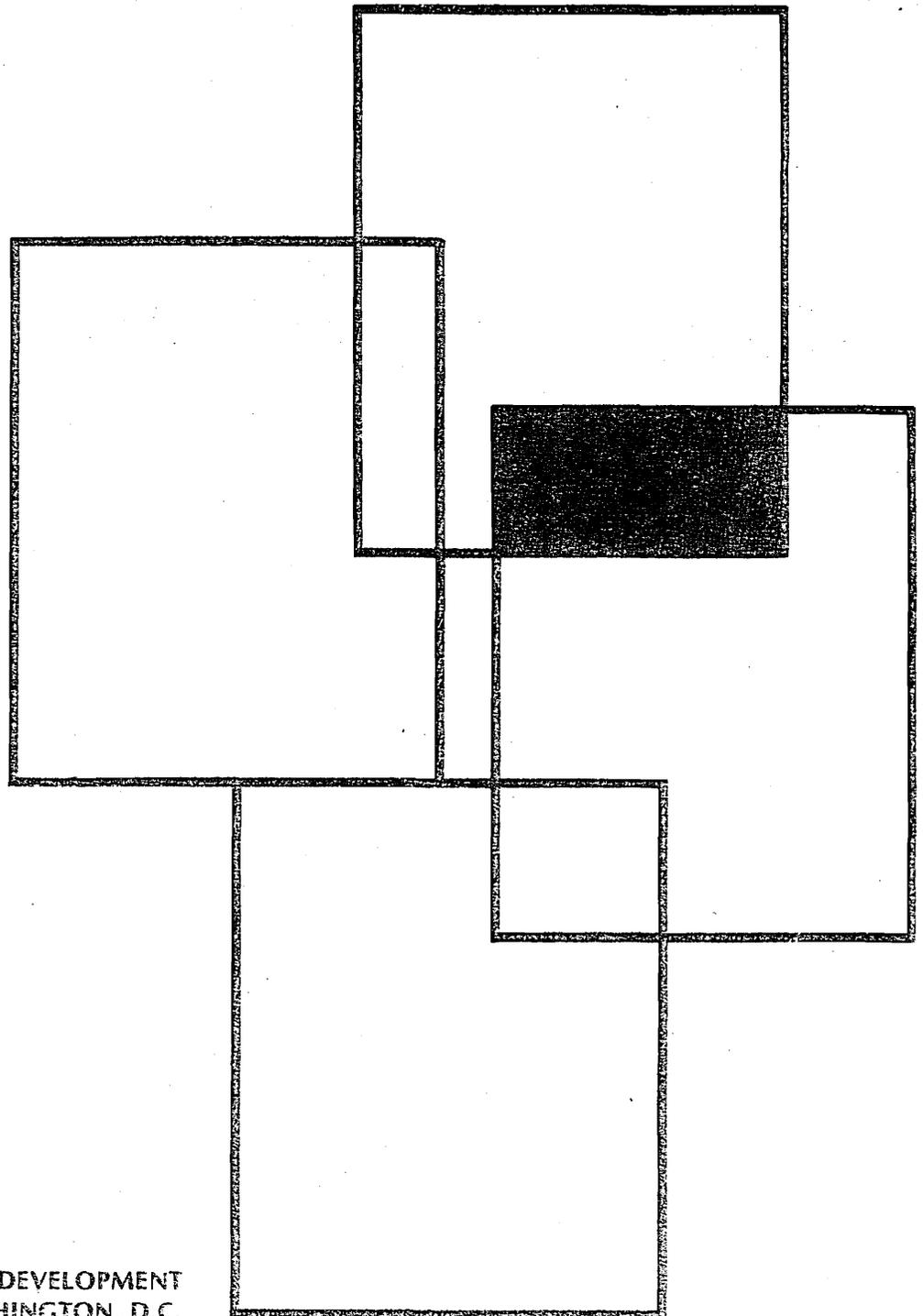


Excess Property



AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE	TRANS. MEMO NO.
	December 18, 1986	16:13

OBSOLETE as of 1986

MATERIAL TRANSMITTED:

Handbook 16 - Excess Property

New Handbook Index

Jenni Deery
875-1101
for questions

The Master Index has been updated as of August 30, 1986. As a consequence of being a direct extract from that document, this individual handbook index provides additional citations to topics that are also covered in other Handbooks. Included as part of this index are instructions as to how to use the index.

SUPERSEDES:

Any existing index material in this Handbook.

FILING INSTRUCTIONS:

1. Remove superseded material as indicated under SUPERSEDES.
2. File the attached in their appropriate places.
3. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside TM 16:13.

* * * * *

KEEP THIS TRANSMITTAL MEMORANDUM, which has an up-to-date Checklist for this Handbook on the back. File this TM 16:13 in the front of the Handbook binder; discard TM sheet 16:12.

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Address questions about this Handbook to M/SER/IRM/PE.

KEEP YOUR AID HANDBOOK UP-TO-DATE

CHECKLIST FOR HANDBOOK 16
EXCESS PROPERTY

AUTHOR OFFICE: SER/CM/EPD/WLB

<u>DATE</u>	<u>MATERIAL TRANSMITTED</u>	<u>TM NO.</u>
2-5-82	Entire Handbook (Revised),	16:10
Aug. '86	New Handbook Index	16:13

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK 16

EXCESS PROPERTY

(TM 16:10)
2-5-82

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CHAPTER 1
INTRODUCTION

- 1A. It is the policy of the U.S. Government to make effective use of all property procured with Federal funds. To carry out this policy, Federal agencies are required to make available to other agencies property which becomes excess to their needs.
- 1B. As a Federal agency, AID is eligible to acquire such property for use in its assistance programs. Additionally, the Congress in the Foreign Assistance Act of 1961 (FAA), as amended, has directed that excess property should be utilized wherever practicable in lieu of the procurement of new items for United States-assisted projects and programs. It has further authorized the use of excess property to complement other forms of assistance provided under Part I of the FAA.
- 1C. When used wisely and carefully, excess property can be exceptionally valuable to the United States and the less developed countries in attaining development objectives. It can be used as a substitute for new procurement in AID loan and grant projects, as added resources for such projects to make limited funds go further, or as nonproject assistance for the public sector of the recipient country.
- 1D. Excess property becomes available throughout the United States and in many foreign countries, especially where U.S. Armed Forces are stationed. Some excess property is nearly new. Other property has been used extensively, but can be reconditioned before or after it is received by the recipient and can provide many years of useful service.
- 1E. This Handbook sets forth policies, procedures, and guidance on AID's excess property program and a glossary of terms and reference material used in the program. Attachment A to this Handbook contains definitions of terms used in AID's excess property program. Attachment B sets forth pertinent references.

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CHAPTER 2

P O L I C Y

- 2A. Excess property is to be used in the U.S. foreign assistance program as a substitute for new procurement whenever it is practical and possible to do so. It may also be used to complement other forms of assistance being furnished aid recipients under Part I of the FAA. In certain circumstances, it may also be provided to non-AID recipients (friendly countries, international organizations, the American National Red Cross, and registered voluntary agencies) in accordance with the provisions of Section 607(a) of the FAA.

- 2B. Although varying charges are made for reconditioning, shipping, and other services incident to the transfer of excess property, excess property can be obtained and put to good use at costs substantially lower than those for new property. Because the economics of excess property can make it very attractive in certain situations, particular care is to be exercised in approving excess property requests from recipients to be sure that a real need exists and that the recipient can and will put the property to good use.

- 2C. In acquiring excess property for use under Part I of the FAA, loan borrowers and Missions are required to take active steps to obtain excess property as a substitute for new procurement when plans are being made for the procurement of major items of property.

- 2D. Acquisition of excess property for use in accordance with the provisions of Section 607(a) of the FAA should be made so as to satisfy to the maximum extent practicable known and funded project or program requirements of the recipient.

- 2E. Excess property may be provided as program assistance for use in the recipient country's public sector as well as for any other approved loan or grant project. AID does not provide excess property for use in the private sector or under that portion of a "commodity import program" which is intended for resale within the recipient country. However, excess property may be provided to the American National Red Cross or a registered voluntary agency for use in, but not for retransfer to, the private sector during the property's period of accountability.

- 2F. AID does not provide excess property for use as support of public safety activities either during or after the period of accountability.

- 2G. AID does not provide excess property for use by the recipient country's military services either during or after the period of accountability.

- 2H. AID's excess property program as set forth in this Handbook does not permit acquisition of such property for use in the United States; however, requests for exception to this policy may be submitted to AID/W for consideration on a case-by-case basis.

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CHAPTER 3
DIVISION OF AID'S EXCESS
PROPERTY PROGRAM

3A. AID's program for acquisition and utilization of U.S. Government-owned domestic excess property and foreign excess property is divided into the following:

1. Section 608 Program

a. AID-Financed Loan Segment - See 5B2 for domestic excess property acquisition priority.

b. AID-Financed Grant Segment - See 5B4 for domestic excess property acquisition priority.

c. Recipient-Financed Segment - See 5B5 for domestic excess property acquisition priority.

2. Situs Country Program

a. AID-Financed Segment.

b. Recipient-Financed Segment.

* 3B. Under the Section 608 Program, the Office of Commodity Management's Government Property Resources Division (SER/COM/GPR), New Cumberland, Pennsylvania, acquires available domestic excess property and foreign excess property from the holding activity and, upon request, furnishes the property on a reconditioned or unreconditioned basis to borrowers (AID-Financed Loan Segment), to grantees (AID-Financed Grant Segment), and to Section 607(a) recipients (Recipient-Financed Segment). Chapter 6 provides specific instructions about the Section 608 Program and delineates Agency procedures for ordering excess property from the Government Property Resources Division (SER/COM/GPR), New Cumberland, Pennsylvania. *

3C. Under the Situs Country Program, Missions (AID-Financed Segment) and Section 607(a) recipients (Recipient-Financed Segment) acquire available situs country excess on an "as is" basis directly from the holding activity. Chapter 7 provides information on the acquisition of situs country excess. Chapter 7 is of particular concern to Missions located in countries in which U.S. Armed Forces are stationed.

3D. Attachment C sets forth the distinguishing features of the Section 608 Program and the Situs Country Program.

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CHAPTER 4
RESPONSIBILITIES

4A. General

The General Services Administration (GSA) exercises overall direction of the U.S. Government domestic excess property utilization program. The owning agency exercises direction and control of its foreign excess property.

4B. AID Excess Property Organization

- * 1. The Office of Commodity Management's Government Property Resources Division (SER/COM/GPR), New Cumberland, Pennsylvania, is the AID central staff office for excess property matters. COM/PP establishes AID excess property utilization policies and procedures. COM/GPR administers the Section 608 Program and the Revolving Fund authorized by Section 608 of the FAA which provides for the acquisition, reconditioning, and storage of excess property in advance of a firm need for the property in the foreign assistance program. Missions provide surveillance relative to their Situs Country Programs. The Section 608 Program is implemented by COM/GPR, New Cumberland, Pennsylvania, and its AID Field Offices in the United States and overseas as follows:

a. United States - AID Field Office, New Cumberland, Pennsylvania; AID Field Office, Salt Lake City, Utah; and AID Field Office, Lathrop, California.

b. Overseas - AID Field Office, Kaiserslautern, Germany, and AID Field Office, Panama City, Panama.

Specific functions of the organizational elements of COM/GPR are set forth in Chapter 18, Bureau for Program and Management Services, of Handbook 17 - AID Organization.

2. Each Geographic Bureau is required to designate a Bureau Excess Property Officer to coordinate excess property activities within its assigned geographical area. *

3. Each Mission is required to designate an Excess Property Officer who is responsible for coordinating all excess property activities

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within the country. The Excess Property Officer is responsible for assuring that all recipients of AID-financed assistance give full consideration to the acquisition and utilization of excess property instead of new procurement or as a supplement to AID-financed assistance, beginning with the earliest phase of the material requirements programming cycle. As an optimum, functions of the Excess Property Officer are to include the following:

- a. Is responsible for advising the cooperating-country government for the establishment and administration of an adequate system for the in-country management of excess property.
- b. Provides advice and guidance concerning policies and procedures applicable to AID's excess property programs.
- c. Screens all items proposed for new procurement with the appropriate technical officer to determine the feasibility of substituting excess property for new procurement or supplementing AID-financed assistance.
- d. Prepares or assists in the preparation of requests for availability of Section 608 excess property.
- * e. Executes the Section 607(c) certifications prescribed in 5A1a and 5A1b for excess property being acquired under the Section 608 Program.
- f. Arranges for and monitors the arrival inspection of all excess property acquired under the Section 608 Program immediately following receipt of such property in the country.
- g. Executes the Section 607(c) certifications prescribed in 5A1a, 5A1b, and 5A1c for excess property being acquired under the Situs Country Program.
- h. Arranges for and monitors the inspection and transfer of all situs country excess acquired under the Situs Country Program.

