



April 30, 2020

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
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Dear Brian:

As a matter of general interest, the Postal Service plans to revise Handbook **AS-701, Asset Management**, Chapters 5 and 6.


The purpose of the revisions is to update the process for managing capital property assets and completing the Annual Capital Property Certification using the Solution for Enterprise Asset Management (SEAM) system.

Enclosed is a draft copy of Handbook AS-701, Asset Management:

- Chapter 5, *Asset Accountability*, one with and one without changes identified
- Chapter 6, *Asset Recovery: Redistribution, Recycling, and Disposal*, one with and one without changes identified

Please contact Shannon Richardson at extension 5842 if you have any questions concerning this matter.

Sincerely,


for Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

6 Asset Recovery: Redistribution, Recycling, and Disposal

6-1 Introduction

6-1.1 Policy

Through asset recovery, items no longer required with regards to their original purpose are reclaimed or restored to some degree of usefulness. Asset recovery benefits the Postal Service by incorporating supply chain management practices and methodologies while supporting environmental protection policies. Incorporate the Postal Service environmental policy into procedures governing asset redistribution, recycling, and disposal. The Postal Service is committed to conducting all its activities in a manner that protects human health and the environment and will not hesitate to exceed legal requirements when appropriate.

6-1.2 Applicability

The policies and procedures annotated in this chapter apply to the redistribution, recycling, and disposal of material throughout the Postal Service. All Postal Service personnel must comply with the policies and procedures noted here.

6-1.3 Purpose

This chapter provides procedures for the handling of assets/materials as follows:

- a. Identification and reporting (see [6-2](#)).
- b. Redistribution (see [6-3](#)).
- c. Recycling and disposal (see [6-4](#)).

6-1.4 Responsibilities

Installation heads, functional managers, finance managers, Material Accountability Officers (MAOs), and other employees designated as responsible for material management must take all necessary steps to ensure the prompt and proper redistribution, recycling, and disposal of material.

6-1.4.1 Operational Personnel

Postal Service managers at all functional levels are responsible for the following:

- a. Ensuring funds are not spent for new material if the need can be filled timely and economically by using the Excess Items Catalog (EIC).
- b. Ensuring inactive serviceable assets both excess to the manager's own operational needs and what is planned for future use, are identified, reviewed and reported to the installation head/MAO. Handle assets identified for transfer to another postal entity in accordance with the procedures in this chapter (see [6-4.4.3](#)).

6-1.4.2 Installation Heads and MAOs

The installation heads are responsible and accountable for all material in their organization. The installation head may delegate in writing (see [5-3.1](#)), material accountability responsibility to their appointed MAO (see [5-1.4.2](#)). Critical responsibilities relating to material identification, reporting, and transferring inactive assets are as follows:

- a. Accurately identifying inactive assets using appropriate resources such as Publication 247, *Supply and Equipment Catalog*.
- b. Determining serviceability of inactive assets.
- c. Maintaining communication with appropriate functional managers concerning repairable equipment to be returned to use.
- d. Ensuring all assets identified as excess serviceable are promptly and accurately reported through channels.

- e. Maintaining inventory control of inactive equipment assets within the facility, either manually or automated, and filling requirements from the EIC in lieu of new purchases.
- f. Ensuring excess assets requested by another Postal Service entity are promptly transferred in accordance with [6-4](#).
- g. Promptly coordinating changes in status of inactive assets, (e.g., put into local use) with the guidance of the supporting Asset Accountability Service Center (AASC).
- h. Ensuring all serviceable excess items are placed in the EIC.

6-1.4.3 Maintenance Management

Maintenance management employees are critical to assuring inactive serviceable (ready for immediate use) assets are declared excess. Maintenance management is responsible for the following:

- a. Assisting the MAO in accurately identifying inactive assets, using the appropriate resources.
- b. Determining serviceability of inactive assets.
- c. Determining feasibility of repair versus disposal of inactive assets.
- d. Promptly ensuring repairs to inactive assets are made and these assets are reported through the appropriate channels, with assistance from the MAO.
- e. Reporting inactive assets to the MAO.
- f. Ensuring inactive assets destined for transfer are properly packaged for shipment to avoid damage during transit.
- g. Assisting the MAO in ensuring excess assets are promptly transferred.
- h. Conducting regular inventory assessments to control excess using the Maintenance Inventory Support Process (MISP) reports from the Maintenance Activity Reporting & Scheduling (eMARS) system (see Handbook MS-63, *Maintenance Operations Support*, Subchapter 19).
- i. Promptly reporting any changes in status of inactive assets, (e.g., returned to local use) to the MAO.

6-1.4.4 Asset Accountability Service Centers

AASCs develop inventory control processes and policies for re-distribution of excess assets and the disposal of surplus and obsolete items. The AASCs are responsible for approving or declining items, catalog maintenance, removing items from EIC, and order management. Additionally, AASCs support the Investment Recovery Plan to generate revenue through the development and implementation of national disposal programs.

The AASC contact information is located at http://blue.usps.gov/purchase/assetmgnt/am_aasc_home.htm.

6-1.5 Definitions

The following are definitions of terms used in this chapter:

- a. *Antique*: A unique or commercial object owned by the Postal Service that is at least 100 years old.
- b. *Artwork*: A painting, sculpture, mural, drawing, mobile, engraving, etching, etc., owned by the Postal Service and located in a Postal Service facility or on loan to a museum, historical society, library, etc. Artwork may be of any age.
- c. *Collectible*: Anything that has value or interest for a person or organization and is less than 100 years old. Age distinguishes a collectible from an antique. Examples of Postal Service collectibles are a 1920 Seth Thomas wall clock in an oak case; a collection bag used prior to 1930; an airmail mailbag; leather topped oak lobby tables; a brass, post mounted collection box; and a hanging scale.

- d. *Disposal*: The process of properly relinquishing possession of assets that are non-reparable, or inactive to Postal Service needs through trade-in, sale, cannibalization, sale for recycling, transfer, donation, or placement in a landfill (see [6-4](#)).
- e. *Excess assets*: All assets that are not being used (see [6-2.2](#)).
- f. *Excess Items Catalog (EIC)*: An eBuyPlus catalog that lists excess Postal Service items for nationwide redistribution.
- g. *Memorabilia*: Written or printed manuscripts, documents, books, and publications may be considered antique, collectible, or of potentially historic value. Memorabilia are to be maintained and protected because their intellectual content contributes to the documentation and understanding of the history of the structure, functions, and activities of the Postal Service or Post Office Department. Examples include postmasters' certificates of commission, personal correspondence, journals, diaries and scrapbooks, copies of press releases and clippings, and copies of speeches.
- h. *Object of Historic Value*: Something that is one of a kind, rare, or associated with a particularly significant person or event in postal history. An example of an object of historic value is a ballpoint pen used by President Bush to sign the Postal Accountability and Enhancement Act of 2006.
- i. *Recycling*: The collecting, processing, redistributing and reusing, of material otherwise destined to be discarded.
- j. *Redistribution*: The process of returning inactive serviceable assets to the source of supply or transferring them to a Postal Service entity that has a need.

6-1.6 Postal Service Forms Used

The following Postal Service forms are used in the redistribution and disposal of material:

- a. PS Form 965, *Salvage or Junk Tag*.
- b. PS Form 969, *Material Recycling and Disposal (Noncapital)*.
- c. PS Form 3544, *USPS Receipt for Money or Services*.
- d. PS Form 4707, *Out of Order* (tag).
- e. PS Form 7340, *Property Transfer Request* (for noncapital/expendable assets).
- f. USPS Sales Slip (locally produced, see [Exhibit 6-1.6](#)).

All forms not on the web must be ordered via eBuyPlus.

Note: Complete capital property transfers and disposals through SEAM for redistribution and disposal of these assets.

Exhibit 6-1.6

USPS Sales Slip, Sale of Government Personal Property

UNITED STATES POSTAL SERVICE SALES SLIP SALE OF GOVERNMENT PERSONAL PROPERTY		
<u>Buyer's Name and Address</u>		<u>Date of Sale</u>
ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY Date		
Item or Lot No.	Description	Price
Deposit in AIC No. _____		TOTAL AMOUNT > _____
PAYMENT RECEIVED	BY (Signature) _____	Paid on Date of Sale > _____
I ACKNOWLEDGE RECEIPT OF THE PROPERTY DESCRIBED ABOVE		
Signature of Buyer or Authorized Representative _____		Date _____

USPS Sales Slip
(August 2010)

6-2 Material Identification and Reporting

6-2.1 General

Inactive material accounts for a portion of total Postal Service assets. Some factors that lead to inactive assets include changing requirements, erroneous stocking objectives, inaccurate purchasing, excess capacity, and obsolescence. The Postal Service can reduce total cost of ownership through accurate material identification and reporting to ensure redistribution, recycling, and disposal of these assets. Cost avoidance can be realized through the use of the EIC to redistribute assets versus making new purchases.

6-2.2 Reporting of Excess Assets

6-2.2.1 Reporting Methods

6-2.2.1.1 Excess Item Catalog

EIC provides the ability for eBuyPlus users to identify and acquire excess items within the Postal Service. Postal Service excess items that are no longer needed by one facility are made available to others. Any Postal employee who is an authorized eBuyPlus user may add new items to EIC or find and view excess items. For information or training on the use of the EIC, contact an AASC.

6-2.2.1.2 Tag Reporting

Use the following forms to tag and report inactive assets:



- a. Use PS Form 4707, *Out of Order (tag)*, to identify equipment in need of repair. For an image of this form, see [Exhibit 6-2.2.1.2a](#). Once completed, the string part is attached to the equipment and the detachable stub is forwarded to maintenance management. Before initiating repair, the installation head or designee must determine whether the repair should be performed. When repairs to an unserviceable item are deemed not cost effective, tag the item with a PS Form 965 and initiate recycling or disposal action.
- b. Use PS Form 965, *Salvage or Junk Tag*, to identify unserviceable equipment that is not cost effective to repair. Take immediate recycling or disposal action. For an image of this form, see [Exhibit 6-2.2.1.2b](#).

Exhibit 6-2.2.1.2a

PS Form 4707, Out of Order (tag)

<div style="text-align: center;">PS Form 4707, January 1991</div> <hr/> <div style="text-align: center;">U.S. POSTAL SERVICE</div> <div style="text-align: center;">OUT OF ORDER</div> <div style="text-align: center;"><i>(Defective or Inoperative Equipment)</i></div> <table style="width: 100%;"><tr><td style="width: 50%;">Type of Machine or Equipment</td><td style="width: 50%;">Number</td></tr><tr><td>Office</td><td>Date</td></tr><tr><td colspan="2">Description of Defect</td></tr><tr><td colspan="2">Handling Instructions</td></tr><tr><td colspan="2">Employee</td></tr></table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">This equipment must be disconnected or properly locked out if connected to a power source.</div> <table style="width: 100%;"><tr><td style="width: 50%;">Type of Machine or Equipment</td><td style="width: 50%;">Number</td></tr><tr><td>Office Date</td><td>Date</td></tr><tr><td colspan="2">Employee</td></tr></table> <div style="margin-top: 10px;">Turn this stub into your supervisor. Affix tag to defective or inoperative article.</div>	Type of Machine or Equipment	Number	Office	Date	Description of Defect		Handling Instructions		Employee		Type of Machine or Equipment	Number	Office Date	Date	Employee		<div style="text-align: center;">PS Form 4707, January 1991 (Reverse)</div> <div style="text-align: center; font-size: 24pt; font-weight: bold; margin-top: 20px;">DO NOT USE</div> <div style="text-align: center; font-size: 24pt; font-weight: bold; margin-top: 10px;">REMOVE</div> <div style="text-align: center; font-size: 24pt; font-weight: bold; margin-top: 10px;">FROM SERVICE</div> <div style="text-align: center; font-size: 24pt; font-weight: bold; margin-top: 10px;">IMMEDIATELY</div> <div style="margin-top: 20px;">-----</div> <div style="margin-top: 10px;">TYPE OF EQUIPMENT: _____</div> <div style="margin-top: 10px;">_____</div> <div style="margin-top: 10px;">LOCATION: _____</div> <div style="margin-top: 10px;">_____</div>
Type of Machine or Equipment	Number																
Office	Date																
Description of Defect																	
Handling Instructions																	
Employee																	
Type of Machine or Equipment	Number																
Office Date	Date																
Employee																	

Form 965, Salvage or Junk Tag

	<h2>Salvage or Junk Tag</h2>
	<p>Notice: Dispose of This Item as Soon as Possible</p>
<p>_____ (Control Officer Signature) (Date)</p>	
<p>PS Form 965, April 1994</p>	

6-2.2.1.3 Special Equipment Reporting**6-2.2.1.3.1 Information Technology Equipment**

Report excess, obsolete, or non-repairable Information Technology (IT) equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones) to the supporting IT organization for disposition. IT updates its AIMS database and provides disposition instructions to the reporting activity.

