

## Chapter 14

### Property

Personal property and motor vehicles acquired for use on ARS projects and programs are to be effectively utilized and managed in accordance with applicable laws and regulations and ARS policies and procedures (P&P's). Acquisition, leasing, disposal, and management of Federally-owned or leased real property must be in accordance with applicable laws and regulations and ARS P&P's.

ARS property procedures include equipment inventory, excess property, property pass, vehicles, and hazardous waste.

ARS real property procedures include acquisition or disposal of ARS-owned real property, leases, revocable permits, easements, and quarters rentals.

**Abbreviations:** See Chapter 22 for commonly used acronyms and abbreviations.

**References:** Manual 221.1 - Personal Property, Motor Vehicle, and Aircraft Management  
P&P 240.3 - Physical Protection, Security, and Conduct while on REE Facilities  
Manual 245.1 - Real Property Manual  
P&P 246.1 - ARS - Tracking The Disposal Of ARS-Owned Buildings (Including Demolition)  
Form AD 107 - Report of Transfer or Other Disposition or Construction of Property  
Form AD 112 - Report of Unserviceable, Lost, Stolen Damaged or Destroyed Property  
Form SF 120 - Report of Excess Personal Property  
  
NPA Guidelines for Accountable Property Officers  
NPA Handbook on Use of Government-Owned Vehicles

**Cross References:** Chapter 15 - Records Management  
Chapter 18 - Safety, Health, and Environmental Management (SHEM)

Points of Contact:

<b>Real Property, Leases, Tort Claims, Policy...</b>	<b>Personal Property, New Vehicles, Inventory,...</b>
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