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* Revised and new material

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CHAPTER 5

GENERAL PROVISIONS RELATING TO THE ACQUISITION AND UTILIZATION OF EXCESS PROPERTY

* 5A. Certification Requirements

1. The following certifications are prerequisites to the acquisition of any excess property. They are to be executed by U.S. Government employees after adequate study and inspection has been undertaken by the certifier and provide the "written determination" specified in Section 607(c) of the FAA.

a. There is a need for excess property in the quantity requested and such property is suitable for the purpose requested. This certification is executed by Mission or Embassy employees.

b. The status and responsibility of the end-user justifies the requested shipment or transfer and the end-user has the ability effectively to recondition when necessary, use, and maintain such property. This certification is executed by Mission or Embassy employees.

c. The residual value, serviceability, and appearance of the property to be shipped or transferred will not reflect unfavorably on the image of the United States and justify the AID service charges and AID outshipment charges or the accessorial costs, and the residual value at least equals the total of these charges or costs. This certification is executed by SER/COM/GPR employees for the Section 608 Program and by Mission or Embassy employees for the Situs Country Program. *

5B. Acquisition Priorities

Domestic Excess Property

In implementing the Federal Property and Administrative Services Act of 1949, as amended, GSA applies the following priority of acquisition to claimants under the Federal program for utilization of domestic excess property:

1. Federal agency claimants (including AID) for internal use.
2. AID-Financed Loan Segment of the Section 608 Program.
3. Authorized domestic donees in accordance with Section 203(j) of the Federal Property and Administrative Services Act of 1949 for education, public health, and civil defense purposes.
4. AID-Financed Grant Segment of the Section 608 Program.
5. Recipient-Financed Segment of the Section 608 Program.

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5C. U.S.-Flag Vessel Shipping Requirement

Excess property tonnage shipped to a friendly country on ocean vessels will be transported on U.S.-flag shipping to the extent required by Chapter 7, Cargo Preference, of Handbook 15 - AID-Financed Commodities.

5D. Title

1. Title to Section 608 excess property approved for transfer will pass from the United States to the recipient upon delivery of the property to the recipient's designated freight forwarder or, if shipment is via the Defense Transportation System (DTS), when the property is delivered to the port of discharge.

2. Title to situs country excess approved for transfer will pass from the United States to the recipient upon physical removal of the property by the recipient from the holding activity.

* 5E. Utilization and Disposition of Excess Property

1. General Responsibilities

Recipients of excess property are responsible for its effective utilization. This means that the property shall be consumed or put into service on a timely basis, used for the purpose intended, and adequately maintained. Recipients are also responsible to maintain accountability records adequate to document the use and disposition of the excess property. Missions, or Embassies where there is no AID Mission, are responsible to monitor compliance with these requirements.

2. Initial Use

Items received in usable condition shall be put to use within one year from the date of arrival in the recipient country or from the date of physical receipt for items acquired under the Situs Country Program. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of arrival or physical receipt and the items shall be put to use within 12 months of the date of commencement of their reconditioning.

3. Period of Accountability

a. The Mission or the Embassy shall determine and establish a period of accountability during which the recipient/recipient's end-user will comply with the accountability requirements in "b" below and during which the property will be subject to the monitorship of the Mission or Embassy. The period will depend on an evaluation of the remaining life expectancy of the property and the supply management capability of the recipient/recipient's end-user, including technical capability and past utilization and maintenance performance. The period shall extend to at least one year from the date of initial use for each item of property.

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* b. The following provisions are applicable to all items of excess property for their period of accountability:

(1) The recipient/recipient's end-user will maintain accountability records on all items except expendable items.

(2) All accounts and records pertaining to the item are subject to audit by AID representatives, including the right to inspect the item wherever it is located.

(3) The recipient/recipient's end-user is not authorized to retransfer or otherwise dispose of the item without prior approval of the Mission or the Embassy.

(4) The Mission or the Embassy may direct or authorize sale of the item or require title to be transferred to the U.S. Government. In the case of sale, the recipient/recipient's end-user will conduct such sale under terms and conditions, including purchaser eligibility, prescribed by the Mission or the Embassy. Proceeds resulting therefrom will accrue, in whole or in part, to the recipient/recipient's end-user or AID in the sole discretion of the Mission or the Embassy. In no case will sale be made to public safety or military entities.

4. Disposal

At any time subsequent to the termination of the period of accountability, the recipient/recipient's end-user may dispose of the item, except to public safety or military entities, without seeking the approval of the Mission or the Embassy. All proceeds resulting from such disposition will accrue directly and in full to the recipient/recipient's end-user. *

5F. Use of the Official AID Emblem

At the discretion of the Mission or the Embassy, the official AID emblem will be affixed to items acquired unreconditioned under the Section 608 Program or the Situs Country Program. The Mission's or Embassy's decision to affix the official AID emblem should be based on the following criteria:

1. That items of mechanical equipment which require reconditioning before use be identified by suitable emblems immediately upon reconditioning.

2. That items which do not require reconditioning before use be identified by suitable emblems immediately upon receipt.

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CHAPTER 6

SECTION 608 PROGRAM

- 6A. This chapter describes the Section 608 Program and prescribes procedures for eligible recipients to follow to obtain excess property which has been acquired centrally by the *Government Property Resources Division (COM/GPR)*, New Cumberland, Pennsylvania. COM/GPR is responsible for ensuring that items of mechanical equipment which it acquires are spare parts supportable.
- 6B. Section 608 of the FAA authorizes AID to acquire excess property and to recondition and store it until a firm need for the property develops. The FAA also authorizes the creation of a Revolving Fund capitalized at \$5 million to pay the initial costs of acquisition, reconditioning, storage, and incidental charges related thereto. The Revolving Fund is replenished as eligible recipients order property and pay for it with funds otherwise available to them.
- 6C. Areas of Operation
1. Domestic excess property (excess property located within the 50 States of the United States, District of Columbia, Puerto Rico, American Samoa, Guam, Trust Territory of the Pacific Islands (TTPI), and Virgin Islands) will be made available exclusively under the Section 608 Program, since that area is covered by AID Field Offices' personnel. Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), only COM/GPR personnel are authorized to screen, freeze, and, upon receipt by the Defense Property Disposal Officer of the GSA approved Standard Form 122, Transfer Order - Excess Personal Property, accomplish transfer of accountability documentation and arrange for transportation of domestic excess property. However, Missions and registered voluntary agencies may request COM/GPR to obtain DPDS authorization for specific Mission and registered voluntary agency representatives to screen and freeze domestic excess property. Domestic excess property may be acquired on a reconditioned or unreconditioned basis.
 2. Foreign excess property other than situs country excess (excess property located outside the 50 States of the United States, District of Columbia, Puerto Rico, American Samoa, Guam, Trust Territory of the Pacific Islands (TTPI), Virgin Islands, Korea, Panama, Panama, Canal Zone, Philippines, and Turkey) will be made available exclusively under the Section 608 Program, since that area is covered by AID Field Offices' personnel. Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), only COM/GPR personnel are authorized to screen, freeze, accomplish transfer of accountability documentation, and arrange for transportation of foreign excess property other than situs country excess. However, Missions may request COM/GPR to obtain DPDS authorization for specified

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Mission representatives to screen and freeze foreign excess property other than situs country excess. Foreign excess property other than situs country excess may be acquired only on an unreconditioned basis.

3. Foreign excess property located within Korea, Philippines, and Turkey will be made available on an exception basis under the Section 608 Program. Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), COM/GPR personnel are authorized to screen, freeze, accomplish transfer of accountability documentation, and arrange for transportation of foreign excess property located within Korea, Philippines, and Turkey. Missions may request COM/GPR to obtain DPDS authorization for specified Mission representatives to screen and freeze foreign excess property located within Korea, Philippines, and Turkey. Such property may be acquired only on an unreconditioned basis.

4. Foreign excess property located within Panama (including Panama Canal Zone) will be made available for acquisition:

a. By any Mission or eligible recipient under the Section 608 Program.

b. Only by Panama Mission or eligible recipients in Panama under the Situs Country Program.

Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), COM/GPR personnel are authorized to screen, freeze, accomplish transfer of accountability documentation, and arrange for transportation of foreign excess property located within Panama (including Panama Canal Zone). Missions may request COM/GPR to obtain DPDS authorization for specified Mission representatives to screen and freeze foreign excess property located within Panama (including Panama Canal Zone). Such property may be acquired only on an unreconditioned basis.

6D. Charges

Charges are made for all Section 608 excess property covering the applicable AID service charges and the AID outshipment charges.

1. AID Service Charges

a. Reconditioned property shipped from the AID storage facility-- the sum of (1) cost of inland transportation from the holding activity to the AID storage facility, (2) cost of reconditioning, (3) 15% of the original acquisition cost, and (4) related costs.

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b. Unreconditioned property shipped from the AID storage facility--the sum of (1) cost of inland transportation from the holding activity to the AID storage facility, (2) 6% of the original acquisition cost, and (3) related costs.

c. Unreconditioned property shipped from the holding activity--the sum of (1) 6% of the original acquisition cost and (2) related costs.

2. AID Outshipment Charges

a. Shipment via the Defense Transportation System (DTS)--the sum of (1) cost for packing and crating and (2) costs in accordance with the pertinent tariff of the commercial carrier, the Military Traffic Management Command, the Military Sealift Command, or the Military Airlift Command. Insurance is not included in these costs as U.S. Government shipments are self-insured.

b. Shipment via the recipient's own freight forwarder--the sum of (1) cost for packing and crating and (2) cost in accordance with the pertinent tariff of the commercial carrier or the military carrier. Insurance is not included in this cost as U.S. Government shipments are self-insured.

6E. The Section 608 Program consists of the AID-Financed Loan Segment, the AID-Financed Grant Segment, and the Recipient-Financed Segment.

1. *Borrowers* are eligible recipients under the AID-Financed Loan Segment; *grantees* are eligible recipients under the AID-Financed Grant Segment. Property acquired under these segments is for use as AID-financed project or program assistance in the public sector. COM/GPR claims domestic excess property under the AID-Financed Loan Segment in accordance with 5B2; COM/GPR claims domestic excess property under the AID-Financed Grant Segment in accordance with 5B4.

2. Recipients for whom an AID/W Section 607(a) Determination has been approved may order property under the Recipient-Financed Segment. Property acquired under this segment is for use in the recipient's projects or programs. COM/GPR claims domestic excess property under this segment in accordance with 5B5.

a. Under Section 607(a) of the FAA, friendly countries, international organizations, the American National Red Cross, and registered voluntary agencies may acquire excess property if the President determines it to be consistent with and in furtherance of the purposes of Part I of the FAA. Eligibility is established through the approval of a Section 607(a) Determination in favor of the recipient. An AID/W Section 607(a) Determination authorizes the recipient to acquire available Section 608 excess property.

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b. Authority to execute AID/W Section 607(a) Determinations has been delegated as follows:

(1) To Assistant Administrators of Geographic Bureaus for their respective areas of responsibility when the Determination is to be executed in favor of a friendly country.

(2) To the Assistant Administrator for Program and Management Services when the Determination is to be executed in favor of the headquarters of an international organization, the American National Red Cross, or a registered voluntary agency.

c. AID/W Section 607(a) Determination and Excess Property Transfer/Trust Fund Agreement

(1) Friendly Countries

(a) If a friendly country wishes to acquire available Section 608 excess property for use in that country's projects and programs which are not otherwise part of the U.S. country assistance program, the Mission develops a list of requirements summarized by two-digit Federal Supply Group, sets forth an estimate as to the total original acquisition cost, and submits its request for such requirements to the appropriate Geographic Bureau for review and evaluation. The request must include the following:

1. Three copies of the list of requirements.
2. A statement as to the planned end-use and end-user(s) of the property.

(See Attachment D for a numerical listing of Federal Supply Groups.)

(b) Upon favorable evaluation by the country desk, an AID/W Section 607(a) Determination is prepared by the desk and cleared by SER/COM. The prescribed AID/W Section 607(a) Determination format is set forth in Attachment E.