6-2.2.1.3.2 Inspection Service Items

The transfer and disposal of the following items, both serviceable and unserviceable, are controlled by the Inspection Service. Disposition instructions must be obtained by reporting via memorandum the item number, description, and quantity of excess/surplus items to the local postal inspector-in-charge. Enter excess security containers into the EIC. Notify the local postal inspector-in-charge prior to any transfer or disposal action.

Prior to selling or disposing of security containers, contact the AASC for additional guidance.

Descriptions	PSIN
Security Containers (Safe)	293-299
Inspection Service Locks	091SP, 0912B, 0912C, 0912D, 0931A, 0931AHR, 0931CYL, 0931AO, 0931AHL, 0931O
Observation units	01239, 01240
Observation unit replacement Glass	01240A

6-2.2.1.3.3 Mail Transport Equipment

Post Offices contact Transportation Networks at the supporting processing and distribution center (P&DC) for instructions. Excess mail transport equipment (MTE) located at plants is reported to the Mail Transport Equipment Service Centers (MTEC). Disposal of all MTE is handled by the MTECs – local disposal is not authorized.

6-2.2.1.3.4 Major Mechanized and Automated Equipment

Transfers and disposals require prior approval from Technology Acquisition and Program Management and Area In-Plant Support.

6-3 Redistribution

6-3.1 General

Redistribution is the transfer of assets from one postal installation to another.

6-3.2 Return/Transfer Processes

6-3.2.1 Return to Material Distribution Center (MDC)

Parts considered for return to the MDC must be new, properly marked, and in the original package. The MDC will only accept line item values of \$50.00 or more. Additionally, supply item(s) must also be the current edition date in full carton quantities. Excess items cannot be returned without prior approval, which must be requested electronically through the Web-Based Return Authorization System (WebRA) and can be accessed at <https://emdims.usps.gov/RETURNS/jsp/fieldReturn.jsp>.

For supply item returns call National Materials Customer Service (NMCS) to request Return Authorization (RA). Returns must have a minimum per item requirement of \$50.00 with full carton quantities.

Items the MDC will not provide a return of authorization for or a vendor refuses to take back, contact the supporting AASC. The AASC will provide guidance and assist the MAO's with implementing a proper redistribution or disposal method.

6-3.2.2 Equipment Return Procedures for Discrepant Order

When there are shipping errors on items ordered through the MDC, contact NMCS to have the error corrected. Have the initial shipment documentation available when calling the NMCS. If the order discrepancy was caused by an MDC error, NMCS will credit the site or authorize a return. Do not return any items to the MDC without an RA. Do not return items via Priority Mail.

6-3.3 Transfers Between Postal Service Facilities

6-3.3.1 Repair Parts

A maintenance site or the MDC may request transfer of a repair part. Credit will be granted at 100 percent of book value.

Maintenance sites with excess stock will receive a notice through the Enhanced Spare Parts Initiative (eSPIN) requesting the part designated excess be transferred to another facility. Once it has been determined the item is on hand, a transfer will be initiated in accordance with eSPIN and local procedures. If the item is not available, the office designated to perform the transfer will make the necessary adjustments to their stocking quantities in eMARS. (See [Exhibit 6-3.3.1](#).) This action will ensure the part is no longer classified as excess.

Exhibit 6-3.3.1
eMARS Source Codes

Source Code	Inventory Source Description
1	Reparable parts available from MDC that are 1 for 1
2	Do not buy items per MMO 024 05
A	Reparable parts available from MDC that are for local stock
B	Items procured by blanket purchase agreements
C	Items procured from a manufacturer. For parts supplied under warranty
D	Items procured from Defense Logistics Agency (DLA)
F	Loan tools
G	Items procured from regional GSA supply centers
H	Identifies items procured from federal supply schedule
K	Identifies items procured from local GSA store
L	Items procured from local suppliers
M	Items procured as required (manually)
N	Reparable items procured from a local source - repair local
R	Reparable items procured from the MDC as listed In Pub 112, <i>SPEC Supplies, Parts, and Equipment Catalog</i>
S	Items procured from MDC as in Pub. 247, <i>Supply and Equipment Catalog</i>
T	Non-reparable items procured from MDC as listed in Pub 112, <i>SPEC Supplies, Parts, and Equipment Catalog</i>
U	Reparable items procured from MDC that are repaired locally
X	Items to be automatically deleted from the Sr/Bs inventory master file when BOH=0

Note: If the capital property ID label is not affixed to the property and is in your possession, either place the label on the property prior to shipping or mail it directly to the receiving office.

6-3.3.2 Equipment

Excess equipment in serviceable condition must be posted in the EIC.

6-3.3.2.1 Process

6-3.3.2.2 Shipping Office

The installation head or MAO of the shipping office ensures that items are properly packaged for shipment and are expeditiously transferred. If the item is capital property, the MAO from the shipping office initiates the transfer process in SEAM by sending the workflow to the receiving MAO for acceptance. The Transfer site verifies that the property change is made in SEAM or the Enterprise Data Warehouse (EDW) by reviewing the Property Change for the Month listing or the Personal Property Pending Approval report. If the item is noncapital (expense), file PS 7340 (if applicable) in the expendable material transaction file.

6-3.3.2.3 Receiving Office

The Installation head or MAO at the receiving office must take the following steps:

- a. For noncapital items, keep a copy of the eBuyPlus requisition or other shipping/receiving documents in the pending file.
- b. Upon receipt, verify the shipment against the transfer notification from SEAM or other shipping/receiving documents for accuracy. If the item is capital, ensure that the capital asset ID label is attached to the item and is identical to the asset number transferred via the SEAM workflow. If not, contact the shipping office or the AASC.
- c. If an item scheduled to be shipped has not been received within 15 days, contact the shipper for assistance.
- d. If capital, maintain a copy of the shipping documents in your capital property file. (See [5-5](#) and [5-6](#) for detailed instructions on filing and transfers.)

6-3.3.3 Special Equipment Redistribution

6-3.3.3.1 Automated Postal Center (APC)

The Area marketing manager and District retail manager review and coordinate relocation of APCs. Refer to Handbook PO-106, *Automated Postal Center (APC) Program*, for additional information.

6-3.3.3.2 Information Technology (IT) Equipment

Redistribution of IT equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones) is controlled by the supporting IT organization. IT equipment is only transferred or reassigned to another activity or person with direction from the supporting IT organization.

6-3.3.3.3 Inspection Service Items

Normal redistribution procedures apply with approved requests for transfer (see [6-2.2.1.3.2](#)).

6-3.3.3.4 Mail Transport Equipment (MTE)

The Mail Transport Equipment Service Centers control redistribution of MTE items.

6-3.3.3.5 Major Mechanization and Automated Equipment

Refer to [6-4.5.8](#) for more information.

6-3.3.3.6 Motor Vehicles

Vehicle Maintenance management is responsible for controlling these assets. Refer to Handbook PO-701, *Fleet Management*.

6-3.3.3.7 Other Equipment

Asset Management Performance and Accountability controls all other equipment assets.

6-4 Recycling and Disposal

6-4.1 Approval and Disposition

Disposal actions and methods for capital and sensitive property are approved in advance. Some items require special documentation and handling such as antiques and collectibles. Accidental destruction, loss, or theft must also be documented. The requirement for prior approval is not applicable for material disposed of by trade-in.

6-4.2 Supervised Destruction Committee

The Supervised Destruction Committee witnesses the destruction of item(s) if block 9 on the PS Form 969 is checked. At a minimum, the installation head/designee and the MAO are members of the committee. For capital items requiring supervised destruction, the MAO initiates the disposal workflow in SEAM and lists the committee members in the justification field.

See [5-1.5](#) for capital and sensitive equipment.

6-4.3 Documentation

After the appropriate recycling or disposal action is taken for surplus or unserviceable/obsolete material, the MAO completes PS Form 969, *Material Recycling and Disposal (Noncapital)*, and indicates on the form the amount received if the material was sold or traded in. Complete the PS Form 969 per instructions on the form. For capital items, the MAO initiates the disposal in SEAM, which triggers the disposal workflow and routes the disposal to the appropriate approvers. PS Form 969 is not required for consumables.

PS Form 969 is available on the Postal Service PolicyNet website:

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click *PolicyNet*.
- Click *Forms*.

The direct URL for the Postal Service PolicyNet website is blue.usps.gov/cpim.

All organizations must use the e969 application to electronically capture the relevant information for disposal of electronic equipment (see [Exhibit 6-4.3](#)). That equipment includes, but is not limited to, the following:

- Workstations.
- Laptops.
- Monitors.
- Networking equipment.
- Printers.
- Copiers.
- Facsimile Machines.
- Servers.

Print PS Form 969 from the e969 application and use the form to complete the disposal process. For noncapital items, file the form in accordance with local procedures. For capital items, the MAO at the owning finance number must enter the asset number(s) into SEAM and initiate the disposal workflow in order for the asset to be retired. Postal Service employees can request access to the e969 application via eAccess.

Note: Entering capital items into the e969 application does not retire an asset number. You must complete the process in SEAM using the disposal workflow.

Exhibit 6-4.3

Equipment Disposal e969

The screenshot shows the 'Equipment Disposal e969' application interface. At the top, there is a header with the 'UNITED STATES POSTAL SERVICE' logo, the title 'Equipment Disposal', and a large 'e969' logo. Below the header is a 'Welcome' banner. The main content area is divided into two sections: 'Important Information' and 'Application Access'. The 'Important Information' section states: 'You must have a valid ACE ID and eAccess e969 permissions to Access this Application. If you do NOT see a "Login to e969" button you do NOT have access to this application'. The 'Application Access' section contains a 'Login to e969' button. Below these sections is a 'Helpful e969 Data Input Information' section with two bullet points: '- Press Ctrl-A to Add Line item' and '- Press Ctrl-C to Copy the last line item into the form'. At the bottom, there is a 'Restricted Information' section with a red background and white text, containing a warning: 'WARNING: FOR OFFICIAL USE ONLY. This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.' The footer of the page reads 'Brought to you by Information Technology'.

6-4.4 Material Requiring Special Approval

6-4.4.1 Antiques and Collectibles

6-4.4.1.1 General

All antiques, collectibles, and objects of historic value, including artwork, must be controlled within a Postal Service facility and appropriately safeguarded to ensure they are not damaged, destroyed, stolen, or disposed of as junk or valueless property.

6-4.4.1.2 Exceptions

Except for the types of Postal Service property listed below, antiques and collectibles may be loaned or disposed of only with the specific approval of the Postal Service historian:

- a. New Deal artwork (follow instructions in Handbook RE-1, *U.S. Postal Service Facilities Guide to Real Property Acquisitions and Related Services*).
- b. Postal Service property listed in the current edition of Publication 247, *Supply and Equipment Catalog*.
- c. Postal Service owned or leased real property.
- d. Records (see [6-4.4.1.5](#)).

6-4.4.1.3 Care of Historic Items

6-4.4.1.3.1 Responsibility

Managers at all levels must be aware of the antiques, collectibles, and objects of historic value, including artwork, which are in use, stored, or displayed in their facility. However, the installation head is ultimately responsible for historic items in his or her facility.

