

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

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

**Amendment:** 6400-2002-1

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

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

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

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

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## **6401 – Authority**

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

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

## **6402 – Objective**

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

## **6403 – Policy**

It is Forest Service policy to:

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

## **6404 – Responsibility**

### **6404.1 – Director, Acquisition Management Staff, Washington Office**

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

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

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

#### **6404.2 – Regional and Station Directors of Administrative Services**

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

#### **6404.3 – Forest Administrative Officers**

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

#### **6404.4 – Property Management Officer**

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

#### **6408 – National Finance Center Systems, Procedures, and Manuals**

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

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

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

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

## **6409 – Handbooks**

### **6409.1 – Internal Service-wide Handbooks**

#### **6409.11 – Quarters Rental Handbook (FSH)**

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

#### **6409.12 – Leasing Officers' Handbook (FSH)**

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

### **6409.3 – External Handbooks**

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

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

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

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