(c) Concurrent with the Determination, an AID/W Excess Property Transfer/Trust Fund Agreement, which prescribes terms and conditions governing the transfer of the property, is prepared by the desk, cleared by SER/COM, signed by the Assistant Administrator of the Geographic Bureau, and transmitted to the Mission for obtaining the recipient's signature. The prescribed AID/W Excess Property Transfer/Trust Fund Agreement format is set forth in Attachment F. Following signature of the AID/W Excess Property Transfer/Trust Fund Agreement by the recipient, the desk furnishes two copies of the AID/W Section 607(a) Determination and the AID/W Excess Property Transfer/Trust Fund Agreement to SER/COM.

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(2) International Organizations and the American National Red Cross

If an international organization or the American National Red Cross wishes to acquire available Section 608 excess property, the organization's headquarters contacts SER/COM for instructions and guidance.

(3) Registered Voluntary Agencies

(a) If a registered voluntary agency wishes to acquire available Section 608 excess property, the agency's headquarters develops a list of requirements summarized by two-digit Federal Supply Groups, sets forth an estimate as to the total original acquisition cost, and submits its request for such requirements to the Office of Private and Voluntary Cooperation (FVA/PVC), AID/W, for review and evaluation. The request must include the following:

1. Three copies of the list of requirements.
2. A statement as to the planned end-use and end-user(s) of the property and the country(ies) of use.

(See Attachment D for a numerical listing of Federal Supply Groups.)

(b) Upon favorable evaluation of the agency's request, FVA/PVC submits the request to the Assistant Administrator for Program and Management Services (AA/SER), together with its request for a Determination under Section 607(a).

(c) Upon favorable evaluation by AA/SER of FVA/PVC's request, an AID/W Section 607(a) Determination is prepared by SER/COM and cleared by FVA/PVC and the appropriate Geographic Bureau(s). The prescribed AID/W Section 607(a) Determination format is set forth in Attachment E.

(d) Concurrent with the Determination, an AID/W Excess Property Transfer/Trust Fund Agreement, which prescribes terms and conditions governing the transfer of the property, is prepared by SER/COM, cleared by FVA/PVC and the appropriate Geographic Bureau(s), and signed by the Director, Office of Commodity Management, and by the recipient. The prescribed AID/W Excess Property Transfer/Trust Fund Agreement format is set forth in Attachment F.

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d. Deposits

(1) Subsequent to execution of the AID/W Excess Property Transfer/Trust Fund Agreement, a friendly country in which there is a Mission deposits to the Mission U.S. Dollar Trust Fund Account 72X8502 an adequate amount of its own free U.S. dollars to finance the anticipated AID service charges and AID outshipment charges on Section 608 excess property to be acquired. The recipient then may acquire Section 608 excess property in accordance with 6G below.

(2) Subsequent to execution of the AID/W Excess Property Transfer/Trust Fund Agreement, a friendly country in which there is not a Mission or the headquarters of an international organization deposits to the AID/W U.S. Dollar Trust Fund Account 72X8502 an adequate amount to finance the anticipated AID service charges and AID outshipment charges on Section 608 excess property to be acquired. The check must be made payable to the Agency for International Development, mailed to the Central Accounting Division (FM/CAD/Cashier), AID/W, and identified as financing "Section 608 excess property." The recipient then may acquire Section 608 excess property in accordance with 6G below.

(3) The headquarters of the American National Red Cross or the headquarters of a registered voluntary agency will acquire Section 608 excess property on a reimbursement basis rather than on an advance-of-funds basis. After shipment of the property, the headquarters of the American National Red Cross or the headquarters of a registered voluntary agency will be invoiced by the Central Accounting Division (FM/CAD), AID/W. Accordingly, subsequent to execution of the AID/W Excess Property Transfer/Trust Fund Agreement, the recipient may acquire Section 608 excess property in accordance with 6G below.

6F 1. Section 608 inventories are located at various facilities in the United States and overseas. However, the *Government Property Resources Division (COM/GPR)*, New Cumberland, Pennsylvania, exercises central inventory control over all Section 608 excess property. All communications regarding Section 608 excess property are to be addressed as follows:

-- Telegram (Action) RUEMANH/AID GPRD NCAD NEW CUMB PA
INFO SECSTATE WASH DC

-- Mail AID *Government Property Resources Division*
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

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SECSTATE WASH DC is to be an information addressee of all telegrams dispatched by COM/GPR, COM/GPR's office hours are 8:00 a.m. to 4:30 p.m. and the telephone numbers are as follows:

- FTS 8-590-2288, 2281, and 2226
- Commercial 717-782-2288, 2281, and 2226
- Autovon 977 plus extension 6300 and 6302

2. Friendly country ministries and agencies and their representatives, including Missions acting in behalf of those ministries and agencies for acquisition of excess property, should note that it is their responsibility to ensure that the property to be acquired is suitable, maintainable, and serviceable and will have the life cycle expected for the intended application. In this respect, assistance by the Office of Engineering (S&T/ENGR) and other appropriate technical offices is available to inspect and select excess property available for acquisition in Section 608 Program areas of operation. Accordingly, representatives of friendly countries or Missions, in coordination with COM/GPR, should and are encouraged to utilize this assistance when visiting Section 608 Program areas of operation for the purpose of inspecting and selecting property available for acquisition or inspecting and accepting reconditioned property.

6G. Acquisition Procedures

1. Upon reaching a decision to acquire Section 608 excess property, a request for availability which includes the following data is submitted to COM/GPR:

- a. Stock number and/or description of the item.
- b. Quantity.
- c. Unit of issue.
- d. Reconditioned or unreconditioned.
- e. Required delivery date.
- f. Planned application or end-use.
- g. Financing (AID-Financed Loan Segment (Loan Funds), AID-Financed Grant Segment (Grant Funds), or Recipient-Financed Segment).
- h. Planned method of transportation (acquired at holding activity, use of freight forwarder, or use of the Defense Transportation System (DTS)).
- i. Total estimated value of required concurrent spare parts.

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6G

2. By expeditious means, COM/GPR informs the requester as to current or future availability of the item with details of charges involved and requests prompt submission to COM/GPR of a funded order (letter order, purchase order, or Section 607(a) shipping *authorization/acquisition order*) covering available items and, if appropriate, concurrent spare parts. Each item will be identified further by a control number and a stock number. The assigned control number should be cited in all subsequent communications. Cost quotations pertaining to an on-hand serviceable or reconditioned item will be actual and firm. Cost quotations pertaining to an on-hand unserviceable item or to a due in item will be estimated and will become firm only after reconditioning or processing has been completed and actual costs incurred are known. Cost quotations pertaining to a due in item will be so identified and will be based on past experience pertaining to that item or a similar item and under similar conditions. The requester will be informed during the reconditioning or processing cycle of any significant increase in the estimated cost and given an opportunity to cancel the order if the cost is beyond acceptable limits.

3. Acquisition Documentation

a. AID-Financed Loan Segment (Loan Funds) - See 5B2 for domestic excess property acquisition priority.

(1) Letter Order and Preparation

(a) Letter orders are used to order excess property under the AID-Financed Loan Segment of the program.

(b) Borrowers prepare the letter order in accordance with the format in Attachment G.

(c) Letter orders are numbered consecutively under each loan.

(d) The Disbursing Authorization Number is left blank.

(e) Letter orders must be fully funded and cite the appropriate AID service charge, AID outshipment charge, and cost including freight (CIF) (including concurrent spare parts if appropriate).

(f) Each letter order contains those two Section 607(c) certifications which must be signed by the Mission Director or his/her designee.

(g) Complete shipping instructions, including the designated freight forwarder if appropriate, consignee, and port of discharge, are indicated.

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6G3a(1)

(h) Borrowers forward the original and four signed copies through the Mission to --

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

(2) COM/GPR Action

(a) Upon receipt of the letter order, returns one copy to the Mission, annotated to indicate the estimated outshipment date, and effects all necessary coordination with AID/W elements.

(b) Keeps the Mission informed of any change in the estimated outshipment date or of any significant increase in the estimated cost.

(c) When required shipping and billing actions cannot be accomplished at least 30 days prior to the terminal date for disbursements of the loan, as far in advance of that date as is practicable and subject to Geographic Bureau clearance, informs the borrower by telegraphic means and requests an appropriate amendment to the letter order.

(d) Prior to shipment, executes the Section 607(c) certification prescribed in 5A1c.

(e) Affixes the official AID emblem and, when requested, the recipient's individual identification to each reconditioned item.

* (f) Prior to shipment, provides pertinent technical manuals with each reconditioned mechanical equipment item and, when requested, assists the borrower in obtaining spare parts. However, spare parts support is the responsibility of the borrower. Pertinent technical manuals are provided with major items of unreconditioned mechanical equipment and a charge will be assessed for these manuals. If manuals are not required, the letter order should so indicate.

*

(g) Prior to shipment of each reconditioned mechanical equipment item from an AID storage facility, provides deprocessing instructions and the original and a copy of the form AID 1415-4, Final Inspection Check List (FICL) (Attachment H); the original must be accomplished by the recipient and/or the Mission and airtailed to COM/GPR within 10 working days after the item's clearance through customs.

* Revised

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6G3a(2)

(h) Upon shipment from the AID storage facility or holding activity, provides copies of the movement release document (invoice) DD Form 1348 or DD Form 1149.

(i) Shipments via the Defense Transportation System (DTS)

1. Upon shipment from the port of outloading, promptly furnishes shipping information to the Mission as follows: letter order number, port of outloading, vessel name, voyage number, transportation control number (TCN), date of departure, estimated date of arrival at port of discharge, and description of cargo.

2. After shipment from the port of outloading,
(a) provides a copy of DD Form 1385, Ocean Manifest, and, when appropriate, a copy of DD Form 1384, Transportation Control Movement Document, and
(b) in those cases where a Government bill of lading and a commercial bill of lading are used to support the shipment, provides the consignee copy of the Government bill of lading and the commercial bill of lading.

(j) Shipments Via Freight Forwarder

Upon shipment from the AID storage facility or holding activity, promptly furnishes shipping information to the Mission as follows: letter order number, AID storage facility or holding activity from which shipment originated, date of shipment to freight forwarder and port of outloading to which shipped, and description of cargo.

b. AID-Financed Grant Segment (Grant Funds) - See 5B4 for domestic excess property acquisition priority.

(1) Purchase Order and Preparation

(a) Purchase orders (Standard Form 147, Order for Supplies or Services) (Attachment I) marked "AID-Financed via Grant Funds" are used to order excess property under the AID-Financed Grant Segment of the program.

(b) Missions prepare a purchase order which includes the following data and forward the original and two signed copies directly to--

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

1. Control number.
2. Stock number.
3. Description of the item.
4. AID service charge.

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6G3b(1)(b)

5. AID outshipment charge.

6. Cost including freight (CIF) (including concurrent spare parts if appropriate).

7. The two Section 607(c) certifications prescribed in 5A1a and 5A1b.

8. Complete shipping instructions, including the designated freight forwarder if appropriate, consignee, and port of discharge.

9. For each item being acquired for use by a project grantee, (a) the name of the grantee, (b) the dollar value of the entire grant, and (c) the date of grant termination.

(2) COM/GPR

(a) Upon receipt of the purchase order, returns one copy to the Mission, annotated to indicate the estimated outshipment date.

(b) Keeps the Mission informed of any change in the estimated outshipment date or of any significant increase in the estimated cost.

(c) Prior to shipment, executes the Section 607(c) certification prescribed in 5A1c.

(d) Affixes the official AID emblem and, when requested, the recipient's individual identification to each reconditioned item.

* (e) Prior to shipment, provides pertinent technical manuals with each reconditioned mechanical equipment item and, when requested assists the recipient in obtaining spare parts. However, spare parts support is the responsibility of the recipient. Pertinent technical manuals are provided with major items of unreconditioned mechanical equipment and a charge will be assessed for these manuals. If manuals are not required, the purchase order should so indicate. *

(f) Prior to shipment of each reconditioned mechanical equipment item from an AID storage facility, provides deprocessing instructions and the original and a copy of the form AID 1415-4, Final Inspection Check List (FICL) (Attachment H); the original must be accomplished by the recipient and/or the Mission and airmailed to COM/GPR within 10 working days after the item's clearance through customs.

(g) Upon shipment from the AID storage facility or holding activity, provides copies of the movement release document (invoice) DD Form 1348 or DD Form 1149.

