

7-2. OFFICIAL USE VEHICLES AND EQUIPMENT

- A. The Department of Transportation and Public Facilities, State Equipment Fleet has been delegated responsibility for the management and physical inventory of official use vehicles, equipment, and related attachments.
- B. This includes but is not limited to:
 - 1. procurement,
 - 2. inventory control,
 - 3. titling,
 - 4. and assigning vehicle plates.
- C. The State Equipment Fleet uses the Equipment Management System for management, inventory, and billing purposes.
- D. Official use vehicles include:
 - 1. all state owned and leased on and off highway vehicles/equipment,
 - 2. heavy construction equipment and attachments,
 - 3. trailers,
 - 4. and other tow-type units.
- E. All vehicles, equipment and related attachments are processed through the regional State Equipment Fleet offices.

F. The regions also process all transfers, excess, and turn-ins. A list of regional State Equipment Fleet offices is provided at the end of this section.

G. There are separate policies and procedures for the State Equipment Fleet.

1. These policies and procedures are available at the following link:

http://www.dot.state.ak.us/admsvc/pnp/policy_and_procedures.shtml#11

7-3. TELECOMMUNICATIONS EQUIPMENT

This section is pending information from Enterprise Technology Services and will be updated at a later date.

Note: For any questions regarding telecommunication equipment property transactions and inventories please contact the State Property Manager.

7-4. E-Waste Policy

Due to the high volume of electronic waste (E-Waste) the SOA produces and the State's commitment to the environment, the Property Management Office adopts the following policy to be used within its statutory authorization by all SOA Departments.

All electronic waste (see below for description) will be disposed of in one of the following ways:

1. Asset Recovery Program, this includes but is not limited to Dell Asset Recovery Program and similar commercial programs.
2. Reutilization by SOA departments.
3. Sale via the SOA's Surplus Property Program.
4. Recycling via a repairable electronics recycling center.

This policy mirrors that of the U.S. General Services Administration (GSA) policy as outlined in GSA bulletin B-34 and is outlined in GSA press release dated March 1, 2012.

Electronic waste includes, but is not limited to copiers, telephones, fax machines, and communication equipment; electronic equipment components; electrical and electronic properties measuring and testing instruments; digital cameras; desktop and laptop/portable computers, computer monitors, displays, printers, peripherals, and electronic components. televisions and other displays; and other items that clearly utilize solid-state electronics technology or vacuum tubes to perform.

A. Statues

1. H.R.3096 - Federal Law Enforcement Officer Service Weapon Purchase Act

- a. H.R. 3096 allows Federal Law Enforcement Officers in good standing to purchase a retired handgun when that handgun becomes surplus at a fair market value.
 1. Sec. 18.65.340 – Establishes the Department of Administration’s authority over the disposition of firearms.
 2. AS 36.30.010, .040, .070 / AS 44.68.110 / AAC 20.010-020 Establishes the Department of Administration’s authority over the sale, trade, transfer, and disposal of surplus, obsolete, unused, and recyclable property.

END OF SECTION 7

SECTION 8. PROPERTY TRANSACTION FORMS

The four property forms used by the Property Management Office are identified in this section. These forms are explained throughout this manual and include instructions on each form.

8-1. OVERVIEW

A. Mandatory forms

1. Excess Building form <https://aws.state.ak.us/ExcessBuildings/>
2. Media Disposal Assurance Form
<https://doa.alaska.gov/oppm/property/pdf/Media%20Disposal%20Assurance%20Form.pdf>
3. Temporary Hand Receipt with Instructions
<https://doa.alaska.gov/oppm/property/pdf/Temporary-Hand-Receipt-with-Instructions.pdf>
4. Forms Stock Release” - [Form 02-591](#) Order Property Tags
5. Property Control Data Collection Form - [Form 02-623](#)
6. Electronic Property Form (EPF) <https://www.jotform.com/70934998395174>
 - a. EPF has replaced the following forms:
 - i. “TAR” - Inter-Departmental Property Transfer Authorization and Report - Form 02-622
 - ii. "LSD" - Lost-Stolen-Damaged Property Review - Form 02-627
 - iii. "PSD" - Property Salvage/Destruction Request - Form 02-610
 - iv. Online Auction Request Form
 - v. Trade-In Request Form
 - vi. Donation Request Form
 - vii. Negotiated Sale Request Form
 - viii. Barter Request Form

END OF SECTION 8

SECTION 9. FEDERAL SURPLUS PROPERTY PROGRAM

State agencies and other qualified entities can take advantage of the cost savings to be found through the reutilization of federal surplus property that is no longer needed by the federal government. The Property Management Office manages the Alaska Federal Surplus Property Program.

9-1. OVERVIEW

The Property Management Office administers a self-supporting Federal Surplus Property Program in accordance with Public Law 94-519 and the Alaska State Plan of Operations. Federal surplus property within Alaska and from areas worldwide is available to state agencies and other qualified entities through the Property Management Office. The Property Management Office is the only state agency in Alaska authorized by the United States General Services Administration to handle federal surplus property transfers. The Property Management Office's responsibilities include screening and obtaining federal surplus property, transferring federal surplus property to qualified entities, marketing to increase participation, training to help state agencies and qualified entities locate and obtain federal surplus property, and monitoring and compliance checks to assure use of federal surplus property complies with federal regulations.

9-2. FREQUENTLY ASKED QUESTIONS

Q: What is the Federal Surplus Property Program?

