

**Forest Service Manual
National Headquarters – Washington Office
Washington, DC**

**Forest Service Manual 6400 – Property Management
Zero Code**

Amendment: 6400-2002-1

Effective date: August 29, 2002

Duration: This amendment is effective until superseded or removed.

Approved by: Marian P. Connolly, Service-Wide Directive Manager

Date approved: August 26, 2002

Superseded Document(s): 6400 Contents, Amendment 6400-92-1, May 28, 1992; 6400 Zero Code Contents, Amendment 6400-97-1, January 21, 1997; 6400 Zero Code, Amendment 6400-97-2, January 21, 1997; 6410 Contents, Amendment 6400-92-3, June 12, 1992; 6410, Amendment 6400-92-4, June 12, 1992; 6420, Amendment 6400-90-1, June 1, 1990; 6440 Contents, Amendment 6400-91-3, September 20, 1991; 6400, Amendment 6400-97-3, April 7, 1997; 6460, Amendment 6400-92-2, May 28, 1992

Digest: Following is an explanation of the changes throughout the directive by section.

6400: This is a technical amendment that converts the format and style of this Forest Service Manual (FSM) title (previously in “Applixware”) to the new FSM template using the agency’s current corporate word processing software. Where chapters were previously organized into more than one document, they are now merged into one chapter whenever possible.

Although some minor typographical and technical errors have been corrected, this amendment contains no changes to the substantive direction in this title.

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6401 – Authority

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471-544), is the basic authority for the General Services Administration (GSA) to manage Federally owned or leased property.

Title 41, Code of Federal Regulations, Chapter 101 (41 CFR 101) contains the Government-wide Federal Property Management Regulations (FPMR) issued by GSA to implement the Act of 1949. The loose-leaf version of the FPMR has been incorporated into the Forest Service directive system as FSH 6409.31 – FPMR.

6402 – Objective

To manage property in the best interest of the Government by methods that ensures economy and efficiency.

6403 – Policy

It is Forest Service policy to:

1. Use innovative and least-cost ways of acquiring, managing, and disposing of real and personal Government property.
2. Integrate property management processes and procedures into the organization's general administration.
3. Simplify and standardize the acquisition, maintenance, utilization, accountability and disposition of real and personal property.
4. Delegate property acquisition, management, and disposal authority to the lowest practical organizational level.

6404 – Responsibility

6404.1 – Director, Acquisition Management Staff, Washington Office

The Director, Acquisition Management Staff, Washington Office, has the responsibility to:

1. Develop and implement Service-wide direction on personal and real property management in coordination with General Services Administration and Departmental policies.
2. Process acquisition, use, and disposal actions for property requiring special handling.
3. Provide support service to the Washington Office in the areas of transportation of household goods, implementation of automated systems, office space renovation, personal property management, and so forth.

4. Coordinate implementation and modification of national property management systems.

6404.2 – Regional and Station Directors of Administrative Services

Regional and Station Directors of Administrative Services have the responsibility to appoint a Property Management Officer to administer the unit's real and personal property management program.

6404.3 – Forest Administrative Officers

Forest Administrative Officers have the responsibility to appoint a Property Management Officer to administer the unit's real and personal property management program.

6404.4 – Property Management Officer

Property Management Officers (PMO's) are responsible for administering the unit's real and personal property management program for the effective utilization, accountability, control, and disposition of property in accordance with existing laws, regulations and policies. See FSH 6409.31 for more specific duty assignments.

6408 – National Finance Center Systems, Procedures, and Manuals

Forest Service units shall use the automated systems established by the USDA National Finance Center (NFC) for various fiscal, accounting, personnel, property, and other management functions and shall comply with NFC procedures for use of these systems.

The NFC Manuals documenting these systems and procedures are available from the National Finance Center, Directives and Analysis Branch, P.O. Box 60,000 New Orleans, Louisiana 70160. NFC requires the use of Form AD-1083, Address/Report Information Input, when requesting Manuals for the first time or when making any changes to the distribution, such as address corrections or changes to the number of copies. The forms are available through the Consolidated Forms and Publications Distribution Center, 3222 Hubbard Road, Landover, MD 20785.

1. Property Management Information System. For property management automated functions, follow the NFC External Procedures, Title IV: Central Accounting System Manual, Chapter 6, Property Management Information System (PMIS), Section 2, Personal Property Subsystem. The PMIS Desk Guide (a pocket-sized guide summarizing use of the system) is issued in Title VI: Systems Access Manual, Chapter 9, Property Management Information System, Section 2, Personal Property Subsystem.

2. Manuals for Other NFC Procedures and Systems. See FSM 6106.22 for direction on the NFC External Procedures, Title I: Payroll/Personnel Processing Manual. See FSM 6508.22 for direction on the NFC External Procedures, Title II: Voucher and Invoice Payments Manual; Title V: Miscellaneous Systems Manual, Chapter 1, Inquiry, and Chapter 3, Budget Object Classification Codes; and Title VI: NFC Systems Access Procedures.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

6409 – Handbooks

6409.1 – Internal Service-wide Handbooks

6409.11 – Quarters Rental Handbook (FSH)

This Handbook provides Forest Service direction for rental rates and for administering the quarters rental program.

6409.12 – Leasing Officers' Handbook (FSH)

This Handbook provides detailed direction and procedures for the acquisition by lease of real property and lease administration.

6409.3 – External Handbooks

6409.31 – Federal Property Management Regulations (GSA) (FSH)

This Handbook contains the Federal Property Management Regulations (FPMR) issued by the General Services Administration (GSA) at Title 41, Code of Federal Regulations, Chapter 101 (41 CFR 101). The FPMR contains Government-wide requirements for property management by all Federal agencies.

The FPMR is issued in loose-leaf format for ease of agency supplementation. In addition to the parent text of the regulations and revisions issued by amendment, the loose-leaf version of the FPMR also includes GSA Bulletins and Temporary Regulations. The Department issues supplements as the Agriculture Property Management Regulations (AGPMR) and the Forest Service issues interim directives and supplements as the Forest Service Property Management Regulations (FSPMR).

The Directives and Regulations Branch, Information Resources Management Staff, Washington Office coordinate distribution orders for the loose-leaf FPMR from all Forest Service units.