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6G3

(h) Upon shipment via the Defense Transportation System (DTS) or freight forwarder, takes the action prescribed in 6G3a(2)(i) or 6G3a(2)(j) above.

(i) In implementation of 41 CFR 101-43.320(f), COM/GPR, utilizing the data prescribed in 6G3b(1)(b) 9 above, compiles and maintains the following:

1. Original acquisition cost of each item furnished for use by each project grantee.

2. Dollar value of the grant.

3. Date of grant termination.

4. Original acquisition cost of property furnished, expressed as a percentage of the total dollar value of the grant.

5. Total original acquisition cost of all property furnished under all project grants.

(3) Use of Property

(a) In implementation of 41 CFR 101-43.320(f), the provisions of Paragraph T (Property Management Standards) of Chapter 1 of Handbook 13 - Grants, are applicable to excess property furnished for use by a private, nonprofit, project grantee under the Section 608 Program.

(b) In implementation of 41 CFR 101-43 320(g), the provisions of paragraph L2h of Chapter 1 of Handbook 13 - Grants, are applicable to excess property furnished for use by a private, nonprofit, project grantee under the Section 608 Program.

c. Recipient-Financed Segment - See 5B5 for domestic excess property acquisition priority.

(1) Purchase Order

(a) Purchase orders (Standard Form 147, Order for Supplies or Services) (Attachment I) marked "Recipient-Financed" are used by a country in which there is a Mission to order excess property under the Recipient-Financed Segment of the program.

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6G3c(1)

(b) The recipient prepares the purchase order for processing through the Mission in accordance with the procedures set forth in 6G3b(1)(b)1 through 8 above.

(c) Upon receipt of the purchase order, COM/GPR takes the actions prescribed in 6G3b(2)(a) through (h) above.

* (2) Section 607(a) Shipping Authorization/Acquisition Order

Section 607 (a) shipping authorizations/acquisition orders are used by the headquarters of international organizations, the American National Red Cross, and registered voluntary agencies to order excess property under the Recipient-Financed Segment of the program.

(a) Preparation

1. The recipient prepares the shipping authorization/acquisition order in accordance with the format in Attachment J and forwards the original and two signed copies directly to --

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

2. Shipping authorizations/acquisition orders must set forth the purpose for which the property is requested, recipient's end-user of the property, and country of use.

3. Shipping authorizations/acquisition orders must cite the appropriate AID service charge, AID outshipment charge, and cost including freight (CIF).

4. Complete shipping instructions, including the designated freight forwarder if appropriate, consignee, and port of discharge, are indicated.

(b) COM/GPR Action

1. Upon receipt of the shipping authorization/acquisition order, returns one copy to the recipient, annotated to indicate the estimated outshipment date.

2. Keeps the recipient informed of any change in the estimated outshipment date or of any significant increase in the estimated cost.

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* Revised

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6G3c(2)(b)

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3. Upon receipt of the shipping authorization/acquisition order, telegraphically:

(a) Notifies the Mission or Embassy in the country of use as to the recipient requesting the property, purpose for which the property is requested, recipient's end-user of the property, quantity of items requested, and mode of shipment.

(b) Requests the Mission or Embassy to (1) execute the following two section 607(c) certifications: (a) There is a need for excess property in the quantity requested and such property is suitable for the purpose requested and (b) The status and responsibility of the end-user justifies the requested shipment or transfer and the end-user has the ability effectively to recondition when necessary, use, and maintain such property; (2) determine and establish a period of accountability for the items; and (3) agree to Mission or Embassy monitorship of the property during its period of accountability as prescribed in 5E. Mission or Embassy telegraphic response is due within 15 days.

4. Prior to shipment, executes the Section 607(c) certification prescribed in 5A1c.

5. Affixes the official AID emblem and, when requested, the recipient's individual identification to each reconditioned item.

6. Prior to shipment, provides pertinent technical manuals with each reconditioned mechanical equipment item and, when requested, assists the recipient in obtaining spare parts. However, spare parts support is the responsibility of the recipient. Pertinent technical manuals are provided with major items of unreconditioned mechanical equipment and a charge will be assessed for these manuals. If manuals are not required, the shipping authorization/acquisition order should so indicate.

7. Prior to shipment of each reconditioned mechanical equipment item from an AID storage facility, provides deprocessing instructions and the original and a copy of the form AID 1415-4, Final Inspection Check List (FICL) (Attachment H); the original must be accomplished by the recipient/recipient's end-user and/or the Mission or Embassy and airmailed to --

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

within 10 working days after the item's clearance through customs.

8. Upon shipment from the AID storage facility or holding activity, provides copies of the movement release document (invoice) DD Form 1348 or DD Form 1149.

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* 6G3c(2)(b)

9. Upon shipment via the Defense Transportation System (DTS) or freight forwarder, takes the action prescribed in 6G3a(2)(i) or 6G3a(2)(j) above. *

6H. Complaints and Adjustments

1. Complaints

a. Damage or Pilferage

Any complaint regarding damage to or pilferage of an item shipped from an AID storage facility (e.g., broken glass, dents, or missing accessories, parts, tools, etc.) occurring while the item is in the hands of the Defense Transportation System (DTS), should be reported promptly to the *Government Property Resources Division (COM/GPR)*, New Cumberland, Pennsylvania. Any complaint occurring while the item is in the hands of the recipient's freight forwarder at the port of outloading or ocean carrier en route from the port of outloading to the port of discharge is a matter solely between the recipient and its freight forwarder and/or the ocean carrier.

b. Serviceability

(1) Any complaint regarding the serviceability of a reconditioned item of mechanical equipment must be airmailed to the *Government Property Resources Division (COM/GPR)*, New Cumberland, Pennsylvania, within 10 working days after the item's clearance through customs. However, in those instances where the serviceability of a reconditioned major item of mechanical equipment cannot be ascertained until the item has arrived at its point of use, a maximum of 45 working days after the item's clearance through customs is authorized. The complaint must be accompanied by a copy of the pertinent form AID 1415-4, Final Inspection Check List (FICL) (Attachment H) and must set forth the date of shipment of the item from the port of outloading; the date of arrival of the item at the port of discharge; the date of the item's clearance through customs; the number and date of the pertinent letter order, purchase order, or Section 607(a) shipping *authorization/acquisition order*; a description of the item, including serial and model number; and a detailed report of the condition rendering the item unserviceable.

(2) In addition, the complaint must include the following certifications by the Mission or Embassy:

(a) I certify that this complaint is based on a thorough inspection of this item by technically qualified Mission or Embassy inspectors and recipient inspectors.

(b) I certify that the deprocessing instructions accompanying the item were read and carefully followed by the Mission or Embassy inspectors and recipient inspectors prior to inspection, operation, or movement of the item.

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2. Adjustments

With respect to a properly documented and certified complaint regarding the serviceability of a reconditioned item of mechanical equipment, COM/GPR, after a comprehensive investigation of the complaint, will make a determination as to the appropriateness of an adjustment.

6I. Cancellation

1. No eligible recipient under the AID-Financed Loan Segment, the AID-Financed Grant Segment, or the Recipient-Financed Segment may cancel an order after it has been placed, except as agreed to by COM/GPR. Cancellation of an order without penalty may be possible up to the point where COM/GPR has committed its funds for inland transportation, reconditioning, or outshipment of the property. Once such commitment of funds has been made, COM/GPR will determine the amount of funds involved up to the point of cancellation which must be billed to the recipient.

2. However, in special cases as agreed to by COM/GPR, it may be possible for property at an AID storage facility to be applied promptly to another recipient's order; to the extent that such application will cover costs previously incurred by COM/GPR, the charge to the recipient desiring cancellation will be reduced.

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CHAPTER 7
SITUS COUNTRY PROGRAM

7A. This chapter delineates guidelines for the acquisition of situs country excess by Missions and by eligible recipients as authorized by Section 607(a) of the FAA directly from other U.S. Government agencies. This form of acquisition is known as the Situs Country Program and the authority for it is derived from the Federal Property and Administrative Services Act of 1949, as amended.

7B. Areas of Operation

1. Except as prescribed in 6C3, situs country excess located within Korea, Philippines, and Turkey will be made available for acquisition only by those Missions for utilization in Korea, Philippines, and Turkey respectively. Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), specified representatives of those Missions are authorized by DPDS to screen, freeze, and accomplish transfer of accountability documentation of such situs country excess.

2. As prescribed in 6C4, foreign excess property located within Panama (including Panama Canal Zone) will be made available for acquisition:

a. By any Mission or eligible recipient under the Section 608 Program.

b. Only by Panama Mission or eligible recipients in Panama under the Situs Country Program.

Pursuant to COM/GPR's agreement with the Defense Logistics Agency's Defense Property Disposal Service (DPDS), only specified representatives of Panama Mission are authorized by DPDS to screen, freeze, and accomplish transfer of accountability documentation of such property being acquired by Panama Mission or eligible recipients in Panama under the Situs Country Program.

7C. Accessorial Costs

1. Korea, Philippines, and Turkey Missions and their Section 607(a) recipients arrange and pay for all services incident to the movement of situs country excess acquired on an *unreconditioned* basis from the holding activity to the point of use; in this connection, Transportation Account Code (TAC) C-849 or C-851 will not be used.

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2. Panama Mission and its Section 607(a) recipients arrange and pay for all services incident to the movement of situs country excess located within Panama (including Panama Canal Zone) acquired on an *unreconditioned* basis from the holding activity to the point of use in Panama; in this connection, Transportation Account Code (TAC) C-849 or C-851 will not be used.

7D. The Situs Country Program consists of the AID-Financed Segment and the Recipient-Financed Segment.

1. Korea, Panama, Philippines, and Turkey Missions are eligible recipients under the AID-Financed Segment. Property acquired under this segment is for use as AID-financed project or program assistance in the public sector of that country.

2. Authority to execute Mission Section 607(a) Determinations with respect to situs country excess has been delegated to these Mission Directors. Recipients for whom a Mission Section 607(a) Determination has been approved may acquire under the Recipient-Financed Segment available situs country excess for use in the recipient's projects or programs.

a. If the cooperating-country government or a field element in that country of a registered voluntary agency wishes to acquire available situs country excess, the recipient develops a list of requirements summarized by two-digit Federal Supply Groups, sets forth an estimate as to the total original acquisition cost, and submits its request for such requirements to the Mission for review and evaluation. The request must include the following:

(1) Three copies of the list of requirements.

(2) A statement as to the planned end-use and end-user(s) of the property.

(See Attachment D for a numerical listing of Federal Supply Groups.)

b. Upon favorable evaluation by the Mission, a Mission Section 607(a) Determination is prepared. The prescribed Mission Section 607(a) Determination format is set forth in Attachment K.

c. Concurrent with the Determination, a Mission Excess Property Transfer Agreement, which prescribes terms and conditions governing the transfer of the property, is prepared by the Mission and signed by the Mission Director and by the recipient. The prescribed Mission Excess Property Transfer Agreement format is set forth in Attachment L.

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7E. Acquisition Priorities

1. The following priority of acquisition will apply to situs country excess located within Korea, Philippines, and Turkey:

- a. Korea, Philippines, and Turkey Missions AID-Financed Segment.
- b. Korea, Philippines, and Turkey Missions Recipient-Financed Segment.

2. The following priority of acquisition will apply to situs country excess located within Panama (including Panama Canal Zone):

- a. Section 608 Program as prescribed in 6C4a.
- b. Panama Mission AID-Financed Segment.
- c. Panama Mission Recipient-Financed Segment.

7F. Acquisition Procedures

1. Korea, Philippines, and Turkey Missions are to make arrangements locally with the holding activities to be notified when required items of situs country excess become available.

2. AID Field Office, Panama City, Panama, will notify Panama Mission when required items of situs country excess become available.

3. Inspection, selection, and documentation for transfer and physical movement of situs country excess is to be worked out locally between the Mission Excess Property Officer and the holding activities. Copies of the transfer documents must be retained in Mission files for a period of not less than 1 year and contain the three Section 607(c) certifications prescribed in 5A1a, 5A1b, and 5A1c.

a. AID-Financed Segment

(1) For each item being acquired for use by a project grantee, the transfer document must include the following data:

- (a) The name of the grantee.
- (b) The dollar value of the entire grant.
- (c) The date of grant termination.

(2) In implementation of 41 CFR 101-43.320(f), the Mission, utilizing the data prescribed in 7F3a(1) above, compiles and maintains the following:

- (a) Original acquisition cost of each item furnished for use by each project grantee.