A: The Federal Surplus Property Program is a program which screens, receives, and re-issues federal surplus property to state and public agencies, native villages/corporations, certain non-profit organizations (health, educational, and programs for the elderly, impoverished, and homeless), public airports, 8A organizations, and certain educational activities of special interest to the armed services. The Federal Surplus Property Program saves taxpayer dollars by enabling eligible organizations the ability to purchase and reutilize federal surplus property for nominal service fees.

The Federal Property Assistance Program was created by Congress in 1949 with the enactment of Public Law 94-519. The law enables eligible organizations to obtain federal surplus property. As part of Public Law 94-519, state governments are delegated the responsibility to administer the federal property program through their individual state's "State Plan of Operations." The State of Alaska is pleased to be a part of this valuable service.

Q: Where does the federal surplus property come from?

A: Available federal surplus property comes from various United States government installations worldwide. Most of the property that the Alaska Federal Surplus Property Program screens comes from military bases and government installations located in Alaska. The Property Management Office also has a federal property warehouse that eligible organizations can visit.

Q: The federal property warehouse is located at the following physical address:

A: Office of Procurement and Property Management

Property Management Office
2400 Viking Drive
Anchorage, AK 99501

Q: What types of federal surplus property items are available?

A: Property that may be available includes but is not limited to:

- i. Gym equipment
- ii. Musical instruments
- iii. Hardware, tools, and equipment
- iv. Building materials
- v. Motorized vehicles
- vi. Heavy equipment
- vii. Marine equipment and vessels
- viii. Aviation equipment and aircraft

Q: What organizations are eligible to participate in the Alaska Federal Surplus Property Program?

A: Organizations and activities that are eligible to obtain federal surplus property include:

- i. State departments
- ii. Public agencies
- iii. Native villages/corporations
- iv. Certain non-profit organizations (health, educational, and programs for the elderly, impoverished, and homeless)
- v. Public airports
- vi. 8A organizations
- vii. Certain educational activities of special interest to the armed services

Q: How do eligible organizations become approved to participate in the Alaska Federal Surplus Property Program?

A: Eligible organizations need to submit a completed federal application for eligibility to the Property Management Office for review and approval/disapproval. A federal application for eligibility can be downloaded from the Office of Procurement and Property Management, Property website at the following link: <https://doa.alaska.gov/oppm/property/federal.html>

After the Property Management Office has approved the federal application, the approved organization will be notified, and they can begin obtaining federal surplus property. Approved organizations should forward their property requests to the Federal Property Allocation Officer. The Federal Property Allocation Officer will work with departments to obtain the requested property.

Q: Are there any costs associated with this program?

A: Yes. Service and handling charges are placed on all federal surplus property which is distributed through the Alaska Federal Surplus Property Program. The fees are based on total expenses in acquiring, transporting, warehousing, transferring, and other contributing cost factors.

Q: Are there restrictions on the use of federal surplus property?

A: Approved organizations (referred to as “donees” by the federal government) that have obtained federal surplus property through the Alaska Federal Surplus Property Program are required to abide by the restrictions and requirements cited below:

- i. Property must be used for the program approved for participation in the Alaska Federal Surplus Property Program
 - b. All property must be placed into use within the first year of possession.
 - c. All property must be used for a minimum 12-month period from the date it is placed into use.
 - d. Property valued at less than \$5,000 in original acquisition cost has a restriction period of 12 months from the date the federal surplus property is placed in use.
 - e. All vehicles and property valued at more than \$5,000 in original acquisition cost are striction period of 18 months from the date the federal surplus property is placed in use.
 - f. Aircraft and vessels longer than 50 feet have a restriction period of 60 months (5 years) from the date the federal surplus property is placed in use.
 - g. 8(A)’s are subject to the United States Small Business Administration’s rules and regulations governing federal surplus property - 8(A)’s shall abide by the federal surplus property restriction periods mandated by the United States Small Business Administration, unless the restriction period is less than the restriction period mandated by the United States General Services Administration - In such case, the restriction period mandated by the United States General Services Administration shall prevail
 - h. Donee organizations do not obtain ownership to property designated “perpetual use” by the federal government - The compliance period is considered to be “perpetual” or ongoing on these property items.
 - i. Donee organizations have conditional ownership of federal surplus property during the restriction period - Full ownership to the property will vest in the donee only after the donee has met all the requirements of the restriction period and requirements as set forth in the “Donee Certifications & Agreements” section of the federal application for eligibility.
 - j. If the property is not being used or handled as required, the donee will be required, at its own expense, to return the property to the Alaska federal surplus property facility or another donee, as instructed by the Federal Property Allocation Officer

- k. The property may not be modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period - If property is modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period, the donee may be subject to penalties and fines as well as possible state or federal prosecution.
- l. Donee organizations must allow state and federal program staff and auditors to perform scheduled and unscheduled onsite property compliance visits and access to records and financial statements, as necessary, to ensure property is being used as required and for audit purposes.
- m. Donees are required to complete compliance reports regarding property use as a condition of participating in the Alaska Federal Surplus Property Program

END OF PROPERTY CONTROL MANUAL

Appendix A



Memorandum

To: State Property Manager

From: (Assigning Supervisor)

Date: (Date)

Subject: Assignment of Department Property Officer Duties

On this date, (Persons Name) is assigned the duties of Department Property Officer (DPO) for the Department Of (Insert your department).

I certify that (Persons Name):

- B. That the newly assigned DPO has a good understanding of the SOA policies for property management.
- C. That the newly assigned DPO has the needed time, support, cooperation, training, and ability to complete all needed functions as outlined in this manual.

Cc:

