



Meat Grading & Certification Branch

REPORTING LOST OR STOLEN EQUIPMENT

This instruction outlines responsibilities and procedures for reporting lost or stolen inventorial and non-inventorial equipment.

Lost or Stolen Non-inventorial Equipment:

Graders: Inform your immediate supervisor of any lost or stolen non-inventorial equipment. Contact the Meat Grading and Certification (MGC) Branch Office for replacement. In instances of excessive replacement of non-inventorial equipment due to loss or theft, graders may be held financially liable for replacement cost of the non-inventorial equipment.

Lost or Stolen Inventorial Equipment:

Graders: Inventorial equipment believed to have been lost during the course of a regular work assignment should be reported to the grader's supervisor. Immediately report known stolen inventorial equipment to your supervisor, the Federal Bureau of Investigation (FBI), local police, and the MGC Branch Office Equipment Officer (EO).

Grader or SMG: Prepare an original and two copies of Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Include all documentation with FBI and/or local police concerning incident. Send completed report to the EO at the MGC Branch Office.

EO: Determine whether or not negligence is involved. If circumstances indicate loss was obviously **not** due to negligence, check box 1a of Section II on AD-112, sign and date in boxes 2 and 3 of Section II. Retain original for records. Make one copy and send to grader. No payment from grader is required.

If circumstances indicate possible negligence, request additional written information from the grader and assemble a board of survey made up of any three MGC Branch supervisors.

Board of Survey: Determine if negligence was involved based on available information.

EO: Check box (s) b, c, or both of Section II on AD-112 as appropriate, and sign and date in boxes 2 and 3 of Section II. Make any necessary changes in property records. Write in amount to be collected from employee in Section I, 3c, Acquisition Cost. Retain original for records, and send one copy to grader. Make arrangements to collect payment in the form of a check or money order payable to USDA, AMS.

Listing of Lost or Stolen Equipment

Grader or SMG: If equipment or product bearing imprints from the below equipment is observed, immediately report the incident to the MGC Branch Office. Do not take steps to secure lost or stolen equipment or products bearing imprints from such equipment unless directed by the MGC Branch Office. Forward a detailed written report of the incident to the MGC Branch Office.

USDA Shield Type Rollers:

AR, CI, CK, CR, CS, CT, EFN, EFT, FG, FWX, GQ, GU, HE, HS, HV, HW, KLG, KLS, LO, MST, NE, NH, NJ, NY, OH, OPN, OST, OW, PN, RI, RL, SC, SU, UU, UWX, VK, VW, VWX, YO, YP, YZY, ZF, ZI, ZS.

Accepted As Specified (Bronze):

AB, BN, CT, CWX, EFI, EFP, EFS, EU, FST, FWX, HV, HW, KLI, KLS, MST, NJ, OW, STE, UE, US, UU, UVK, UWX, VK, VW, VX, WXW, YO, ZF, ZS.

Accepted As Specified (Rubber):

AF, BN, CT, CWX, EFB, EFI, EFP, EFW, EFX, EU, FST, GZ, HV, HW, KH, KLG, KLI, KLS, KLV, KZ, MST, NH, NJ, OI, OW, PC, STE, SV, TW, UE, UU, UVK, UZ, VK, VW, VX, WR, WXW, YO, ZF, ZS.

USDA Shield:

AF, AH, AM, BN, CT, CWX, DI, EFL, EFP, EFX, EU, EW, FST, GZ, HQ, HV, HW, IJ, IL, JC, JT, JX, KLG, KLI, KLS, KLV, KS, MST, MX, NC, NH, NJ, OI, OPD, OPP, OW, PM, PS, PV, QH, QZ, SC, SE, STE, TW, UE, UU, UVJ, UVK, UZ, VK, VW, WD, WXC, WXP, WXW, XF, YO, ZF, ZS.

Examined As Certified (Rubber):

VX

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REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.

DATE

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- | | |
|--|---|
| <input type="checkbox"/> Unserviceable | <input type="checkbox"/> Lost or Stolen |
| <input type="checkbox"/> Obsolete | <input type="checkbox"/> Cannibalized for parts |
| <input type="checkbox"/> Damaged | <input type="checkbox"/> Destroyed |
| | <input type="checkbox"/> Others |

2. REPORTING ACTIVITY *(Show agency, unit and address)*

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D

4. NAME IN PRINT AND SIGNATURE
OF CUSTODIAN

DATE

5. NAME IN PRINT AND SIGNATURE
OF ACCOUNTABLE PROPERTY OFFICER

DATE

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
- b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
- c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. | <ul style="list-style-type: none"> <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i> |
|---|---|

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

2. DATE

3. SIGNATURE OF WITNESS

4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*

2. DATE

3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*

4. DATE