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(b) Dollar value of the grant.

(c) Date of grant termination.

(d) Original acquisition cost of property furnished, expressed as a percentage of the total dollar value of the grant.

(e) Total original acquisition cost of all property furnished under all project grants.

(3) Use of Property

(a) In implementation of 41 CFR 101-43.320(f), the provisions of Paragraph T (Property Management Standards) of Chapter 1 of Handbook 13 - Grants, are applicable to excess property furnished for use by a private, non-profit, project grantee under the Situs Country Program.

(b) In implementation of 41 CFR 101-43.320(g), the provisions of Paragraph L2h of Chapter 1 of Handbook 13 - Grants are applicable to excess property furnished for use by a private, nonprofit, project grantee under the Situs Country Program.

b. Recipient-Financed Segment

The transfer document must include an identification of the Mission Section 607(a) Determination which authorizes acquisition by the recipient.

7G. Report of Acquisition of Foreign Excess Property under the Situs Country Program

Korea, Panama, Philippines, and Turkey Missions will submit the annual Report of Acquisition of Foreign Excess Property (Report Control Symbol U-249) prescribed in Attachment M.

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CHAPTER 8

PROPERTY PROCURED FROM OTHER FEDERAL AGENCIES

- 8A. Section 608 of the FAA authorizes AID to acquire property other than U.S. Government-owned excess property and to recondition and store it until a firm need for the property develops.
- 8B. It is AID policy to procure from other Federal agencies property which they have not declared excess and which can be used in the U.S. foreign assistance program whenever it is economical and possible to do so. Such property then may be obtained through the *Government Property Resources Division (COM/GPR)*, New Cumberland, Pennsylvania, for use in AID-financed projects or programs in the public sector and by non-AID recipients (friendly countries, international organizations, the American National Red Cross, and registered voluntary agencies) in accordance with the provisions of Section 607(a) of the FAA.
- 8C. 1. When a request for availability of items of Section 608 excess property is submitted in accordance with 6G1 which cannot be supplied, COM/GPR will:
- Explore the feasibility of procuring the items from other Federal agencies.
 - Expediently inform the requester as to current or future availability of the items with details of the charges involved.
 - Request prompt submission to COM/GPR of a funded order (letter order, purchase order, or Section 607(a) shipping *authorization/acquisition order*) covering available items and, if appropriate, spare parts.
 - Effect shipment of the property upon receipt of the funded order.
2. Periodically COM/GPR will dispatch telegrams announcing the current availability of items which it has procured from other Federal agencies in advance of known requirements.

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CHAPTER 9
PROPERTY DONATED BY
PRIVATE SOURCES

- 9A. The policy of AID is to promote the prudent utilization of personal property and related services donated to the U.S. Government by private sources. Donated property may be acquired for use as current or planned AID-financed project or program assistance in the public sector. General authority for acceptance of donated property is contained in Section 635(d) of the FAA. Only serviceable property without the need for extensive repairs or reconditioning is accepted by AID.
- 9B. Property offered for donation to AID will not be accepted unless it is required in the preceding activities. AID will take no part on behalf of the donor to determine the value of the donated property or services for tax or other purposes and will not be responsible for publicity concerning such donation.
- 9C. All offers by private sources to donate property to AID are transmitted to AID *Government Property Resources Division*, Building 54, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070, which will determine AID's requirements for and the suitability of the offered property. COM/PP then prepares appropriate documentation for acceptance of the property by AA/SER as authorized by Delegation of Authority No. 36.
- 9D. Upon receipt of funded orders from the requiring Missions, CM/EPD effects shipment of the property.

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ATTACHMENT A

DEFINITIONS

*Accessorial Costs

Expenses which may be incurred by recipients under the Situs Country Program incident to movement of excess property from the holding activity to the point of use.

**AID Outshipment Charges

The price billed by AID/W for packing, crating, inland transportation from an AID storage facility or the holding activity to the port of outloading, handling at the port of outloading, and ocean transportation costs incurred under the Section 608 Program. These charges vary, depending on the method of ocean shipment, as follows:

- .. Shipment via the Defense Transportation System (DTS)--the sum of (1) cost for packing and crating and (2) costs in accordance with the pertinent tariff of the commercial carrier, the Military Traffic Management Command, the Military Sealift Command, or the Military Airlift Command. Insurance is not included in these costs as U.S. Government shipments are self-insured.
- .. Shipment via the recipient's own freight forwarder--the sum of (1) cost for packing and crating and (2) cost in accordance with the pertinent tariff of the commercial carrier or the military carrier. Insurance is not included in this cost as U.S. Government shipments are self-insured.

**AID Service Charges

The price billed by AID/W for inland transportation from the holding activity to the AID storage facility, reconditioning, and storage, administrative, travel, and inspection costs incurred under the Section 608 Program.

These charges vary as follows:

- .. Reconditioned property shipped from the AID storage facility--the sum of (a) cost of inland transportation from the holding activity to the AID storage facility, (b) cost of reconditioning, (c) 15% of the original acquisition cost, and (d) related costs.
- .. Unreconditioned property shipped from the AID storage facility--the sum of (a) cost of inland transportation from the holding activity to the AID storage facility, (b) 6% of the original acquisition cost, and (c) related costs.

*Applicable only to the Situs Country Program.

**Applicable only to the Section 608 Program.

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****AID Service Charges (continued)**

- .. Unreconditioned property shipped from the holding activity-- the sum of (a) 6% of the original acquisition cost and (b) related costs.

****AID Storage Facility**

The point from which Section 608 Program excess property is shipped by AID.

Borrower

A friendly country recipient of a U.S. dollar loan under the authority of the FAA.

****Cost Including Freight (CIF)**

The sum of (a) AID service charge and (b) AID outshipment charge

Excess Property

U.S. Government-owned personal property which has been determined to be excess to the needs of the owning Federal agency.

- .. Domestic Excess Property--Excess property located within the 50 states of the United States, District of Columbia, Puerto Rico, American Samoa, Guam, Trust Territory of the Pacific Islands (TTPI), and Virgin Islands.
- .. Foreign Excess Property--Excess property located outside the 50 states of the United States, District of Columbia, Puerto Rico, American Samoa, Guam, Trust Territory of the Pacific Islands (TTPI), and Virgin Islands.
- .. Situs Country Excess--Excess property located within Korea, Panama (including Panama Canal Zone), Philippines, or Turkey which is being acquired for utilization in the same country.

Holding Activity

An installation or activity of the Federal Government having physical custody of excess property.

International Organization

- * An organizational entity having a membership consisting primarily of foreign governments.

* Original Acquisition Cost

The nondepreciated value at which an item of excess property is carried on the accounting records of the holding activity.

****Applicable only to the Section 608 Program.**

* Revised

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* Period of Accountability

A period determined and established by the Mission or the Embassy of at least one year from the date of initial use of each item of property, during which the item is subject to the control of the Mission or the Embassy. *

Registered Voluntary Agency

A voluntary nonprofit relief agency which is registered with and approved by AID.

Surplus Property

U.S. Government-owned domestic excess property which has been determined not to be required for the needs of Federal agencies. Surplus property is neither available to nor acquired by or through AID.

* Revised

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ATTACHMENT B

REFERENCES

Foreign Assistance Act of 1961, as amended

Federal Property and Administrative Services Act of 1949, as amended

Handbook 5 - Delegations of Authority

-- Delegation of Authority No. 28

-- Delegation of Authority No. 36

-- Delegation of Authority No. 41

Handbook 13 - Grants

Handbook 15 - AID-Financed Commodities

Handbook 17 - AID Organization

ATTACHMENT C

ACQUISITION PROGRAMS

Program	Segment	Statutory Authority	Source	Condition of Property	Eligible Recipients	Section 607(a) Determination	Financing	Planned End-Use
	<u>AID-Financed Loan</u>	Sec. 608, Foreign Assistance Act of 1961	Domestic excess property	(Reconditioned) (Unreconditioned)	<i>Borrowers</i>	Not required	**AID loan	AID-financed project or program assistance in the public sector
			Foreign excess property other than *situs country excess	(Unreconditioned)	<i>Borrowers</i>	Not required	**AID loan	AID-financed project or program assistance in the public sector
SEC. 608	<u>AID-Financed Grant</u>	Sec. 608, Foreign Assistance Act of 1961	Domestic excess property	(Reconditioned) (Unreconditioned)	<i>Grantees</i>	Not required	**AID grant	AID-financed project or program assistance in the public sector
			Foreign excess property other than *situs country excess	(Unreconditioned)	<i>Grantees</i>	Not required	**AID grant	AID-financed project or program assistance in the public sector
	<u>Recipient-Financed</u>	Sec. 608, Foreign Assistance Act of 1961	Domestic excess property	(Reconditioned) (Unreconditioned)	Sec. 607(a) recipients	AID/W Section 607(a) Determination required	**Recipient's own free U.S. dollar resources	Recipient's projects or programs
			Foreign excess property other than *situs country excess	(Unreconditioned)	Sec. 607(a) recipients	AID/W Section 607(a) Determination required	**Recipient's own free U.S. dollar resources	Recipient's projects or programs

*Excess property located within Korea, Panama (including Panama Canal Zone), Philippines, or Turkey which is being acquired for utilization in the same country.
 **AID service charges and AID outshipment charges

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ATTACHMENT C
ACQUISITION PROGRAMS

Program	Segment	Statutory Authority	Source	Condition of Property	Eligible Recipients	Section 607(a) Determination	Financing	Planned End-Use
	<u>AID-Financed</u>	Federal Property and Administrative Services Act of 1949	*Situs country excess	<i>Unreconditioned</i>	<i>Grantees</i>	Not required	***AID grant	AID-financed project or program assistance in the public sector
	<u>SITUS COUNTRY</u>							
	<u>Recipient-Financed</u>	Federal Property and Administrative Services Act of 1949	*Situs country excess	<i>Unreconditioned</i>	Sec. 607(a) recipients	Mission Sec. 607(a) Determination required	***Recipient's own resources	Recipient's projects or programs

*Excess property located within Korea, Panama (including Panama Canal Zone), Philippines, or Turkey which is being acquired for utilization in the same country.
 ***Accessorial costs

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ATTACHMENT D

NUMERICAL LISTING OF FEDERAL SUPPLY GROUPS

<u>Federal Supply Group</u>	<u>Description</u>
15	Aircraft and Airframe Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equipment
19	Ships, Small Craft, Pontoons, and Floating Docks
20	Ship and Marine Equipment
22	Railway Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment
36	Special Industry Machinery
37	Agricultural Machinery and Equipment
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Firefighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnace, Steam Plant, and Drying Equipment and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives

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<u>Federal Supply Group</u>	<u>Description</u>
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communication, Detection, and Coherent Radiation Equipment
59	Electrical and Electronic Equipment Components
61	Electric Wire and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
70	General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging, and Packing Supplies
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
87	Agricultural Supplies
88	Live Animals
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
94	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes
96	Ores, Minerals, and Their Primary Products

ATTACHMENT E

SAMPLE FORMAT

AID/W SECTION 607(a) DETERMINATION

DETERMINATION UNDER SECTION 607 OF
THE FOREIGN ASSISTANCE ACT OF 1961

Section 607(a) Determination Date _____

1. The (friendly country, international organization, American National Red Cross, or registered voluntary agency) has requested the Agency for International Development to furnish to it for use in (friendly country, international organization, American National Red Cross, or registered voluntary agency)-sponsored programs certain United States Government-owned domestic and foreign excess property. Pursuant to Delegation of Authority No. 41, I hereby determine that it is consistent with and in furtherance of the purposes of Part I of the Foreign Assistance Act of 1961, as amended, and within the limitations of that Act for AID to furnish United States Government-owned domestic and foreign excess property included within the Federal Supply Groups described below, not to exceed a total of \$ _____ measured in terms of original acquisition cost, to the (friendly country, international organization, American National Red Cross, or registered voluntary agency).