6-4.4.1.3.2 Preserving Antiques, Collectibles, and Objects of Historic Value

Properly care for and preserve all antiques, collectibles, and objects of historic value in use, on display, or in storage. Follow these general rules to enhance preservation:

- a. Keep each object in a safe environment. Protect objects from theft; vibration; extremes of heat, cold, and humidity; excessive natural, incandescent, or fluorescent light; and physical damage (scratching, bumping, breaking, etc.).
- b. Inspect objects every three months to make sure they have not become damaged or soiled.
- c. Conserve objects as necessary. Guidance on selecting a qualified conservator may be obtained from:

HISTORIAN

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 11927
WASHINGTON DC 20260

Telephone: 202-268-2074
email: phistory@usps.gov

AMERICAN INSTITUTE FOR CONSERVATION
1156 15TH ST NW STE 320
WASHINGTON DC 20005-1714

Telephone: 202-452-9545
email: info@conservation-us.org

6-4.4.1.4 Transfer or Disposal

6-4.4.1.4.1 Approval for Disposal

Local Postal Service officials will not take disposal or other actions regarding historic items, whether by loan, donation, sale, or otherwise, without the approval of the Historian. Requests for such approval must include a clear photograph of the item, a written description of the item, the proposed method of disposal, and the reason why the proposed disposal is appropriate.

6-4.4.1.4.2 Loans

Loans of historic items, when approved, will be subject to the care and security requirements noted above. A written loan agreement is required. It must be signed by the local postal official and the authorized agent of the borrowing institution and set forth all the terms of the loan.

6-4.4.1.4.3 Sale or Auction

When the disposal of historical items by sale or auction has been approved, follow the guidance for disposal as set forth in this chapter. Antiques, collectibles, and objects of historic value may be sold with written approval from the Postal Service historian. These items can then be sold for investment recovery, and are exempt from posting in eBuyPlus. Compliance with [6-4.5.6](#), Permanently Marked Material, is required.

6-4.4.1.4.4 Receipts from Sale

Receipts from the sale of antiques, collectibles, or objects of historic value are entered in Account Identifier Code (AIC) 157, "Sale of Postal Antiques," on the Point of Sale (POS) unit. The entry to AIC 157 will be reflected in Special Revenue Account 44036, "Other Miscellaneous - Sale of Postal Antiques."

6-4.4.1.5 Records

6-4.4.1.5.1 Records Created Before Postal Reorganization on July 1, 1971

All old records that were generated by the Post Office Department are subject to the Federal Records Act and must be offered to the National Archives and Records Administration for appraisal, disposition instructions, and, if warranted, accession into the National Archives.

6-4.4.1.5.2 Records Created After Postal Reorganization on July 1, 1971

Postal Service records are the property of the Postal Service. Postal Service functional groups with an interest in the records determine their disposition. All such records should be maintained and disposed of in accordance with existing records control schedules appearing in the Electronic Records Information Management System (eRIMS). Additional policy guidance can be found in Chapter 6 of Handbook AS-353, *Guide to Privacy, the Freedom of Information Act and Records Management*.

6-4.4.1.5.3 Assistance

For assistance in handling records created before July 1, 1971, and in the disposition of Postal Service records created after that date, contact:

RECORDS OFFICE
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4541
WASHINGTON DC 20260

Telephone: 202-268-2608

Fax: 202-268-5353

6-4.4.2 Inspection Service Controlled Items

Report all excess serviceable and all unserviceable Inspection Service items by memorandum to the local postal inspector-in-charge who will issue disposition instructions (see [6-2.2.1.3.2](#)).

6-4.4.3 Mail Transport Equipment

The Mail Transport Equipment Service Centers authorize the disposal of all MTE.

6-4.4.4 Motor Vehicles

Refer to Handbook PO-701, *Fleet Management*.

6-4.5 Proprietary Items Requiring Special Processing

6-4.5.1 Accountable Paper

Accountable paper consists of postage stock, bird stamps, philatelic products, stamped papers, and blank money order stock. For detailed procedures concerning the proper management of accountable paper reference Handbook F-1, *Accounting and Reporting Policy*.

6-4.5.2 Postage Meter Printing Heads

6-4.5.2.1 Authorization

Postage meter printing heads purchased for use by Post Offices will be released from the assigned postmaster's equipment inventory accountability only with written authorization from the finance/budget manager. The items are transferred to another Postal Service installation for use or completely destroyed.

6-4.5.2.2 Destruction

After obtaining appropriate approvals, forward the unserviceable postage meter head and ring die/hub (by Registered Mail) to the maintenance manager at the appropriate Processing and Distribution Center/Facility for disposal action. Instructions for requesting approval and carrying out disposals are as follows:

- a. Before requesting disposal authorization, review instructions on repair and replacement to ensure the item is not salvageable.
- b. If disposal is warranted, the installation head/designee will prepare and process PS Form 969.
- c. Once equipment accountability has been clearly established (rental vs. Postal Service ownership) and approval has been obtained, send the machine to the maintenance manager, who will have it completely demolished. Demolition includes rendering the meter completely unusable. The indicia is either pulverized or melted down.
- d. At a minimum the supervised destruction committee consists of the installation head/designee and material accountability officer.

6-4.5.3 Imprinters

6-4.5.3.1 Postage Validation Imprinter

No local disposal action is authorized. Inoperable Postage Validation Imprinters (PVIs) are sent to the maintenance manager for return to the Topeka MDC.

6-4.5.3.2 Money Order Imprinters

Paymaster money order imprinters will be ordered from the Topeka MDC. Imprinters determined to be unserviceable or malfunctioning will be returned to the MDC via Registered Mail™. Before returning a money order imprinter, call the MDC Customer Service line at 800-332-0317, option 4 and provide details about why the imprinter is being returned. This will give the MDC an opportunity to assist with minor repairs to the imprinter, which could eliminate unnecessary shipping. For more detailed guidance on money order imprinters, reference: Handbook F-101, *Field Accounting Procedures*, 3-5 and 3-5.1.2.

Each return will be accompanied by a Paymaster Model 8100 Return Form (see Exhibit C-16 in Handbook F-101, *Field Accounting Procedures*) to the following address:

USPS MDC
BUILDING 302
500 SW GARY ORMSBY DR
TOPEKA, KS 66624-9998

The only disposal method for unserviceable money order imprinters is supervised destruction.

6-4.5.4 Post Office Boxes

6-4.5.4.1 Serviceable Items

Serviceable units should be listed in the EIC.

All combination type locks designated as unserviceable/obsolete can be recycled or sold. Units with key type locks must have the keys and locks removed or drilled out before sale or disposal. Contact National Material Customer Service at 800-332-0317 or an AASC for specific disposition instructions regarding locks and keys.

6-4.5.4.2 Sales

Post Office Box fronts may be sold at any philatelic or other Postal Service retail outlet, provided keys and key type locks have been removed per [6-4.5.4.1](#).

6-4.5.4.3 Donations

Donations of Post Office boxes is prohibited including donations to federal or state agencies, academic institutions, nonprofit organizations, or a public body.

6-4.5.5 Automated Postal Centers (APC)

Reference Handbook PO-106, *Automated Postal Center (APC) Program*.

6-4.5.6 Permanently Marked Material

Postal Service indicia or markings must first be obliterated or removed prior to selling, donating, or transferring assets outside the Postal Service.

6-4.5.7 Collection Boxes

6-4.5.7.1 Policy

Collection boxes, including post type, street collection, and relay storage boxes, must not be loaned to organizations or agencies, including federal agencies, except as provided in [6-4.5.7.2](#).

6-4.5.7.2 Loans

With approval from the manager of Public Affairs, Corporate Communications, surplus collection boxes may be loaned to a federal agency such as a museum, for exhibit purposes only. There is no requirement to change the color or remove the indicia, although the lock must be removed and an audit trail established and maintained until the item is returned. A written license agreement must also be executed to keep the use of the collection box under Postal Service control. PS Form 1590 is signed by both parties with a signed license agreement acknowledging the Postal Service rights to monitor all collection box loans. A loan of a collection box for use in a motion picture, on broadcast or cable television, and/or in advertising agencies is executed under a licensing agreement for a fee or no fee. Rights and Permissions, Chief Counsel, Corporate Law, retains a copy of the license agreement when a collection box is licensed by a third party for use in the entertainment industry or for any other purposes. Requests are approved by the manager of Public Affairs, Corporate Communications.

6-4.5.7.3 Donations

Donations of collection boxes are prohibited including donations to federal or state agencies, academic institutions, nonprofit organizations, or a public body.

6-4.5.7.4 Destruction and Landfill Disposal

Collection boxes approved for destruction are destroyed by scrapping followed by metal recycling. Collection boxes must not be sent to a landfill. The scrapping/recycling process is the only authorized method for disposing of collection boxes. Follow the Environmental Protection Agency, federal, state, and local environmental regulations concerning the destruction, disposal, or recycling of metal objects.

6-4.5.8 Mail Processing Equipment

The district manager reports mail processing equipment, (e.g., facer cancellers, bar code sorters, flat sorters, parcels/bundle sorters) identified as unserviceable, obsolete, or surplus through Area In-Plant Support to Technology Acquisition and Program Management. Final disposal action is coordinated through the MAO with the AASC providing assistance as needed.[WSA-WD1] Before recycling or sale, the area staff must enter all disposal information into Ethos, and the AASC and HQ Engineering must provide approval.

6-4.5.9 Information Technology Equipment

Contact the supporting IT organization for proper reporting and disposal instructions for all IT equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones).

6-4.6 Methods and Priority

Postal Service property is not to be given (gifted) to postal employees with the exception of postal property expressly purchased for employee recognition.

6-4.6.1 Priority

When excess, surplus, or obsolete equipment, supplies, and repair parts cannot be redistributed, employ one of the disposal methods listed below. The method selected must be in the best interest of the Postal Service. The following list is in the preferred order of priority and corresponds with disposal codes in the SEAM disposal workflow process:

- a. Trade-in.
- b. Sale by the Postal Service installation.
- c. Cannibalization for parts.
- d. Recycle.
- e. Transfer to a federal agency or branch of the military.
- f. Donation to a state agency, public body, etc.
- g. Destroyed (destruction and/or disposal).
- h. Shrinkage (e.g., loss, theft, and accidental damage).
- i. Physical inventory (adjustments made during random inventory audits).
- j. Not Found-Cert (used only during annual certification).

6-4.6.2 Methods

6-4.6.2.1 Trade-in to Vendor

Trade-in is considered the most practical and efficient means of disposal. Therefore, this method should be the first one considered for disposing of equipment. The requesting office takes the following steps:

- a. For capital items, the MAO initiates the disposal workflow in SEAM. For noncapital items, the MAO completes PS Form 969 per instructions on the form. Consumable items (e.g., supplies, repair parts) do not require completing a PS Form 969.
- b. Cross-reference the trade-in item with the order or contract number of the purchased item.
- c. Retain the vendor's receipt or applicable purchase order for the trade-in item on file in accordance with local procedures. If the trade-in item was a noncapital asset, retain the completed PS Form 969 along with the other applicable documents.
- d. Verify that capital disposals went through the SEAM workflow and that the asset has been retired.

6-4.6.2.2 Sale by Postal Service Installation

6-4.6.2.2.1 Restrictions on Sales to Postal Employees

The following restrictions apply to sales to Postal Service employees:

- a. *Material:* Material may be purchased by Postal Service employees, providing they are not connected in any way with the declaration of the excess material or approving it for sale. Any transactions involving the sale of postal material to postal employees must be in conjunction with public sales or auctions that have been advertised to the general public. It is imperative that the public does not perceive that postal employees have exclusive or preferential access to purchasing Postal Service surplus material. Additionally, Postal Service employees are *not prohibited* from purchasing any material offered for sale at a retail philatelic outlet, provided that the price is fixed at a uniform rate for all customers.
- b. *Postal Service Vehicles:* Refer to Handbook PO-701, *Fleet Management*.

6-4.6.2.2.2 Informal Sales

The informal negotiated method may be used if each individual item to be sold has an estimated fair market value of \$10,000 or less. Competition should be obtained and all sales should be conducted in the best interest of the Postal Service. Under this method, offers from the public may be obtained in writing, over the telephone, by fax, or in person, and the material is sold to the highest bidder. Informal sales are conducted in any of the following ways:

- a. *Sealed Bid*: Items to be sold by informal sealed bid should be displayed for a period of five days prior to the published bid opening date. Bids received should be sealed in an envelope and kept in a secure place. The bids are opened by the installation head/designee and one witness, and sale items are awarded to the highest bidder. The successful bidder is notified and requested to make payment and pickup within a specified period.
- b. *Negotiated Sales*: Negotiated sales may be used when small quantities of material need to be moved quickly due to time and space restrictions. Bids may be solicited by telephone or fax. Negotiated sales normally will not require advance notice.
- c. *Tag Sales*: When it is in the best interest of the Postal Service, material including Post Office door/drawer fronts may be sold at postal and warehouse facilities. Door/drawer fronts will be sold individually or in small lots at a predetermined fixed price. Collectibles, for which approval has been obtained from the Postal Service historian, may also be sold at these outlets. Advertise sales by locally produced posters, mailings, news media, or other methods. See Exhibit 6-4.6.2.2.2c for an example of a locally produced sales poster.
- d. *Scrap Sales*: Material that has no operational value, or material that has been offered and not sold, may be sold as waste. Scrap sales should normally be the last method of sale consistent with the best interest of the Postal Service.

SALE
GOVERNMENT PROPERTY
Consisting of:
By:
Time & Date:
Location:
Inspection of Property:
For Additional Information Contact:
At:
<u>Refer to Sale No.</u>

6-4.6.2.2.3 Formal Sales

If the estimated fair market value of an item is \$10,000 or more, contact the supporting AASC for guidance.

6-4.6.2.2.4 Procedures for Announcing and Conducting Sales

Sales are announced and conducted as follows:

- a. *Public Notice:* Adequate public notice must be given for all sales, including auctions. Bidders' lists should be maintained of all known interested bidders.
- b. *Informal Sales:* Competition should be obtained and all sales must be conducted in the best interest of the Postal Service. Keep the following considerations in mind:
 1. Negotiated sales normally will not require advance notice prior to actual sales.
 2. Informal sealed bid sales conducted locally normally require five days public notice.
 3. Retail sales may be advertised by mailings, placement of posters in nearby Post Offices and/or use of the news, internet media, etc. (See Exhibit 6-4.6.2.2.2c for an example of a locally produced sales poster.)
 4. Scrap sales normally will not require advance notice.

- c. *Auctions:* Auctions may be conducted by the Postal Service or consigned to a second party, (e.g., an auctioneer or broker who will also collect payment), whichever is in the best interest of the Postal Service. A "Sale" notice will be published by poster, flyer, or some form of news media, and mailed out to those on the bidders list, stating the general terms as well as any special or unusual sale conditions. On the day of the sale, the auctioneer will restate the conditions of the sale prior to beginning the auction. Material for which offers have been rejected, or for which no bids were received, may be offered again later in this sale, or sold as scrap.

6-4.6.2.2.5 Payment Procedure

Processing payments:

- a. *Collection of Sales Price:* Under both sealed bid procedure and postal conducted auction procedure, the sales price is collected prior to removal of the material from the sale site. Payment procedures at consignment auctions are determined by the contract between the Postal Service and the auctioneer.
- b. *Separation of Duties:* A determination of how best to handle payment arrangements is made according to the following guidelines:
 - 1. When the sale site is immediately adjacent to a Post Office, station or branch, customers should go directly to a designated sales associate.
 - 2. When the sale site is not adjacent to a Post Office, station or branch, arrange for a postal location to handle payments, or designate a sales associate to go to the sale site to accept payments.
 - 3. If an employee other than a sales associate is used, the separation of duties in Handbook F-1, *Accounting and Reporting Policy*, 2-5.2.1.1, is applied.
- c. *Form of Payment:* Payment may be made by cash, customer check, credit/debit cards or money order made payable to the U.S. Postal Service, as directed in Handbook F-1, *Accounting and Reporting Policy*, 3-1.
- d. *Documentation:* The USPS Sales Slip, "Sale of Government Personal Property," is used in conjunction with a POS-generated PS Form 3544, *Post Office Receipt for Money*. The sales slip functions as an invoice, a cash receipt, a permanent accounting record, and a material release document. Completion of the form is largely self-explanatory. A copy of the sales slip is available from the AASC website. See Exhibit 6-1.6 for an image of the USPS Sales Slip.
- e. *Sales Completion:* When payment is made, the sales associate (or other person designated to receive payment) completes PS Form 3544, entering the item or lot number and the material description from the USPS Sales Slip (see Exhibit 6-1.6). The original PS Form 3544 and all three copies of the Postal Service sales slip are given to the buyer. The buyer presents those forms to the MAO (or other employee in charge of the sale), who signs all three copies of the Sales Slip, gives the buyer its copy of the form and the original PS Form 3544, and releases the material.

6-4.6.2.2.6 Reporting Sale and Recording Revenue

Sales are reported and revenues duly recorded as follows:

- a. *Forms Distribution:* Copies of the sales slip, PS Form 969, and PS Form 3544 are filed locally.
- b. *Recording Revenue:*
 - 1. AIC 149: Funds collected from the sale of paper, plastic, and other recyclables such as: Aluminum, Batteries (Non-vehicle), Cardboard, Fluorescent Bulbs, Glass, Newsprint, Pallets, Printed Matter from Mail Recovery Centers, Plastic, Rubber, Shrink Wrap, Twine, Waste Paper and other recyclables.
 - 2. AIC 151: Sale of Unserviceable Motor Vehicle Parts, Tires, Cylinder Oil, and Refunds for Oil Drums and Other Containers.
 - 3. AIC 156: Sale of Miscellaneous Equipment.

Note: Includes supplies, non-vehicle parts, and scrap metal.

4. AIC 157: Sale of Postal Antiques.

- c. *Auction Attachments:* Document the sale with a copy of the auctioneer's contract detailing the services to be performed.

6-4.6.2.3 Cannibalization for Parts

When material can no longer be used in its original configuration, it may be cannibalized. Cannibalizing refers to the removal of serviceable parts for use in the repair of other equipment, such as major mechanization. No Postal Service employee may appropriate for personal use any item that is to be destroyed.

6-4.6.2.4 Sale for Recycling

Before disposing of hazardous material, contact Area Environmental or the supporting AASC for information concerning recycling and waste reduction resources. Landfill disposal is the last resort for the U.S. Postal Service. All items or material designated for landfills must meet the regulatory guidelines established by the Environmental Protection Agency, State and local laws, and Postal Service regulations (reference Handbook AS-552, *Pollution Prevention Guide*).

Contact the Environmental Policy and Programs (EPP) office and follow guidelines in Handbook AS-550A, *Paper and Paperboard Recycling Guide*, Handbook AS-550B, *Paper and Paperboard Recycling Plan* and Handbook AS-552, *Pollution Prevention Guide*.

Note: AASCs will be notified prior to implementing any disposal activity. Refer to Management Instruction EL-890-2007-5, *Integrated Waste Management Instruction*.

6-4.6.2.5 Transfers to Federal Agencies (Including Military)

6-4.6.2.5.1 Federal Agencies

Material may be transferred to other federal agencies with or without reimbursement, depending on whether the material has value to the Postal Service. Items may be transferred with the approval of the installation head/designee without cost to the Postal Service. The installation head or owning organization should contact the supporting AASC. The AASC will work with the USPS National Utilization Officer (NUO) to coordinate the transfer.

6-4.6.2.5.2 Military Organizations Army Post Offices/Fleet Post Offices/Diplomatic Post Offices (APOs/FPOs/DPOs)

When USPS capital items in use by APOs/FPOs/DPOs have reached their fully depreciated value, the accountable postal organization will transfer them permanently to the holding military organization. The MAO at the owning finance number initiates the disposal workflow in SEAM to retire the asset. The retirement is documented once the workflow has been completed.

6-4.6.2.6 Donation to a Federal or State Agency, Academic Institution, Nonprofit Organization, or a Public Body

The installation head/designee must obtain a written request, signed by an officer of the qualifying agency, which includes the agency's tax-exempt identification number and telephone number. Upon receipt of the written request, the installation head/designee will prepare and process PS Form 969 (noncapital items) and attach the documentation to the form. For capital items, follow the same process except that the MAO initiates the disposal workflow in SEAM in lieu of using PS Form 969. The installation head/designee notifies the requesting agency the material is ready for pickup or shipping. The requesting entity should pay packing and shipping costs. The installation head/designee must obtain a signature for receipt of the material, (e.g., on the original written request).

6-4.6.2.7 Destruction and Landfill Disposal

6-4.6.2.7.1 Procedure

A variety of federal and state requirements set standards for municipal landfills. Postal Service employees must use existing methods to collect and transfer materials to landfills in accordance with Handbook AS-550A, *Paper and Paperboard Recycling Guide*, Handbook AS-550B, *Paper and Paperboard Recycling Plan*, and Handbook AS-552, *Pollution Prevention Guide*. Each facility must

build a recycling team, conduct a waste stream assessment, select the best recycling methods, and understand and publicize to all employees the principles of collection, storage, and transfer.

6-4.6.2.7.2 Costs

Reasonable removal costs that are within local purchasing authority may be incurred and should be charged to the account covering trash removal.

6-4.6.2.8 Adjustments: Loss, Theft, and Accidental Damage or Destruction

6-4.6.2.8.1 Loss and Theft

Employees must report all lost or stolen material through their immediate supervisor or manager to the installation head. The installation head will determine whether the quantity and value of lost or stolen items also warrants submission of an explanatory memorandum to the local inspector-in-charge. For capital property, the MAO initiates the disposal workflow in SEAM and, in the reason code, indicates that the retirement is due to loss or theft.

6-4.6.2.8.2 Accidental Damage or Destruction

If capital or sensitive equipment is damaged to the point it is non-reparable, it must be disposed of according to procedures outlined in this chapter. The MAO then initiates the disposal workflow in SEAM.

6 Asset Recovery: Redistribution, Recycling, and Disposal

6-1 Introduction

6-1.1 Policy

Through asset recovery, items no longer required with regards to their original purpose are reclaimed or restored to some degree of usefulness. Asset recovery benefits the Postal Service by incorporating supply chain management practices and methodologies while supporting environmental protection policies. Incorporate the Postal Service environmental policy into procedures governing asset redistribution, recycling, and disposal. The Postal Service is committed to conducting all its activities in a manner that protects human health and the environment and will not hesitate to exceed legal requirements when appropriate.

6-1.2 Applicability

The policies and procedures annotated in this chapter apply to the redistribution, recycling, and disposal of material throughout the Postal Service. All Postal Service personnel must comply with the policies and procedures noted here.

6-1.3 Purpose

This chapter provides procedures for the handling of assets/materials as follows:

- a. Identification and reporting (see [6-2](#)).
- b. Redistribution (see [6-3](#)).
- c. Recycling and disposal (see [6-4](#)).

6-1.4 Responsibilities

Installation heads, functional managers, finance managers, Material Accountability Officers (MAOs), and other employees designated as responsible for material management must take all necessary steps to ensure the prompt and proper redistribution, recycling, and disposal of material.

6-1.4.1 Operational Personnel

Postal Service managers at all functional levels are responsible for the following:

- a. Ensuring funds are not spent for new material if the need can be filled timely and economically by using the Excess Items Catalog (EIC).
- b. Ensuring inactive serviceable assets both excess to the manager's own operational needs and what is planned for future use, are identified, reviewed and reported to the installation head/MAO. Handle assets identified for transfer to another postal entity in accordance with the procedures in this chapter (see [6-4.4.3](#)).

6-1.4.2 Installation Heads and MAOs

The installation heads are responsible and accountable for all material in their organization. The installation head may delegate in writing (see [5-3.1](#)), material accountability responsibility to their appointed MAO (see [5-1.4.2](#)). Critical responsibilities relating to material identification, reporting, and transferring inactive assets are as follows:

- a. Accurately identifying inactive assets using appropriate resources such as Publication 247, *Supply and Equipment Catalog*.
- b. Determining serviceability of inactive assets.
- c. Maintaining communication with appropriate functional managers concerning repairable equipment to be returned to use.
- d. Ensuring all assets identified as excess serviceable are promptly and accurately reported through channels.

- e. Maintaining inventory control of inactive equipment assets within the facility, either manually or automated, and filling requirements from the EIC in lieu of new purchases.
- f. Ensuring excess assets requested by another Postal Service entity are promptly transferred in accordance with 6-4.
- g. Promptly coordinating changes in status of inactive assets, (e.g., put into local use) with the guidance of the supporting Asset Accountability Service Center (AASC).
- h. Ensuring all serviceable excess items are placed in the EIC.

6-1.4.3 Maintenance Management

Maintenance management employees are critical to assuring inactive serviceable (ready for immediate use) assets are declared excess. Maintenance management is responsible for the following:

- a. Assisting the MAO in accurately identifying inactive assets, using the appropriate resources.
- b. Determining serviceability of inactive assets.
- c. Determining feasibility of repair versus disposal of inactive assets.
- d. Promptly ensuring repairs to inactive assets are made and these assets are reported through the appropriate channels, with assistance from the MAO.
- e. Reporting inactive assets to the MAO.
- f. Ensuring inactive assets destined for transfer are properly packaged for shipment to avoid damage during transit.
- g. Assisting the MAO in ensuring excess assets are promptly transferred.
- h. Conducting regular inventory assessments to control excess using the Maintenance Inventory Support Process (MISP) reports from the Maintenance Activity Reporting & Scheduling (eMARS) system (see Handbook MS-63, *Maintenance Operations Support*, Subchapter 19).
- i. Promptly reporting any changes in status of inactive assets, (e.g., returned to local use) to the MAO.

6-1.4.4 Asset Accountability Service Centers

AASCs develop inventory control processes and policies for re-distribution of excess assets and the disposal of surplus and obsolete items. The AASCs are responsible for approving or declining items, catalog maintenance, removing items from EIC, and order management. Additionally, AASCs support the Investment Recovery Plan to generate revenue through the development and implementation of national disposal programs.

The AASC contact information is located at ~~the link:~~
http://blue.usps.gov/purchase/assetmgnt/am_aasc_home.htm.

6-1.5 Definitions

The following are definitions of terms used in this chapter:

- a. **Antique**—: A unique or commercial object owned by the Postal Service that is at least 100 years old.
- b. **Artwork**—: A painting, sculpture, mural, drawing, mobile, engraving, etching, etc., owned by the Postal Service and located in a Postal Service facility or on loan to a museum, historical society, library, etc. Artwork may be of any age.
- c. **Collectible**—: Anything that has value or interest for a person or organization and is less than 100 years old. Age distinguishes a collectible from an antique. Examples of Postal Service collectibles are a 1920 Seth Thomas wall clock in an oak case; a collection bag used prior to 1930; an airmail mailbag; leather topped oak lobby tables; a brass, post mounted collection box; and a hanging scale.

- d. *Disposal* ~~is the:~~ **The** process of properly relinquishing possession of assets that are non-reparable, or inactive to Postal Service needs through trade-in, sale, cannibalization, sale for recycling, transfer, donation, or placement in a landfill (see [6-4](#)).
- e. *Excess assets* ~~refer to all:~~ **All** assets that are not being used (see [6-2.2](#)).
- f. *Excess Items Catalog (EIC)* ~~is an eBuy2):~~ **An eBuyPlus** catalog ~~where that lists~~ excess Postal Service items for nationwide redistribution ~~are listed~~.
- g. *Memorabilia* ~~—:~~ Written or printed manuscripts, documents, books, and publications may be considered antique, collectible, or of potentially historic value. Memorabilia are to be maintained and protected because their intellectual content contributes to the documentation and understanding of the history of the structure, functions, and activities of the Postal Service or Post Office Department. Examples include postmasters' certificates of commission, personal correspondence, journals, diaries and scrapbooks, copies of press releases and clippings, and copies of speeches.
- h. *Object of Historic Value* ~~—:~~ Something that is one of a kind, rare, or associated with a particularly significant person or event in postal history. An example of an object of historic value is a ballpoint pen used by President Bush to sign the Postal Accountability and Enhancement Act of 2006.
- i. *Recycling* ~~refers to the:~~ **The** collecting, processing, redistributing and reusing, of material otherwise destined to be discarded.
- j. *Redistribution* ~~is the:~~ **The** process of returning inactive serviceable assets to the source of supply or transferring them to a Postal Service entity that has a need.

6-1.6 Postal Service Forms Used

The following Postal Service forms are used in the redistribution and disposal of material:

- a. PS Form 965, *Salvage or Junk Tag*.
- b. PS Form 969, *Material Recycling and Disposal* ~~—~~ **(Noncapital)**.
- c. PS Form 3544, *Post Office USPS Receipt for Money or Services*.
- d. PS Form 4707, *Out of Order* (tag).
- e. PS Form 7340, *Property Transfer Request* ~~—~~ **(for noncapital/expendable assets)**.
- f. USPS Sales Slip (locally produced, see [Exhibit 6-1.6](#)).

All forms not on the web must be ordered via eBuy2Plus.

Note: Complete capital property transfers and disposals through SEAM for redistribution and disposal of these assets.

USPS Sales Slip, Sale of Government Personal Property ~~(Buyer copy)~~

UNITED STATES POSTAL SERVICE SALES SLIP SALE OF GOVERNMENT PERSONAL PROPERTY			
<u>Buyer's Name and Address</u>		<u>Date of Sale</u>	
ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY			Date >
Item or Lot No.	Description	Price	
Deposit in AIC No.		TOTAL AMOUNT >	
PAYMENT RECEIVED	BY (Signature)	Paid on Date of Sale	>
I ACKNOWLEDGE RECEIPT OF THE PROPERTY DESCRIBED ABOVE.			
<u>Signature of Buyer or Authorized Representative</u>			<u>Date</u>

USPS Sales Slip
(August 2010)

Copy 1 Buyer

**UNITED STATES POSTAL SERVICE SALES SLIP
SALE OF GOVERNMENT PERSONAL PROPERTY**

Buyer's Name and Address

Date of Sale

**ALL PROPERTY LISTED BELOW MUST BE
PAID FOR IN FULL AND REMOVED BY > Date**

Item or Lot No.	Description	Price
Deposit in AIC No. TOTAL AMOUNT >		
PAYMENT RECEIVED	BY (Signature)	Paid on Date of Sale >
I ACKNOWLEDGE RECEIPT OF THE PROPERTY DESCRIBED ABOVE.		
Signature of Buyer or Authorized Representative		Date

USPS Sales Slip
(August 2010)

6-2 Material Identification and Reporting

6-2.1 General

Inactive material accounts for a portion of total Postal Service assets. Some factors that lead to inactive assets include changing requirements, erroneous stocking objectives, inaccurate purchasing, excess capacity, and obsolescence. The Postal Service can reduce total cost of ownership through accurate material identification and reporting to ensure redistribution, recycling, and disposal of these assets. Cost avoidance can be realized through the use of the EIC to redistribute assets versus making new purchases.

6-2.2 Reporting of Excess Assets

6-2.2.1 Reporting Methods

6-2.2.1.1 Excess Item Catalog

EIC provides the ability for eBuy2Plus users to identify and acquire excess items within the Postal Service. Postal Service excess items that are no longer needed by one facility are made available

to others. Any Postal employee who is an authorized eBuy2Plus user may add new items to EIC or find and view excess items. For information or training on the use of the EIC, ~~contract an Asset Accountability Service Center~~ contact an AASC.



6-2.2.1.2 Tag Reporting

Use the following forms to tag and report inactive assets:

- a. Use PS Form 4707, *Out of Order (tag)*, ~~(see Exhibit 6-2.2.1.2.1a) is used~~ to identify equipment in need of repair. For an image of this form, see Exhibit 6-2.2.1.2a. Once completed, the string part is attached to the equipment and the detachable stub is forwarded to maintenance management. Before initiating repair, the installation head or designee must determine whether the repair should be performed. When repairs to an unserviceable item are deemed not cost effective, tag the item with a PS Form 965 and initiate recycling or disposal action.
- b. Use PS Form 965, *Salvage or Junk Tag* ~~(see Exhibit 6-2.2.1.2.1b) is used,~~ to identify unserviceable equipment that is not cost effective to repair. Take immediate recycling or disposal action. For an image of this form, see Exhibit 6-2.2.1.2b.

Exhibit 6-2.2.1.2-1a2a

PS Form 4707, Out of Order (tag)

<div style="text-align: center;"> PS Form 4707, January 1991 U.S. POSTAL SERVICE OUT OF ORDER <i>(Defective or Inoperative Equipment)</i></div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Type of Machine or Equipment</td><td style="width: 40%;">Number</td></tr><tr><td>Office</td><td>Date</td></tr><tr><td colspan="2">Description of Defect</td></tr><tr><td colspan="2">Forwarding Instructions</td></tr><tr><td colspan="2">Employee</td></tr></table> <p>This equipment must be disconnected or property locked out if connected to a power source.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Type of Machine or Equipment</td><td style="width: 40%;">Number</td></tr><tr><td>Office Date</td><td>Date</td></tr><tr><td colspan="2">Employee</td></tr></table> <p>Turn this stub into your supervisor. Affix tag to defective or inoperative article.</p>	Type of Machine or Equipment	Number	Office	Date	Description of Defect		Forwarding Instructions		Employee		Type of Machine or Equipment	Number	Office Date	Date	Employee		<div style="text-align: center;"> PS Form 4707, January 1991 (Reverse)</div> <div style="text-align: center; font-size: 24pt; font-weight: bold; margin: 20px 0;">DO NOT USE REMOVE FROM SERVICE IMMEDIATELY</div> <div style="border-top: 1px dashed black; margin-top: 20px;">TYPE OF EQUIPMENT: _____</div> <div style="margin-top: 20px;">LOCATION: _____</div>
Type of Machine or Equipment	Number																
Office	Date																
Description of Defect																	
Forwarding Instructions																	
Employee																	
Type of Machine or Equipment	Number																
Office Date	Date																
Employee																	

PS Form 4787, January 1991

U.S. POSTAL SERVICE

OUT OF ORDER

(Defective or Inoperative Equipment)

Type of Machine or Equipment

Number

Office

Date

Description of Defect

Handling Instructions

Employee

This equipment must be disconnected or properly locked out if connected to a power source.

Type of Machine or Equipment

Number

Office/Date

Date

Inspector

Turn this stub into your supervisor. Affix tag to defective or inoperative article.

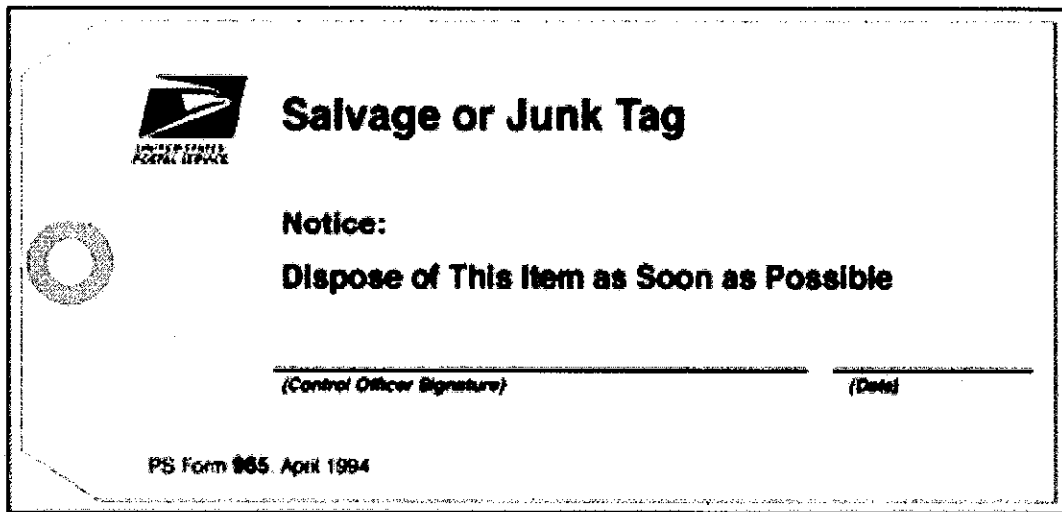
PS Form 4787, January 1991 (Reverse)

**DO NOT USE
REMOVE
FROM SERVICE
IMMEDIATELY**

TYPE OF EQUIPMENT: _____

LOCATION: _____

Exhibit 6-2.2.1.2-1b2b
Form 965, Salvage or Junk Tag



The form is titled "Salvage or Junk Tag" and features the United States Postal Service logo. It includes a circular hole punch on the left side. The text on the form reads: "Notice: Dispose of This Item as Soon as Possible". Below this, there are two horizontal lines for "(Control Officer Signature)" and "(Date)". At the bottom left, it says "PS Form 965, April 1994".

6-2.2.1.3 Special Equipment Reporting

6-2.2.1.3.1 Information Technology Equipment

Report excess, obsolete, or non-repairable Information Technology (IT) equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones) to the supporting IT organization for disposition. IT updates its AIMS database and provides disposition instructions to the reporting activity.

6-2.2.1.3.2 Inspection Service Items

The transfer and disposal of the following items, both serviceable and unserviceable, are controlled by the Inspection Service. Disposition instructions must be obtained by reporting via memorandum the item number, description, and quantity of excess/surplus items to the local postal inspector-in-charge. Enter excess security containers into the EIC. Notify the local postal inspector-in-charge prior to any transfer or disposal action.

Prior to selling or disposing of security containers, contact the AASC for additional guidance.

Descriptions	PSIN
Security Containers (Safe)	293--299
Inspection Service Locks	091SP, 0912B, 0912C, 0912D, 0931A, 0931AHR, 0931CYL, 0931AO, 0931AHL, 0931O
Observation units	01239, 01240
Observation unit replacement Glass	01240A

6-2.2.1.3.3 Mail Transport Equipment

Post Offices contact Transportation Networks at the supporting processing and distribution center (P&DC) for instructions. Excess mail transport equipment (MTE) located at plants is reported to the Mail Transport Equipment Service Centers (MTESC). Disposal of all MTE is handled by the MTESCs – local disposal is not authorized.

6-2.2.1.3.4 Major Mechanized and Automated Equipment

Transfers and disposals require prior approval from Technology Acquisition and Program Management and Area In-Plant Support.

6-3 Redistribution

6-3.1 General

Redistribution is the transfer of assets from one postal installation to another.

6-3.2 Return/Transfer Processes

6-3.2.1 Return to Material Distribution Center (MDC)

Parts considered for return to the MDC must be new, properly marked, and in the original package. The MDC will only accept line item values of \$50.00 or more. Additionally, supply item(s) must also be the current edition date in full carton quantities. Excess items cannot be returned without prior approval, which must be requested electronically through the Web-Based Return Authorization System (WebRA) and can be accessed at ~~the following web address:~~ <https://emdims.usps.gov/RETURNS/jsp/fieldReturn.jsp>.

For supply item returns call National Materials Customer Service (NMCS) to request Return Authorization (RA). Returns must have a minimum per item requirement of \$50.00 with full carton quantities.

Items the MDC will not provide a return of authorization for or a vendor refuses to take back, contact the supporting AASC. The AASC will provide guidance and assist the MAO's with implementing a proper redistribution or disposal method.

6-3.2.2 Equipment Return Procedures for Discrepant Order

When there are shipping errors on items ordered through the MDC, contact NMCS to have the error corrected. Have the initial shipment documentation available when calling the NMCS. If the order discrepancy was caused by an MDC error, NMCS will credit the site or authorize a return. Do not return any items to the MDC without an RA. Do not return items via Priority Mail.

6-3.3 Transfers Between Postal Service Facilities

6-3.3.1 Repair Parts

A maintenance site or the MDC may request transfer of a repair part. Credit will be granted at 100 percent of book value.

Maintenance sites with excess stock will receive a notice through the Enhanced Spare Parts Initiative (eSPIN) requesting the part designated excess be transferred to another facility. Once it has been determined the item is on hand, a transfer will be initiated in accordance with eSPIN and local procedures. If the item is not available, the office designated to perform the transfer will make the necessary adjustments to their stocking quantities in eMARS. ~~(See Exhibit 6-3.3.3.4)~~ ~~(See Exhibit 6-3.3.1.)~~ This action will ensure the part is no longer classified as excess.

Exhibit 6-3.3.3.1
eMARS Source Codes

Source Code	Inventory Source Description
1	Reparable parts available from MDC that are 1 for 1
2	Do not buy items per MMO 024 05
A	Reparable parts available from MDC that are for local stock
B	Items procured by blanket purchase agreements
C	Items procured from a manufacturer. For parts supplied under warranty
D	Items procured from Defense Logistics Agency (DLA)
F	Loan tools
G	Items procured from regional GSA supply centers
H	Identifies items procured from federal supply schedule
K	Identifies items procured from local GSA store
L	Items procured from local suppliers
M	Items procured as required (manually)
N	Reparable items procured from a local source - repair local
R	Reparable items procured from the MDC as listed In Pub 112, <i>SPEC Supplies, Parts, and Equipment Catalog</i>
S	Items procured from MDC as in Pub. 247, <i>Supply and Equipment Catalog</i>
T	Non-reparable items procured from MDC as listed in Pub 112, <i>SPEC Supplies, Parts, and Equipment Catalog</i>
U	Reparable items procured from MDC that are repaired locally
X	Items to be automatically deleted from the Sr/Bs inventory master file when BOH=0

Note: If the capital property ID label is not affixed to the property and is in your possession, either place the label on the property prior to shipping or mail it directly to the receiving office.

6-3.3.2 Equipment

Excess equipment in serviceable condition must be posted in the EIC.

6-3.3.2.1 Process

6-3.3.2.2 Shipping Office

The installation head or MAO of the shipping office ensures that items are properly packaged for shipment and are expeditiously transferred. If the item is capital property, the MAO from the shipping office ~~will submit a completed PS Form 7340, Property Transfer Request~~ initiates the transfer process in SEAM by sending the workflow to the supporting AASC receiving MAO for acceptance. The Transfer site ~~will verify~~ verifies that the property change is made in SEAM or the Enterprise Data Warehouse (EDW) by reviewing the Property Change for the Month listing, or the Personal Property Pending Approval report. If the item is noncapital (expense,), file PS 7340 (if applicable) in the expendable material transaction file.

6-3.3.2.3 Receiving Office

The installation head or MAO at the receiving office must take the following steps:

- a. ~~Retain~~For noncapital items, keep a copy of the ~~PS Form 7340 for capital items in the suspense file pending receipt of the items. For non-capital items, a copy of the eBuyBuyPlus~~ requisition or other shipping/receiving documents ~~are kept~~ in the pending file.
- b. Upon receipt, verify ~~the~~ shipment against ~~PS Form 7340~~the transfer notification from ~~SEAM~~ or other shipping/receiving documents for accuracy. If the item is capital, ensure ~~that~~ the capital asset ID label is attached to the item and is identical to the asset number ~~listed on~~transferred via the ~~PS Form 7340~~SEAM workflow. If not, contact the shipping office. ~~Retain the form in the pending verification file to reconcile with the verified change in EDW, Property Change for the Month listing or the AASC.~~
- c. If an item scheduled to be shipped has not been received within 15 days, contact the shipper for assistance.
- d. ~~If capital, maintain a copy of the shipping documents with the PS Form 7340 (see in your capital property file. (See 5-5 and 5-6 for detailed instructions on filing and transfers)-.)~~

6-3.3.3 Special Equipment Redistribution

6-3.3.3.1 Automated Postal Center (APC)

The Area marketing manager and District retail manager review and coordinate relocation of APCs. Refer to Handbook PO-106, *Automated Postal Center (APC) Program*, for additional information.

6-3.3.3.2 Information Technology (IT) Equipment

Redistribution of IT equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones) is controlled by the supporting IT organization. IT equipment is only transferred or reassigned to another activity or person with direction from the supporting IT organization.

6-3.3.3.3 Inspection Service Items

Normal redistribution procedures apply with approved requests for transfer (see [6-2.2.1.3.2](#)).

6-3.3.3.4 Mail Transport Equipment (MTE)

The Mail Transport Equipment Service Centers control redistribution of MTE items.

6-3.3.3.5 Major Mechanization and Automated Equipment

Refer to [6-4.5.8](#) for more information.

6-3.3.3.6 Motor Vehicles

Vehicle Maintenance management is responsible for controlling these assets. Refer to Handbook PO-701, *Fleet Management*.

6-3.3.3.7 Other Equipment

Asset Management Performance and Accountability controls all other equipment assets.

6-4 Recycling and Disposal

6-4.1 Approval and Disposition

Disposal actions and methods for capital and sensitive property are approved in advance. Some items require special documentation and handling such as antiques and collectibles. Accidental destruction, loss, or theft must also be documented. The requirement for prior approval is not applicable for material disposed of by trade-in.

6-4.2 Supervised Destruction Committee

The Supervised Destruction Committee witnesses the destruction of item(s) if block 9 on the PS Form 969 is checked. At a minimum, the installation head/designee and the MAO are members of the committee. For capital items requiring supervised destruction, the MAO initiates the disposal workflow in SEAM and lists the committee members in the justification field.

See [5-1.5](#) for capital and sensitive equipment.

6-4.3 Documentation

After the appropriate recycling or disposal action is taken for surplus or unserviceable/obsolete material, the MAO completes PS Form 969, *Material Recycling and Disposal (Noncapital)*, and indicates on the form the amount received if the material was sold or traded in. Complete the PS Form 969 per instructions on the form. For capital items, the ~~signed~~ MAO initiates the disposal in SEAM, which triggers the disposal workflow and ~~completed PS Form 969 is sent~~ routes the disposal to the supporting AASC. ~~PS Form 969s documenting noncapital item disposals are filed in accordance with local procedures~~ appropriate approvers. PS Form 969 is not required for consumables.

PS Form 969 is available on the Postal Service PolicyNet website:

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click *PolicyNet*.
- Click *Forms*.

The direct URL for the Postal Service PolicyNet website is blue.usps.gov/cpim.

All organizations must use the [e969](#) application-e969 to electronically capture the relevant information for disposal of electronic equipment (see [Exhibit 6-4.3](#)). That equipment includes, but is not limited to, the following:

- Workstations.
- Laptops.
- Monitors.
- Networking equipment.
- Printers.
- Copiers.
- Facsimile Machines.
- Servers.

Print PS Form 969 from the e969 application and use the form to complete the disposal process. ~~For capital items, send the completed PS Form 969 to the appropriate Asset Accountability Service Center for processing.~~ For noncapital items, file the form in accordance with local procedures. For capital items, the MAO at the owning finance number must enter the asset number(s) into SEAM and initiate the disposal workflow in order for the asset to be retired. Postal Service employees can request access to the e969 application via eAccess.

Note: Entering capital items into the e969 application does not retire an asset number. You must complete the process in SEAM using the disposal workflow.

Exhibit 6-4.3

Equipment Disposal e969

UNITED STATES POSTAL SERVICE **Equipment Disposal** **e969**

Welcome

Need Access?

Important Information **Application Access**

You must have a valid ACE ID and eAccess e969 permissions to Access this Application. If you do NOT see a "Login to e969" button you do NOT have access to this application.

Login to e969

Helpful e969 Data Input Information

- Press Ctrl-A to Add Line item
- Press Ctrl-C to Copy the last line item into the form

Restricted Information

WARNING: FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Brought to you by Information Technology

6-4.4 Material Requiring Special Approval

6-4.4.1 Antiques and Collectibles

6-4.4.1.1 General

All antiques, collectibles, and objects of historic value, including artwork, must be controlled within a Postal Service facility and appropriately safeguarded to ensure they are not damaged, destroyed, stolen, or disposed of as junk or valueless property.

6-4.4.1.2 Exceptions

Except for the types of Postal Service property listed below, antiques and collectibles may be loaned or disposed of only with the specific approval of the Postal Service historian:

- New Deal artwork (follow instructions in Handbook RE-1, *U.S. Postal Service Facilities Guide to Real Property Acquisitions and Related Services*).
- Postal Service property listed in the current edition of Publication 247, *Supply and Equipment Catalog*.
- Postal Service owned or leased real property.
- Records (see [6-4.4.1.5](#)).

6-4.4.1.3 Care of Historic Items

6-4.4.1.3.1 Responsibility

Managers at all levels must be aware of the antiques, collectibles, and objects of historic value, including artwork, which are in use, stored, or displayed in their facility. However, the installation head is ultimately responsible for historic items in his or her facility.

6-4.4.1.3.2 Preserving Antiques, Collectibles, and Objects of Historic Value

Properly care for and preserve all antiques, collectibles, and objects of historic value in use, on display, or in storage. Follow these general rules to enhance preservation:

- Keep each object in a safe environment. Protect objects from theft; vibration; extremes of heat, cold, and humidity; excessive natural, incandescent, or fluorescent light; and physical damage (scratching, bumping, breaking, etc.).
- Inspect objects every three months to make sure they have not become damaged or soiled.
- Conserve objects as necessary. Guidance on selecting a qualified conservator may be obtained from:

HISTORIAN

UNITED STATES POSTAL SERVICE

475 L'ENFANT PLAZA SW RM 11927
WASHINGTON DC 20260

Telephone: 202-268-2074
email: phistory@usps.gov

AMERICAN INSTITUTE FOR CONSERVATION
1156 15TH ST NW STE 320
WASHINGTON DC 20005-1714

Telephone: 202-452-9545
email: info@conservation-us.org

6-4.4.1.4 Transfer or Disposal

6-4.4.1.4.1 Approval for Disposal

Local Postal Service officials will not take disposal or other actions regarding historic items, whether by loan, donation, sale, or otherwise, without the approval of the Historian. Requests for such approval must include a clear photograph of the item, a written description of the item, the proposed method of disposal, and the reason why the proposed disposal is appropriate.

6-4.4.1.4.2 Loans

Loans of historic items, when approved, will be subject to the care and security requirements noted above. A written loan agreement is required. It must be signed by the local postal official and the authorized agent of the borrowing institution and set forth all the terms of the loan.

6-4.4.1.4.3 Sale or Auction

When the disposal of historical items by sale or auction has been approved, follow the guidance for disposal as set forth in this chapter. Antiques, collectibles, and objects of historic value may be sold with written approval from the Postal Service historian. These items can then be sold for investment recovery, and are exempt from posting in [eBuy2, EICeBuyPlus](#). Compliance with [6-4.5.6](#), Permanently Marked Material, is required.

6-4.4.1.4.4 Receipts from Sale

Receipts from the sale of antiques, collectibles, or objects of historic value are entered in Account Identifier Code (AIC) 157, "Sale of Postal Antiques," on the Point of Sale (POS) unit. The entry to AIC 157 will be reflected in Special Revenue Account 44036, "Other Miscellaneous - Sale of Postal Antiques."

6-4.4.1.5 Records

6-4.4.1.5.1 Records Created Before Postal Reorganization on July 1, 1971

All old records that were generated by the Post Office Department are subject to the Federal Records Act and must be offered to the National Archives and Records Administration for appraisal, disposition instructions, and, if warranted, accession into the National Archives.

6-4.4.1.5.2 Records Created After Postal Reorganization on July 1, 1971

Postal Service records are the property of the Postal Service. Postal Service functional groups with an interest in the records determine their disposition. All such records should be maintained and disposed of in accordance with existing records control schedules appearing in the Electronic Records Information Management System (eRIMS). Additional policy guidance can be found in Chapter 6 of Handbook AS-353, *Guide to Privacy, the Freedom of Information Act and Records Management*.

6-4.4.1.5.3 Assistance

For assistance in handling records created before July 1, 1971, and in the disposition of Postal Service records created after that date, contact:

RECORDS OFFICE
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4541
WASHINGTON DC 20260

Telephone: 202-268-2608
Fax: 202-268-5353

6-4.4.2 Inspection Service Controlled Items

Report all excess serviceable and all unserviceable Inspection Service items by memorandum to the local postal inspector-in-charge who will issue disposition instructions (see [6-2.2.1.3.2](#)).

6-4.4.3 Mail Transport Equipment

The Mail Transport Equipment Service Centers authorize the disposal of all MTE.

6-4.4.4 Motor Vehicles

Refer to Handbook PO-701, *Fleet Management*.

6-4.5 Proprietary Items Requiring Special Processing

6-4.5.1 Accountable Paper

Accountable paper consists of postage stock, bird stamps, philatelic products, stamped papers, and blank money order stock. For detailed procedures concerning the proper management of accountable paper reference Handbook F-1, *Accounting and Reporting Policy*.

6-4.5.2 Postage Meter Printing Heads

6-4.5.2.1 Authorization

Postage meter printing heads purchased for use by Post Offices will be released from the assigned postmaster's equipment inventory accountability only with written authorization from the finance/budget manager. The items are transferred to another Postal Service installation for use or completely destroyed.

6-4.5.2.2 Destruction

After obtaining appropriate approvals, forward the unserviceable postage meter head and ring die/hub (by Registered Mail) to the maintenance manager at the appropriate Processing and Distribution Center/Facility for disposal action. Instructions for requesting approval and carrying out disposals are as follows:

- a. Before requesting disposal authorization, review instructions on repair and replacement to ensure the item is not salvageable.
- b. If disposal is warranted, the installation head/designee will prepare and process PS Form 969.
- c. Once equipment accountability has been clearly established (rental vs. Postal Service ownership) and approval has been obtained, send the machine to the maintenance manager, who will have it completely demolished. Demolition includes rendering the meter completely unusable. The indicia is either pulverized or melted down.
- d. At a minimum the supervised destruction committee consists of the installation head/designee and material accountability officer.

6-4.5.3 Imprinters

6-4.5.3.1 Postage Validation Imprinter

No local disposal action is authorized. Inoperable Postage Validation Imprinters (PVIs) are sent to the maintenance manager for return to the Topeka MDC.

6-4.5.3.2 Money Order Imprinters

Paymaster money order imprinters will be ordered from the Topeka MDC. Imprinters determined to be unserviceable or malfunctioning will be returned to the MDC via Registered Mail™. Before returning a money order imprinter, call the MDC Customer Service line at 800-332-0317, option 4 and provide details about why the imprinter is being returned. This will give the MDC an opportunity to assist with minor repairs to the imprinter, which could eliminate unnecessary

shipping. For more detailed guidance on money order imprinters, reference: Handbook F-101, *Field Accounting Procedures*, 3-5 and 3-5.1.2.

Each return will be accompanied by a Paymaster Model 8100 Return Form (see Exhibit C-16 in Handbook F-101, *Field Accounting Procedures*) to the following address:

USPS MDC
BUILDING 302
500 SW GARY ORMSBY DR
TOPEKA, KS 66624-9998

The only disposal method for unserviceable money order imprinters is supervised destruction.

6-4.5.4 Post Office Boxes

6-4.5.4.1 Serviceable Items

Serviceable units should be listed in the EIC.

All combination type locks designated as unserviceable/obsolete can be recycled or sold. Units with key type locks must have the keys and locks removed or drilled out before sale or disposal. Contact National Material Customer Service at 800-332-0317 or an AASC for specific disposition instructions regarding locks and keys.

6-4.5.4.2 Sales

Post Office Box fronts may be sold at any philatelic or other Postal Service retail outlet, provided keys and key type locks have been removed per [6-4.5.4.1](#).

6-4.5.4.3 Donations

Donations of Post Office boxes is prohibited including donations to federal or state agencies, academic institutions, nonprofit organizations, or a public body.

6-4.5.5 Automated Postal Centers (APC)

Reference Handbook PO-106, *Automated Postal Center (APC) Program*.

6-4.5.6 Permanently Marked Material

Postal Service indicia or markings must first be obliterated or removed prior to selling, donating, or transferring assets outside the Postal Service.

6-4.5.7 Collection Boxes

6-4.5.7.1 Policy

Collection boxes, including post type, street collection, and relay storage boxes, must not be loaned to organizations or agencies, including federal agencies, except as provided in [6-4.5.7.2](#).

6-4.5.7.2 Loans

With approval from the manager of Public Affairs, Corporate Communications, surplus collection boxes may be loaned to a federal agency such as a museum, for exhibit purposes only. There is no requirement to change the color or remove the indicia, although the lock must be removed and an audit trail established and maintained until the item is returned. A written license agreement must also be executed to keep the use of the collection box under Postal Service control. PS Form 1590 is signed by both parties with a signed license agreement acknowledging the Postal Service rights to monitor all collection box loans. A loan of a collection box for use in a motion picture, on broadcast or cable television, and/or in advertising agencies is executed under a licensing agreement for a fee or no fee. Rights and Permissions, Chief Counsel, Corporate Law, retains a copy of the license agreement when a collection box is licensed by a third party for use in the entertainment industry or for any other purposes. Requests are approved by the manager of Public Affairs, Corporate Communications.

6-4.5.7.3 Donations

Donations of collection boxes are prohibited including donations to federal or state agencies, academic institutions, nonprofit organizations, or a public body.

6-4.5.7.4 Destruction and Landfill Disposal

Collection boxes approved for destruction are destroyed by scrapping followed by metal recycling. Collection boxes must not be sent to a landfill. The scrapping/recycling process is the only authorized method for disposing of collection boxes. Follow the Environmental Protection Agency, federal, state, and local environmental regulations concerning the destruction, disposal, or recycling of metal objects.

6-4.5.8 Mail Processing Equipment

The District manager reports mail processing equipment, (e.g., facer cancellers, bar code sorters, flat sorters, parcels/bundle sorters) identified as unserviceable, obsolete, or surplus through Area In-Plant Support to Technology Acquisition and Program Management. Final disposal action is coordinated through the MAO with the AASC providing assistance as needed. [WSA-WD1] Before recycling or sale, the area staff must enter all disposal information into Ethos, and the AASC and HQ Engineering must provide approval.

6-4.5.9 Information Technology Equipment

Contact the supporting IT organization for proper reporting and disposal instructions for all IT equipment (e.g., desktop computers, laptops, servers, printers, monitors, digital copiers, fax machines, and cell phones).

6-4.6 Methods and Priority

Postal Service property is not to be given (gifted) to postal employees with the exception of postal property expressly purchased for employee recognition.

6-4.6.1 Priority

When excess, surplus, or obsolete equipment, supplies, and repair parts cannot be redistributed, employ one of the disposal methods listed below. The method selected must be in the best interest of the Postal Service. The following list is in the preferred order of priority and corresponds with disposal codes one through eight on PS Form 969 in the SEAM disposal workflow process:

- a. Trade-in.
- b. Sale by the Postal Service installation.
- c. Cannibalization for parts.
- d. Recycle.
- e. Transfer to a federal agency or branch of the military.
- f. Donation to a state agency, public body, etc.
- g. Destroyed (destruction and/or disposal-).
- h. Shrinkage (e.g., loss, theft, and accidental damage).
- i. Physical inventory (adjustments made during random inventory audits).
- j. Not Found-Cert (used only during annual certification).

6-4.6.2 Methods

6-4.6.2.1 Trade-in to Vendor

Trade-in is considered the most practical and efficient means of disposal. Therefore, this method should be the first one considered for disposing of equipment. The requesting office takes the following steps:

- a. For capital items, the MAO initiates the disposal workflow in SEAM. For noncapital items, the MAO completes PS Form 969 per instructions on the form. Consumable items (e.g., supplies, repair parts) ~~items~~ do not require completing a PS Form 969.

- b. Cross-reference the trade-in item with the order or contract number of the purchased item.
- ~~c. File/Retain the vendor's receipt or applicable purchase order for the trade-in item with/on file in accordance with local procedures. If the originating office copy of PS Form 969.~~
- ~~d. c. Send trade-in item was a noncapital asset, retain the completed PS Form 969 to the supporting AAS along with the other applicable documents.~~
- d. Verify that capital disposals went through the SEAM workflow and that the asset has been retired.