This property will be used by the (friendly country, international organization, American National Red Cross, or registered voluntary agency) in _____
(planned end-use)

(not for use in the private sector or, either during or after the period of accountability, as support of public safety activities or by the military sector)

<u>Federal Supply Group</u>	<u>Description</u>
35	Service and Trade Equipment
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
43	Pumps and Compressors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
59	Electrical and Electronic Equipment Components
61	Electric Wire and Power and Distribution Equipment
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment

2

2. This determination is conditional upon the accomplishment, prior to shipment or transfer of any excess property, of the determinations required by Section 607(c) of the Foreign Assistance Act of 1961, as amended.
3. This determination will be effective until (_____ date _____) unless sooner terminated by AID.
4. Transfer of excess property under this determination will be in accordance with the terms and conditions of the related transfer/trust fund agreement letter to the (friendly country, international organization, American National Red Cross, or registered voluntary agency).
5. Excess property furnished under this determination will be Section 608 domestic and foreign excess.
6. All transfers of Section 608 domestic and foreign excess will be effected without charge as to the value of the property. However, the (friendly country, international organization, American National Red Cross, or registered voluntary agency) will pay to AID the applicable AID service charge and AID outshipment charge.

Assistant Administrator _____

Bureau for _____

ATTACHMENT F

SAMPLE FORMAT

AID/W EXCESS PROPERTY TRANSFER/TRUST FUND AGREEMENT

Dear _____:

The (friendly country, international organization, American National Red Cross, or registered voluntary agency) has requested the Agency for International Development (AID) to furnish to it for use in (friendly country, international organization, American National Red Cross, or registered voluntary agency)-sponsored programs certain United States Government-owned domestic and foreign excess property. I am pleased to inform you that the request of (friendly country, international organization, American National Red Cross, or registered voluntary agency), hereinafter called the "recipient," to receive United States Government-owned excess property has been approved.

In accordance with Section 607(a) of the Foreign Assistance Act of 1961, as amended, AID has authorized the recipient to acquire Section 608 domestic and foreign excess property, to the extent available, in the kinds and amount described in the enclosure to this letter. This letter, when accepted and agreed to by the recipient, authorizes the recipient to initiate the procedures referred to herein for acquiring such property and sets forth terms and conditions governing the transfer and use of such property. The AID authorization and the terms and conditions of this letter will be effective until (____ date ____), unless sooner modified or terminated by AID.

The total amount of property which can be transferred in accordance with this letter, measured in terms of original acquisition cost, is \$_____.

The following procedures, terms, and conditions will govern the acquisition, transfer, and use of all property described in the enclosure to this letter delivered to the recipient:

Section 607(c) Determinations and Monitorship

- * All transfers hereunder are conditional upon the prior execution of the determinations required by Section 607(c) of the Foreign Assistance Act of 1961, as amended, and agreement by the Mission or Embassy to (a) determine and establish a period of accountability for the items and (b) monitor the property during its period of accountability.

*

Charges

1. Section 608 Domestic and Foreign Excess Property

a. General

All transfers hereunder of Section 608 excess will be effected by AID without charge as to the value of the property. Charges are made for Section 608 excess covering the applicable AID service charge and AID outshipment charge.

* Revised

b. AID Service Charges

(1) Reconditioned property shipped from the AID storage facility--the sum of (a) cost of inland transportation from the holding activity to the AID storage facility, (b) cost of reconditioning, (c) 15% of the original acquisition cost, and (d) related costs.

(2) Unreconditioned property shipped from the AID storage facility--the sum of (a) cost of inland transportation from the holding activity to the AID storage facility, (b) 6% of the original acquisition cost, and (c) related costs.

(3) Unreconditioned property shipped from the holding activity--the sum of (a) 6% of the original acquisition cost and (b) related costs.

c. AID Outshipment Charges

(1) Shipment via the Defense Transportation System (DTS)--the sum of (a) cost for packing and crating and (b) costs in accordance with the pertinent tariff of the commercial carrier, the Military Traffic Management Command, the Military Sealift Command, or the Military Airlift Command. Insurance is not included in these costs as U.S. Government shipments are self-insured.

(2) Shipment via the recipient's own freight forwarder--the sum of (a) cost for packing and crating and (b) cost in accordance with the pertinent tariff of the commercial carrier. Insurance is not included in this cost as U.S. Government shipments are self-insured.

Deposits

(For a friendly country in which there is a Mission, include *.)

- * Subsequent to execution of this agreement by the recipient, the recipient will deposit to the Mission U.S. Dollar Trust Fund Account 72X8502 an adequate amount of its own free U.S. dollars to finance the anticipated AID service charges and AID outshipment charges on Section 608 excess property to be acquired. No transfers of property will be effected under this agreement prior to receipt by the Mission of the required deposit to the U.S. Dollar Trust Fund Account 72X8502. After final disbursements have been made, funds remaining in the trust fund account will be returned to the recipient.

(For a friendly country in which there is not a Mission or for the headquarters of an international organization, include**.)

**Subsequent to execution of this agreement by the recipient, the recipient will deposit to the AID/W U.S. Dollar Trust Fund Account 72X8502 an adequate amount of its own free U.S. dollars to finance the anticipated AID service charges and AID outshipment charges on Section 608 excess property to be acquired. The check must be made payable to the Agency for International Development, mailed to the Central Accounting Division (FM/CAD/Cashier), AID/W, and identified as financing "Section 608 excess property." No transfers of property will be effected under this agreement prior to receipt by AID/W of the required deposit to the U.S. Dollar Trust Fund Account 72X8502. After final disbursements have been made, funds remaining in the trust fund account will be returned to the recipient.

(For the headquarters of the American National Red Cross or for the headquarters of a registered voluntary agency, include ***)

***The recipient will acquire Section 608 excess property on a reimbursement basis rather than on an advance-of-funds basis. After shipment of the property, the recipient will be invoiced by the Central Accounting Division (FM/CAD), AID/W. The recipient agrees to remit a check made payable to the Agency for International Development within 30 days following receipt of the invoice.

Acquisition

Upon concurrence by the recipient in this agreement, requests for availability of Section 608 excess will be transmitted to AID *Government Property Resources* Division, Building 54, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070. The request will be marked "Recipient-Financed" and will include (a) stock number and/or description of the item, (b) quantity, (c) unit of issue, (d) condition (reconditioned or unreconditioned), (e) required delivery date, and (f) planned application or end-use.

(When the enclosure includes Federal Supply Group 15 (Aircraft and Airframe Structural Components), include *.)

*Special Conditions Applicable to Aircraft

1. Any aircraft transferred hereunder which is required to be tested in the United States prior to use in the country(ies) described in the paragraph captioned Use of Property or flown in the United States en route to such country(ies) will be required by law to be certificated as airworthy in accordance with regulations established by the Federal Aviation Administration (FAA), Department of Transportation. AID does not in any way represent that aircraft being transferred hereunder now meet or can be modified to meet such certification requirements and assumes no liability in connection therewith. If operation of the aircraft is contemplated in the United States or its territories or possessions, the recipient must obtain certification of the aircraft by FAA prior to use.

2. The airworthiness authorities of many foreign countries require an Export Certificate of Airworthiness issued by FAA to obtain an airworthiness certificate for civil operation of aircraft in that country. If operation of the aircraft is contemplated in a foreign country, the recipient must consult with FAA to determine eligibility and the requirements for obtaining an Export Certificate of Airworthiness prior to shipment.

3. Except for testing in connection with maintenance, repair, reconditioning, or overhaul and for flights en route to the country(ies) described in the paragraph captioned Use of Property and except as AID may otherwise agree in writing, any aircraft transferred hereunder may be used by the recipient only in the country(ies) described in the paragraph captioned Use of Property.

Title

1. Title to Section 608 excess property approved for transfer will pass from the United States to the recipient upon delivery of the property to the recipient's designated freight forwarder or, if shipment is via the Defense Transportation System (DTS), when the property is delivered to the port of discharge.

2. After title to excess property has passed to the recipient, the recipient will assume all responsibilities incident to ownership of such property, including, but not limited to, all risks of loss of or damage to the property and of all damage caused by or charges incurred on the property.

Ocean Transportation

1. The provisions of Subpart B, Section 201.15 (U.S.-flag vessel shipping requirement) of AID Regulation 1 (22 CFR Part 201) are applicable to all property transferred hereunder. Property transferred hereunder is deemed to be "commodities financed with AID dollar funds" within the meaning of that section.

2. The recipient agrees to furnish to the AID Mission or the U.S. Embassy in the country to which the property is shipped one copy of the onboard bill of lading covering each shipment not later than 30 days after the date of the shipment.

(For the American National Red Cross or a registered voluntary agency, include*.)

*3. The provisions of AID Regulation 2 (22 CFR Part 202) are applicable to the ocean transportation of all property transferred hereunder.

*
Use of Property

The recipient agrees that the property transferred to it will be used promptly and effectively only in the public sector in _____
(planned end-use)

(not for use either during or after the period of accountability
as support of public safety activities or by the military sector)

No Warranty on Property

The property transferred hereunder is used and excess to the United States Government and is transferred "as is" with all faults. AID is not responsible for and makes no warranty regarding the fitness, condition, or safety of operation of the property transferred.

Utilization and Disposition of Excess Property

1. General Responsibilities

Recipients of excess property are responsible for its effective utilization. This means that the property shall be consumed or put into service on a timely basis, used for the purpose intended, and adequately maintained. Recipients are also responsible to maintain accountability records adequate to document the use and disposition of the excess property. Missions, or Embassies where there is no AID Mission, are responsible to monitor compliance with these requirements.

2. Initial Use

Items received in usable condition shall be put to use within one year from the date of arrival in the recipient country. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of arrival and the items shall be put to use within 12 months of the date of commencement of their reconditioning.

3. Period of Accountability

a. The Mission or the Embassy shall determine and establish a period of accountability during which the recipient/recipient's end-user will comply with the accountability requirements in b. below and during which the property will be subject to the monitorship of the Mission or Embassy. The period will depend on an evaluation of the remaining life expectancy of the property and the supply management capability of the recipient/recipient's end-user, including technical capability and past utilization and maintenance performance. The period shall extend to at least one year from the date of initial use for each item of property.

b. The following provisions are applicable to all items of excess property for their period of accountability:

(1) The recipient/recipient's end-user will maintain accountability records on all items except expendable items.

*

*

(2) All accounts and records pertaining to the item are subject to audit by AID representatives, including the right to inspect the item wherever it is located.

(3) The recipient/recipient's end-user is not authorized to retransfer or otherwise dispose of the item without prior approval of the Mission or the Embassy.

(4) The Mission or the Embassy may direct or authorize sale of the item or require title to be transferred to the U.S. Government. In the case of sale, the recipient/recipient's end-user will conduct such sale under terms and conditions, including purchaser eligibility, prescribed by the Mission or the Embassy. Proceeds resulting therefrom will accrue, in whole or in part, to the recipient/recipient's end-user or AID in the sole discretion of the Mission or the Embassy. In no case will sale be made to public safety or military entities.

4. Disposal

At any time subsequent to the termination of the period of accountability, the recipient/recipient's end-user may dispose of the item, except to public safety or military entities, without seeking the approval of the Mission or the Embassy. All proceeds resulting from such disposition will accrue directly and in full to the recipient/recipient's end-user.

If you concur in the foregoing conditions, please sign the original of this letter in the space provided below and return it to me.

Sincerely,

*

Enclosure:
List of Requirements

ACCEPTED AND AGREED TO:

RECIPIENT: _____

BY: _____

DATE: _____

* Revised

LIST OF REQUIREMENTS

U.S. Government-owned excess property which may be furnished to the recipient shall not exceed a total original acquisition cost of \$_____ and shall be furnished from the following Federal Supply Groups:

<u>Federal Supply Group</u>	<u>Description</u>
35	Service and Trade Equipment
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
43	Pumps and Compressors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
59	Electrical and Electronic Equipment Components
61	Electric Wire and Power and Distribution Equipment
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment

ATTACHMENT G

SAMPLE FORMAT

LETTER ORDER

(For Loan-Financed Only)

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

Through: USAID/_____

Dear _____:

The Government of _____ requests the acquisition of the items listed on the attached. We hereby authorize the disbursement from the loan of \$ _____ to finance the AID service charge and the AID outshipment charge.

Section 607(c) Certifications:

I certify that there is a need for excess property in the quantity requested and that such property is suitable for the purpose requested.

I certify that the status and responsibility of the end-user justifies the requested shipment or transfer and that the end-user has the ability effectively to recondition when necessary, use, and maintain such property.

(Signed) _____
Mission Representative

The terminal date for disbursements of the loan is _____. Therefore, all shipments must be completed and all billings must be received by AID/W at least 30 days prior to that date.

Att G to HB 16
(TM 16:10) 2-5-82

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Shipping instructions are as follows:

Via the Defense Transportation System (DTS)

Via freight forwarder _____
(Name and address)

Packing and crating:

Consignee:

Port of discharge:

Other:

(Signed) _____ (Countersigned) _____
Government of _____ Mission Representative

Funds Available:

Appropriation _____

Allotment _____

(Signed) _____
Loan Division (FM/LD), AID/W

Exhibit 1 - List of Items Format

LIST OF ITEMS

Letter Order No. _____

Control Number	Stock Number	Description	AID Service Charge	AID Outshipment Charge	Cost Including Freight (CIF) (4+5)
(1)	(2)	(3)	(4)	(5)	(6)

Total

FINAL INSPECTION CHECK LIST (FICL)			SECTION 608 PROGRAM		AGENCY FOR INTERNATIONAL DEVELOPMENT		
AID FO		RECIPIENT		COUNTRY		ORDER/AUTHORIZATION NO.	
MANUFACTURER		MODEL NO.		SERIAL NO.		STOCK NO.	
DATE RECONDITIONING COMPLETED		DATE OF ARRIVAL PORT OF OFFLOADING			DATE OF CUSTOMS CLEARANCE		
MAIN POWER UNIT	ENGINE MAKE		ENGINE MODEL NO.		ENGINE SERIAL NO.		
	CHECK APPLICABLE BOXES		<input type="checkbox"/> BATTERY EQUIPPED <input type="checkbox"/> MAGNETO EQUIPPED		GROUND <input type="checkbox"/> + <input type="checkbox"/> -		
APPROPRIATE	ENGINE MAKE		ENGINE MODEL NO.		ENGINE SERIAL NO.		
	CHECK APPLICABLE BOXES		<input type="checkbox"/> BATTERY EQUIPPED <input type="checkbox"/> MAGNETO EQUIPPED		GROUND <input type="checkbox"/> + <input type="checkbox"/> -		
				COMPRESSION READING		VOLTAGE	
						<input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 24	
						NO. OF BATTERIES	
INSTRUCTIONS FOR RECIPIENT AND/OR MISSION/EMBASSY INSPECTORS Read and carefully follow deprocessing instructions accompanying the item prior to its inspection, operation, or movement. Complete this form during inspection of the item. Airmail the copy, signed by the recipient inspector and countersigned by the Mission/Embassy inspector, to AID Excess Property Division, Building 54, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070 within 10 working days after the item's clearance through customs. Mark "✓" to denote acceptance of a numbered line; mark "R" to denote rejection. Explain each rejection on the reverse and cite the applicable numbered line.							
LIST		INSPECTED BY		LIST		INSPECTED BY	
		AID FO	RECIPIENT			AID FO	RECIPIENT
ELECTRICAL SYSTEM	1. SPARK PLUGS & WIRES				38. AMMETER		
	2. DISTRIBUTOR				39. FUEL & FUEL PRESSURE		
	3. COIL, MAGNETO, & WIRING				40. HYDRAULIC PRESSURE		
	4. BATTERY & CABLES				41. OIL PRESSURE & OIL TEMP.		
	5. REGULATOR				42. SPEEDOMETER & HOUR METER		
	6. STARTER & SOLENOID				43. TACHOMETER		
	7. MAIN GENERATOR				44. VACUUM PRESSURE		
	8. EXCITER: BELTS & MOUNTING				45. WATER TEMPERATURE		
	9. GOVERNOR SETTING				46. CYLINDERS, DRUMS, ETC.		
	10. PANEL: GAUGES & SWITCHES				47. FLUID		
	11. LIGHTS				48. COMPRESSOR		
STEERING	12. CONTROL HANDLING				49. TANKS		
	13. GEARS				50. HAND BRAKE		
	14. CLUTCH & LINKAGE				51. ANTIFREEZE (DEGREES)		
	15. HYDRAULIC SYSTEM				52. RADIATOR & CAP		
FUEL AND EXHAUST SYSTEM	16. ALIGNMENT				53. BELTS, FAN, & SHROUD		
	17. ENGINE POWER UNIT				54. HOSE, LINES, ETC.		
	18. STARTING ENGINE				55. HEATERS		
	19. MUFFLER & TAILPIPES				56. DEFROSTERS		
	20. CARBURETORS				57. DUCTS, LINES, & FITTINGS		
	21. INJECTORS				58. COMPRESSORS		
	22. PUMPS & CONTROLS				59. CRANES		
	23. LINES, STRAINERS, ETC.				60. GENERATORS		
	24. TANK				61. BODY		
	25. FILTERS				62. PAINT		
POWER TRAIN	26. HYDRAULIC CYLINDERS & VALVES				63. CAB, DOORS, GLASS, ETC.		
	27. FLUID				64. CABLE CONTROLS		
	28. LINES & CONNECTIONS				65. JACK & LUG WRENCH		
	29. PUMPS				66. SPRINGS & SHOCK ABSORBERS		
	30. CLUTCH SYSTEM				67. WHEELS & TIRES		
	31. DIFFERENTIALS				68. TRACKS, IDLERS, ETC.		
	32. FINAL DRIVE				69. AID EMBLEM AFFIXED		
	33. AXLE ASSEMBLY				70. ADDRESS MARKINGS		
	34. LINKAGE				71. WIPER, BLADES, & MIRROR		
	35. TRANSFER CASE				72. UPHOLSTERY		
	36. SHAFTS & U JOINTS				73. LUBRICATION, OIL, & FILTERS		
	37. TRANSMISSION				74. PUBLICATIONS		
	CONTRACT AND AID INSPECTION						
CONTRACT INSPECTOR (Typed Name)			SIGNATURE			DATE	
AID INSPECTOR (Typed Name)			SIGNATURE			DATE	
RECIPIENT AND/OR MISSION/EMBASSY INSPECTION							
RECIPIENT INSPECTOR (Typed Name)			SIGNATURE			DATE	
MISSION/EMBASSY ACKNOWLEDGMENT (Typed Name)			SIGNATURE			DATE	
AID 1415-4 (8-76)							

PURCHASE ORDER

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER	2. CONTRACT NO. (if any)	3. ORDER NO.	PAGE 1 OF
------------------	--------------------------	--------------	-----------

4. ISSUING OFFICE

5. ACCOUNTING AND APPROPRIATION DATA

6. SHIP TO (Consignee and Address, ZIP Code)	VIA
--	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code) AID Government Property Resources Division Building 54 New Cumberland Army Depot New Cumberland, Pennsylvania 17070	8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____ Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____ <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
---	---

9. REQUISITION OFFICE	10. REQUISITION NO./PURCHASE AUTHORITY
-----------------------	--

11. F.O.B. POINT	12. GOVERNMENT B/L NO.	13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS
------------------	------------------------	---	--------------------

15. SCHEDULE

*See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	** AID-Financed via Grant Funds *** Recipient-Financed					
	* as per 6G3b(1) and 6G3c(1) ** as per 6G3b(1) *** as per 6G3c(1)					
* *	Section 607(c) Certifications: I certify that there is a need for excess property in the quantity requested and that such property is suitable for the purpose requested. I certify that the status and responsibility of the end-user justifies the requested shipment or transfer and that the end-user has the ability effectively to recondition when necessary, use, and maintain such property. (Signed) _____					
	Mission Representative * *					

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
--	---------------------------------------

SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT	18. GROSS SHIPPING WEIGHT	19. INVOICE NO.	
-------------------------------------	--------------------	---------------------------	-----------------	--

20. MAIL INVOICE TO (Include ZIP Code)	15. (i) GRAND TOTAL
--	---------------------

21. UNITED STATES OF AMERICA BY (Signature)	22. NAME (Typed)
---	------------------

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

147-107

* * New Material

TERMS AND CONDITIONS OF PURCHASE ORDER

1. INSPECTION AND ACCEPTANCE.—Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the Government.

2. VARIATION IN QUANTITY.—No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.

3. DISCOUNTS.—Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the Government, whichever is later. Payment is made, for discount purposes, when check is mailed.

4. DISPUTES: (a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Head of the Agency. The decision of the Head of the Agency or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceedings under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision. (b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in (a) above; Provided, That nothing in this contract shall be construed as making final the decision of any Administrative Official, Representative, or board on a question of law.

5. FOREIGN SUPPLIES.—This contract is subject to the Buy American Act (41 U.S.C. 10 a-1) as implemented by Executive Order 10582 of December 17, 1954, and any restrictions in appropriation acts on the procurement of foreign supplies.

6. CONVICT LABOR.—In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 (18 U.S.C. 4082(c)(2)) and Executive Order 11755, December 29, 1973.

7. OFFICIALS NOT TO BENEFIT. No Member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

8. COVENANT AGAINST CONTINGENT FEES.—The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fees, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9. FEDERAL, STATE, AND LOCAL TAXES. Except as may be otherwise provided in this contract, the contract price includes all applicable Federal, State, and local taxes and duties in effect on the date of this contract but does not include any taxes from which the Government, the Contractor or this transaction is exempt. Upon request of the Contractor, the Government shall furnish a tax exemption certificate or similar evidence of exemption with respect to any such tax not included in the contract price pursuant to this clause. For the purpose of this clause the term "date of this contract" means the date of the contract quotation or, if no quotation, the date of this purchase order.

BEST AVAILABLE COPY

PAYMENTS AND BILLING INSTRUCTIONS

Invoices shall be submitted in the ORIGINAL only, unless otherwise specified, and shall contain the following information: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading. If prepaid parcel post charges are billed, the gross weight and shipping point must be shown.

NOTE: If desired, this order (or a copy thereof) may be used by the Contractor as his invoice, in lieu of a separate invoice, provided the following statement, (signed and dated) is entered on (or attached to) the order: "Payment is requested in the amount of \$ _____ No other invoice will be submitted." When several orders are to be invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been:
 inspected, accepted, received by me and conforms to contract.
 Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL	DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOVT REPRESENTATIVE	DATE
	FINAL			
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION

ATTACHMENT J

SAMPLE FORMAT

* SECTION 607(a) SHIPPING AUTHORIZATION/ACQUISITION ORDER

(For International Organization, American National Red Cross,
-or Registered Voluntary Agency-Financed Only)

Shipping Authorization/Acquisition Order No. _____
Shipping Authorization/Acquisition Order Date _____

AID Government Property Resources Division
Building 54
New Cumberland Army Depot
New Cumberland, Pennsylvania 17070

Dear _____:

The _____ (recipient) requests the acquisition of the items listed on the attached.

The listed items are requested for:

Purpose: _____

Recipient's end-user: _____

Country of use: _____

Shipping instructions are as follows:

Mode of shipment:

Via the Defense Transportation System (DTS)

Via freight forwarder _____
(Name and address)

Packing and crating:

Consignee:

Port of discharge:

Other:

(Signed) _____
(Recipient)

Exhibit 1 - List of Items Format

*

* Revised

ATTACHMENT J

LIST OF ITEMS

Shipping Authorization Acquisition Order No. _____

Control Number	Stock Number	Description	AID Service Charge	AID Outshipment Charge	Cost Including Freight (CIF) (4+5)
(1)	(2)	(3)	(4)	(5)	(6)

Total _____

ATTACHMENT K

SAMPLE FORMAT

MISSION SECTION 607(a) DETERMINATION

DETERMINATION UNDER SECTION 607 OF
THE FOREIGN ASSISTANCE ACT OF 1961

Section 607(a) Determination No. _____ Section 607(a) Determination Date _____

1. The (cooperating-country government or field element of a registered voluntary agency) has requested the Agency for International Development to furnish to it for use in (cooperating-country government or field element of a registered voluntary agency)-sponsored programs certain United States Government-owned foreign excess property. Pursuant to Delegation of Authority No. 28, I hereby determine that it is consistent with and in furtherance of the purposes of Part I of the Foreign Assistance Act of 1961, as amended, and within the limitations of that Act for AID to furnish United States Government-owned situs country excess included within the Federal Supply Groups described below, not to exceed a total of \$ _____ measured in terms of original acquisition cost, to the (cooperating-country government or field element of a registered voluntary agency).

This property will be used by the (cooperating-country government or field element of a registered voluntary agency) or their designated end-user) in
(planned end-use)
(not for use either during or after the period of accountability as support of public safety activities or by the military sector).

<u>Federal Supply Group</u>	<u>Description</u>
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
49	Maintenance and Repair Shop Equipment

2. This determination is conditional upon the accomplishment, prior to transfer of any excess property, of the determinations required by Section 607(c) of the Foreign Assistance Act of 1961, as amended.