6-4.6.2.2 Sale by Postal Service Installation

6-4.6.2.2.1 Restrictions on Sales to Postal Employees

The following restrictions apply to sales to Postal Service employees:

- a. Material: Material may be purchased by Postal Service employees, providing they are not connected in any way with the declaration of the excess material or approving it for sale. Any transactions involving the sale of postal material to postal employees must be in conjunction with public sales or auctions that have been advertised to the general public. It is imperative that the public does not perceive that postal employees have exclusive or preferential access to purchasing Postal Service surplus material. Additionally, Postal Service employees are *not prohibited* from purchasing any material offered for sale at a retail philatelic outlet, provided that the price is fixed at a uniform rate for all customers.
- b. Postal Service Vehicles: Refer to Handbook PO-701, *Fleet Management*.

6-4.6.2.2.2 Informal Sales

The informal negotiated method may be used if each individual item to be sold has an estimated fair market value of \$10,000 or less. Competition should be obtained and all sales should be conducted in the best interest of the Postal Service. Under this method, offers from the public may be obtained in writing, over the telephone, by fax, or in person, and the material is sold to the highest bidder. Informal sales are conducted in any of the following ways:

- a. Sealed Bid: Items to be sold by informal sealed bid should be displayed for a period of five days prior to the published bid opening date. Bids received should be sealed in an envelope and kept in a secure place. The bids are opened by the installation head/designee and one witness, and sale items are awarded to the highest bidder. The successful bidder is notified and requested to make payment and pickup within a specified period.
- b. Negotiated Sales: Negotiated sales may be used when small quantities of material need to be moved quickly due to time and space restrictions. Bids may be solicited by telephone or fax. Negotiated sales normally will not require advance notice.
- c. Tag Sales: When it is in the best interest of the Postal Service, material including Post Office door/drawer fronts may be sold at postal and warehouse facilities. Door/drawer fronts will be sold individually or in small lots at a predetermined fixed price. Collectibles, for which approval has been obtained from the Postal Service historian, may also be sold at these outlets. Advertise sales by locally produced posters, mailings, news media, or other methods. See Exhibit 6-4.6.2.2.2c for an example of a locally produced sales poster.
- d. Scrap Sales: Material that has no operational value, or material that has been offered and not sold, may be sold as waste. Scrap sales should normally be the last method of sale consistent with the best interest of the Postal Service.

SALE
GOVERNMENT PROPERTY
Consisting of:
By:
Time & Date:
Location:
Inspection of Property:
For Additional Information Contact:
At:
Refer to Sale No. _____

6-4.6.2.2.3 Formal Sales

If the estimated fair market value of an item is \$10,000 or more, contact the supporting AASC for guidance.

6-4.6.2.2.4 Procedures for Announcing and Conducting Sales

Sales are announced and conducted as follows:

- a. Public Notice:- Adequate public notice must be given for all sales, including auctions. Bidders' lists should be maintained of all known interested bidders.
- b. Informal Sales:- Competition should be obtained and all sales must be conducted in the best interest of the Postal Service. Keep the following considerations in mind:
 1. Negotiated sales normally will not require advance notice prior to actual sales.
 2. Informal sealed bid sales conducted locally normally require five days public notice.
 3. Retail sales may be advertised by mailings, placement of posters in nearby Post Offices and/or use of the news, internet media, etc. Exhibit 6-4.6.2.2.5d is (See Exhibit 6-4.6.2.2.2c for an example of a locally produced sales poster.)

4. Scrap sales normally will not require advance notice.
- c. *Auctions*—: Auctions may be conducted by the Postal Service or consigned to a second party, (e.g., an auctioneer or broker who will also collect payment), whichever is in the best interest of the Postal Service. A "Sale" notice will be published by poster, flyer, or some form of news media, and mailed out to those on the bidders list, stating the general terms as well as any special or unusual sale conditions. On the day of the sale, the auctioneer will restate the conditions of the sale prior to beginning the auction. Material for which offers have been rejected, or for which no bids were received, may be offered again later in this sale, or sold as scrap.

6-4.6.2.2.5 Payment Procedure

Processing payments:

- a. *Collection of Sales Price*—: Under both sealed bid procedure and postal conducted auction procedure, the sales price is collected prior to removal of the material from the sale site. Payment procedures at consignment auctions are determined by the contract between the Postal Service and the auctioneer.
- b. *Separation of Duties*—: A determination of how best to handle payment arrangements is made according to the following guidelines:
 1. When the sale site is immediately adjacent to a Post Office, station or branch, customers should go directly to a designated sales associate.
 2. When the sale site is not adjacent to a Post Office, station or branch, arrange for a postal location to handle payments, or designate a sales associate to go to the sale site to accept payments.
 3. If an employee other than a sales associate is used, the separation of duties in Handbook F-1, *Accounting and Reporting Policy*, 2-5.2.1.1, is applied.
- c. *Form of Payment*—: Payment may be made by cash, customer check, credit/debit cards or money order made payable to the U.S. Postal Service, as directed in Handbook F-1, *Accounting and Reporting Policy*, 3-1.
- d. *Documentation*—: ~~The USPS Sales Slip, "Sale of Government Personal Property (Exhibit 6-4.6.2.2.5d); a copy of the form is available from the Asset Accountability Service Center website. The USPS Sales Slip,"~~ is used in conjunction with a POS-generated PS Form 3544, *Post Office Receipt for Money*. ~~This form~~The sales slip functions as an invoice, a cash receipt, a permanent accounting record, and a material release document. ~~Completion of the form is largely self-explanatory. A copy of the sales slip is available from the AASC website. See Exhibit 6-1.6 for an image of the USPS Sales Slip.~~
- e. *Sales Completion*—: When payment is made, the sales associate (or other person designated to receive payment) completes PS Form 3544, entering the item or lot number and the material description from ~~sales slip, Sale of Government Personal Property (the USPS Sales Slip (see Exhibit 6-41.6.2.2.5e).~~ The original PS Form 3544 and all three copies of the Postal Service sales slip are given to the buyer. The buyer presents those forms to the MAO (or other employee in charge of the sale), who signs all three copies of the ~~Postal Service sales slip~~Sales Slip, gives the buyer ~~their~~its copy of the form, ~~and~~ the original PS Form 3544, and releases the material.

SALE

GOVERNMENT PROPERTY

Consisting of:

By:

Time & Date:

Location:

Inspection of Property:

For Additional Information Contact:

At:

Refer to Sale No.

6-4.6.2.2.6 Reporting Sale and Recording Revenue

Sales are reported and revenues duly recorded as follows:

- a. *Forms Distribution:* Copies of the sales slip, PS Form 969, and PS Form 3544 are filed locally.
*—Copies of the sales slip, PS Form 969 and PS Form 3544 are filed locally
- b. *Recording Revenue:*

1. AIC 149—: Funds collected from the sale of paper, plastic, and other recyclables such as: Aluminum, Batteries (Non-vehicle), Cardboard, Fluorescent Bulbs, Glass, Newsprint, Pallets, Printed Matter from Mail Recovery Centers, Plastic, Rubber, Shrink Wrap, Twine, Waste Paper and other recyclables.
2. AIC 151—: Sale of Unserviceable Motor Vehicle Parts, Tires, Cylinder Oil, and Refunds for Oil Drums and Other Containers.
3. AIC 156—: Sale of Miscellaneous Equipment.

Note: Includes supplies, non-vehicle parts, and scrap metal.

4. AIC 157—: Sale of Postal Antiques.

- c. *Auction Attachments*—: Document the sale with a copy of the auctioneer's contract detailing the services to be performed.

6-4.6.2.3 Cannibalization for Parts

When material can no longer be used in its original configuration, it may be cannibalized. Cannibalizing refers to the removal of serviceable parts for use in the repair of other equipment, such as major mechanization. No Postal Service employee may appropriate for personal use any item that is to be destroyed.

6-4.6.2.4 Sale for Recycling

Before disposing of hazardous material, contact Area Environmental or the supporting AASC for information concerning recycling and waste reduction resources. Landfill disposal is the last resort for the U.S. Postal Service. All items or material designated for landfills must meet the regulatory guidelines established by the Environmental Protection Agency, State and local laws, and Postal Service regulations (reference Handbook AS-552, *Pollution Prevention Guide*).

Contact the Environmental Policy and Programs (EPP) office and follow guidelines in Handbook AS-550A, *Paper and Paperboard Recycling Guide*, Handbook AS-550B, *Paper and Paperboard Recycling Plan* and Handbook AS-552, *Pollution Prevention Guide*.

Note: AASCs will be notified prior to implementing any disposal activity. Refer to Management Instruction EL-890-2007-5, *Integrated Waste Management Instruction*.

~~Exhibit 6-4.6.2.2.5 (Installation Head/MAO copy)~~
~~USPS Sales Slip, Sale of Government Personal Property~~

UNITED STATES POSTAL SERVICE SALES SLIP

SALE OF GOVERNMENT PERSONAL PROPERTY

Buyer's Name and Address

Date of Sale

ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY

Date

Item or Lot No.	Description	Price

Deposit in AIC No.	TOTAL AMOUNT >
--------------------	----------------

PAYMENT RECEIVED	BY (Signature)	Paid on Date of Sale >
------------------	----------------	------------------------

I ACKNOWLEDGE RECEIPT OF THE PROPERTY DESCRIBED ABOVE.

Signature of Buyer or Authorized Representative

Date

6-4.6.2.5 Transfers to Federal Agencies (Including Military)

6-4.6.2.5.1 Federal Agencies

Material may be transferred to other federal agencies with or without reimbursement, depending on whether the material has value to the Postal Service. Items may be transferred with the approval of the installation head/designee without cost to the Postal Service. The installation head or owning organization should contact the supporting AASC. The AASC will work with the USPS National Utilization Officer (NUO) to coordinate the transfer.

6-4.6.2.5.2 Military Organizations Army Post Offices/Fleet Post Offices/Diplomatic Post Offices (APOs/FPOs/DPOs)

When USPS capital items in use by APOs/FPOs/DPOs have reached their fully depreciated value, the accountable postal organization will transfer them permanently to the holding military organization ~~and will be documented via dated signatures on PS Form 969.~~ The MAO at the

owning finance number initiates the disposal workflow in SEAM to retire the asset. The retirement is documented once the workflow has been completed.

6-4.6.2.6 Donation to a Federal or State Agency, Academic Institution, Nonprofit Organization, or a Public Body

The installation head/designee must obtain a written request, signed by an officer of the qualifying agency, which includes the agency's tax-exempt identification number and telephone number. Upon receipt of the written request, the installation head/designee will prepare and process PS Form 969 (noncapital items) and attach the documentation to the form. For capital items, follow the same process except that the MAO initiates the disposal workflow in SEAM in lieu of using PS Form 969. The installation head/designee notifies the requesting agency the material is ready for pickup or shipping. The requesting entity should pay packing and shipping costs. The installation head/designee must obtain a signature for receipt of the material, (e.g., on the original written request).

6-4.6.2.7 Destruction and Landfill Disposal

6-4.6.2.7.1 Procedure

A variety of federal and state requirements set standards for municipal landfills. Postal Service employees must use existing methods to collect and transfer materials to landfills in accordance with Handbook AS-550A, *Paper and Paperboard Recycling Guide*, Handbook AS-550B, *Paper and Paperboard Recycling Plan*, and Handbook AS-552, *Pollution Prevention Guide*. Each facility must build a recycling team, conduct a waste stream assessment, select the best recycling methods, and understand and publicize to all employees the principles of collection, storage, and transfer.

6-4.6.2.7.2 Costs

Reasonable removal costs that are within local purchasing authority may be incurred and should be charged to the account covering trash removal.

6-4.6.2.8 Adjustments: Loss, Theft, and Accidental Damage or Destruction

6-4.6.2.8.1 Loss and Theft

Employees must report all lost or stolen material through their immediate supervisor or manager to the installation head. The installation head will determine whether the quantity and value of lost or stolen items also warrants submission of an explanatory memorandum to the local inspector-in-charge. For capital property, the MAO ~~completes a PS Form 969 per instructions printed on~~ initiates the disposal workflow in SEAM and sends, in the reason code, indicates that the retirement is due to the supporting AASC ~~loss or theft.~~

6-4.6.2.8.2 Accidental Damage or Destruction

If capital or sensitive equipment is damaged to the point it is non-reparable, it must be disposed of according to procedures outlined in this chapter. ~~Complete PS Form 969 per instructions printed on the form and sends to the supporting AASC~~ The MAO then initiates the disposal workflow in SEAM.