3. This determination will be effective until (date) unless sooner terminated by AID.

2

4. Transfer of excess property under this determination will be in accordance with the terms and conditions of the related transfer agreement letter to the (cooperating-country government or field element of a registered voluntary agency).

5. Excess property furnished under this determination will be situs country excess on an *unreconditioned* basis. All transfers of situs country excess will be effected without charge as to the value of the property. However, the (cooperating-country government or field element of a registered voluntary agency) will arrange and pay for all services incident to the movement of the property from the holding activity to the point of use.

Mission Director

ATTACHMENT L

SAMPLE FORMAT

MISSION EXCESS PROPERTY TRANSFER AGREEMENT

Dear _____ :

The (cooperating-country government or field element of a registered voluntary agency) has requested the Agency for International Development (AID) to furnish to it for use in (cooperating-country government or field element of a registered voluntary agency)-sponsored programs certain United States Government-owned foreign excess property. I am pleased to inform you that the request of (cooperating-country government or field element of a registered voluntary agency), hereinafter called the "recipient," to receive United States Government-owned excess property has been approved.

In accordance with Section 607(a) of the Foreign Assistance Act of 1961, as amended, AID has authorized the recipient to acquire situs country excess, to the extent available, in the kinds and amount described in the enclosure to this letter. This letter when accepted and agreed to by the recipient authorizes the recipient to initiate the procedures referred to herein for acquiring such property and sets forth terms and conditions governing the transfer and use of such property. The AID authorization and the terms and conditions of this letter will be effective until (____ date ____), unless sooner modified or terminated by AID.

The total amount of property which can be transferred in accordance with this letter, measured in terms of original acquisition cost, is
\$ _____.

The following procedures, terms, and conditions will govern the acquisition, transfer, and use of all property described in the enclosure to this letter delivered to the recipient:

Section 607(c) Determinations and Monitorship

- * All transfers hereunder are conditional upon the prior execution of the determinations required by Section 607(c) of the Foreign Assistance Act of 1961, as amended, and agreement by the Mission to (a) determine and establish a period of accountability for the items and (b) monitor the property during its period of accountability.

*

Charges

All transfers hereunder of situs country excess will be on an *unreconditioned* basis and will be effected by the holding activity without charge as to the value of the property. The recipient arranges and pays for all services incident to the movement of the property from the holding activity to the point of use.

* Revised

Inspection and Selection of Situs Country Excess

Upon concurrence by the recipient in this agreement, the recipient will contact this AID Mission to arrange for acquisition and, if desired, inspection of available items.

Title

1. Title to situs country excess approved for transfer will pass from the United States to the recipient upon physical removal of the property by the recipient from the holding activity.

2. After title to situs country excess has passed to the recipient, the recipient will assume all responsibilities incident to ownership of such property, including, but not limited to, all risks of loss of or damage to the property and of all damage caused by or charges incurred on the property.

Use of Property

*

The recipient agrees that the property transferred to it will be used promptly and effectively in

(planned end-use)

(not for use either during or after the period of accountability as support of public safety activities or by the military sector).

No Warranty on Property

The property transferred hereunder is used and excess to the United States Government and is transferred "as is" with all faults. AID is not responsible for and makes no warranty regarding the fitness, condition, or safety of operation of the property transferred.

Utilization and Disposition of Excess Property

1. General Responsibilities

Recipients of excess property are responsible for its effective utilization. This means that the property shall be consumed or put into service on a timely basis, used for the purpose intended, and adequately maintained. Recipients are also responsible to maintain accountability records adequate to document the use and disposition of the excess property. Missions, or Embassies where there is no AID Mission, are responsible to monitor compliance with these requirements.

2. Initial Use

Items received in usable condition shall be put to use within one year from the date of physical receipt. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of physical receipt and the items shall be put to use within 12 months of the date of commencement of their reconditioning. *

* 3. Period of Accountability

a. The Mission or the Embassy shall determine and establish a period of accountability during which the recipient/recipient's end-user will comply with the accountability requirements in b below and during which the property will be subject to the monitorship of the Mission or Embassy. The period will depend on an evaluation of the remaining life expectancy of the property and the supply management capability of the recipient/recipient's end-user, including technical capability and past utilization and maintenance performance. The period shall extend to at least one year from the date of initial use for each item of property.

b. The following provisions are applicable to all items of excess property for their period of accountability:

(1) The recipient/recipient's end-user will maintain accountability records on all items except expendable items.

(2) All accounts and records pertaining to the item are subject to audit by AID representatives, including the right to inspect the item wherever it is located.

(3) The recipient/recipient's end-user is not authorized to retransfer or otherwise dispose of the item without prior approval of the Mission or the Embassy.

(4) The Mission or the Embassy may direct or authorize sale of the item or require title to be transferred to the U.S. Government. In the case of sale, the recipient/recipient's end-user will conduct such sale under terms and conditions, including purchaser eligibility, prescribed by the Mission or the Embassy. Proceeds resulting therefrom will accrue, in whole or in part, to the recipient/recipient's end-user or AID in the sole discretion of the Mission or the Embassy. In no case will sale be made to public safety or military entities.

4. Disposal

At any time subsequent to the termination of the period of accountability, the recipient's end-user may dispose of the item, except to public safety or military entities, without seeking the approval of the Mission or the Embassy. All proceeds resulting from such disposition will accrue directly and in full to the recipient/recipient's end-user.

*

* Revised

Att L to HB 16
(TM 16:10) 2-5-82

4

If you concur in the foregoing conditions, please sign the original of this letter in the space provided below and return it to me.

Sincerely,

Mission Director

Enclosure:
List of Requirements

ACCEPTED AND AGREED TO:

RECIPIENT: _____

BY: _____

DATE: _____

Att L to HB 16 (TM 16:10)
Enclosure 1 2-5-82

LIST OF REQUIREMENTS

U.S. Government-owned situs country excess which may be furnished to the recipient shall not exceed a total original acquisition cost of \$ _____ and shall be furnished from the following Federal Supply Groups:

<u>Federal Supply Group</u>	<u>Description</u>
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
49	Maintenance and Repair Shop Equipment

--

ATTACHMENT M
REPORT OF ACQUISITION OF FOREIGN EXCESS PROPERTY
UNDER THE SITUS COUNTRY PROGRAM
(Report Control Symbol U-249)

I. General

- * The following annual reporting requirement, covering the original acquisition cost of all foreign excess property acquired under the Situs Country Program, is established.

II. Submission of Reports

Korea, Panama, Philippines, and Turkey Missions will submit a report in the attached prescribed format (Exhibit 1 to this Attachment) to reach SER/COM not later than 31 days after the close of each reporting period. If applicable, negative reports must be submitted. *

III. Reporting Criteria

- A. This report relates only to situs country excess.
- B. AID-owned property acquired from another Mission is not to be included in the report.

IV. Report Format

A. AID-Financed Segment - Indicate the original acquisition cost of situs country excess which was *acquired for* use as AID-financed project or program assistance.

B. Recipient-Financed Segment - Indicate the original acquisition cost of situs country excess which was acquired under a Mission Section 607(a) Determination by:

1. Cooperating-country government.
2. International organizations.
3. American National Red Cross.
4. Registered voluntary agencies (by name).

C. Total - Indicate the total of all entries which appear in the original acquisition cost column.

FORMAT

REPORT OF ACQUISITION OF FOREIGN EXCESS PROPERTY
UNDER THE SITUS COUNTRY PROGRAM
(Report Control Symbol U-249)

(Mission)

Report Period October 1, _____ through September 30, _____
(Year) (Year)

Original
Acquisition Cost

A. AID-Financed Segment	\$
B. Recipient-Financed Segment as follows:	XXXXXXXXXXXXXXXXXX
Cooperating-country government	\$
International organizations	\$
American National Red Cross	\$
Registered voluntary agencies as follows:	XXXXXXXXXXXXXXXXXX
_____	\$
_____	\$
_____	\$
_____	\$
C. Total	_____

SPECIAL CASES

Although the majority of the location citations follow the pattern described previously, there are these exceptions:

- o In some of the Handbooks, a majority of the text is reprinted from the Foreign Affairs Manual (FAM). All FAM citations are marked by a '#' sign before the section number.
- o A major portion of Handbook 14 is composed of the Federal Acquisition Regulation (FAR). All citations to this publication are cited as 14:FAR(section number).
- o Three Handbook supplements that are basically separate volumes are cited as, 1B: (Procurement Policy), 3A: and 3B: (Project Managers Guidebook).
- o In Handbooks which contain both Parts as well as Chapters, the Roman numeral Part number is separated from the Arabic Chapter number by a dash (-). For example: 21:I-2A8, a citation to Chapter 2 of Part I of Handbook 21.

CROSS REFERENCES

These references provide direction for selection of index terms:-

A 'see' reference points from an unused term to the one that is used.

'x' is the reverse of see (do not bother to look) and provides a guide to terms that are not used in the index.

'see also' points to terms that are closely related.

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16:6G; 16:7F

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16:Att.L

Cargo preference 1B:10; 11:2.2.5; 11:3.2.7;
13:App.4C16c2; 13:App.4D16; 15:7;
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excess property management

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16:6H; 22:App.9A#164; 23:App.10A#317

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x Project documentation

Domestic excess property 16:6C1

Donations of goods and services 8:3G5; 8:5F3; 11:App.4A4.6; 13:1K5a;
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TRANSMITTAL MEMORANDUM CHECKSHEET

FOR HANDBOOK 16 - USE OF FEDERAL AGENCIES

16:1	<input checked="" type="checkbox"/>	16:26	<input type="checkbox"/>	16:51	<input type="checkbox"/>
16:2	<input checked="" type="checkbox"/>	16:27	<input type="checkbox"/>	16:52	<input type="checkbox"/>
16:3	<input checked="" type="checkbox"/>	16:28	<input type="checkbox"/>	16:53	<input type="checkbox"/>
16:4	<input checked="" type="checkbox"/>	16:29	<input type="checkbox"/>	16:54	<input type="checkbox"/>
16:5	<input checked="" type="checkbox"/>	16:30	<input type="checkbox"/>	16:55	<input type="checkbox"/>
16:6	<input checked="" type="checkbox"/>	16:31	<input type="checkbox"/>	16:56	<input type="checkbox"/>
16:7	<input checked="" type="checkbox"/>	16:32	<input type="checkbox"/>	16:57	<input type="checkbox"/>
16:8	<input checked="" type="checkbox"/>	16:33	<input type="checkbox"/>	16:58	<input type="checkbox"/>
16:9	<input checked="" type="checkbox"/>	16:34	<input type="checkbox"/>	16:59	<input type="checkbox"/>
16:10	<input checked="" type="checkbox"/>	16:35	<input type="checkbox"/>	16:60	<input type="checkbox"/>
16:11	<input type="checkbox"/>	16:36	<input type="checkbox"/>	16:61	<input type="checkbox"/>
16:12	<input type="checkbox"/>	16:37	<input type="checkbox"/>	16:62	<input type="checkbox"/>
16:13	<input type="checkbox"/>	16:38	<input type="checkbox"/>	16:63	<input type="checkbox"/>
16:14	<input type="checkbox"/>	16:39	<input type="checkbox"/>	16:64	<input type="checkbox"/>
16:15	<input type="checkbox"/>	16:40	<input type="checkbox"/>	16:65	<input type="checkbox"/>
16:16	<input type="checkbox"/>	16:41	<input type="checkbox"/>	16:66	<input type="checkbox"/>
16:17	<input type="checkbox"/>	16:42	<input type="checkbox"/>	16:67	<input type="checkbox"/>
16:18	<input type="checkbox"/>	16:43	<input type="checkbox"/>	16:68	<input type="checkbox"/>
16:19	<input type="checkbox"/>	16:44	<input type="checkbox"/>	16:69	<input type="checkbox"/>
16:20	<input type="checkbox"/>	16:45	<input type="checkbox"/>	16:70	<input type="checkbox"/>
16:21	<input type="checkbox"/>	16:46	<input type="checkbox"/>	16:71	<input type="checkbox"/>
16:22	<input type="checkbox"/>	16:47	<input type="checkbox"/>	16:72	<input type="checkbox"/>
16:23	<input type="checkbox"/>	16:48	<input type="checkbox"/>	16:73	<input type="checkbox"/>
16:24	<input type="checkbox"/>	16:49	<input type="checkbox"/>	16:74	<input type="checkbox"/>
16:25	<input type="checkbox"/>	16:50	<input type="checkbox"/>	16:75	<input type="checkbox"/>