



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

DOT 1730.6A

6-8-84

**Subject:** OFFICE OF THE SECRETARY (OST) LOAN POOL PROPERTY

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1. PURPOSE. This Order establishes responsibilities for the administration of OST Loan Pool equipment furnished to OST and to other Headquarters elements of the Department. It also provides standards, procedures and guidelines to be used in performing these functions.
2. CANCELLATION. DOT 1730.6, OST Loan Pool Property, of 1-19-73.
3. RESPONSIBILITIES.
  - a. The Director of Administrative Operations, Property Management Division (M-47), is responsible for the documentation and administration of each loan and determining that any proposed borrower is eligible to receive the equipment. Loan pools are located in the Nassif Building, FOB-10A, and the Trans Point Building.
  - b. The borrower of OST Loan Pool Property will:
    - (1) Operate the equipment.
    - (2) Maintain it in proper operating condition at all times.
    - (3) Permit OST Facilities Management personnel to inspect the equipment at any time during the period of loan.
    - (4) Assume liability and responsibility for any loss or damage incurred in the movement, conversion and operation of the equipment until it is returned.
    - (5) Fill out a Property Removal Record Form, DOT F 1660.2, if equipment is to be taken out of the building. A copy will be kept on file in the Real Property Branch issuing the equipment until it is returned.
    - (6) Return the property in the same condition as when borrowed (reasonable wear and usage excluded).
    - (7) Return the borrowed property upon termination of the loan as designated in the Loan Agreement or call the Real Property Branch that issued the equipment.

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- (8) Be limited to a three-day period of usage without prior approval of the issuing Real Property Branch.
- (9) Notify OST Facilities Management personnel if the equipment is not operating correctly or is damaged in any manner.

4. PROCEDURES.

- a. Written inquiries for acquiring property by loan will be submitted to the applicable OST Real Property Branch: Nassif Building, M-472; FOB-10A, M-473; Trans Point (USCG Headquarters) M-474; and include:
  - (1) A complete description of the equipment to be borrowed.
  - (2) Identification of the use to be made of the equipment.
  - (3) The location at which the equipment will be used.
  - (4) The proposed duration of the loan.
  - (5) The name, administration, routing symbol, and phone number of the requester.
- b. After receiving the written request, the applicable OST Real Property Branch will determine the availability of the equipment requested, notify the requesting official accordingly, and:
  - (1) Establish the requester's authority for the loan.
  - (2) Prepare a labor ticket (Form OST 1730.3) to be signed by the recipient at the equipment destination.
  - (3) Maintain loan record, periodically review the equipment loan, administer records as necessary until expiration of the loan.
- c. Any extension of the loan beyond the termination date may be requested in writing by the borrower.
- d. On termination date, or when the equipment is no longer required, return equipment to the Loan Pool or call the applicable OST Real Property Branch for equipment pick-up.

6. LOAN POOL EQUIPMENT. A reasonable supply of audio-visual equipment for use in conference rooms and private offices is available. Equipment includes, but is not limited to:

a. Audio-visual:

- (1) 16mm motion picture projectors
- (2) 35mm slide projectors
- (3) 35mm filmstrip projectors
- (4) overhead projectors (vu-graph)
- (5) screens (portable)
- (6) tape recorders (cassette and reel-to-reel)
- (7) lecternettes (portable sound system)
- (8) 3/4" video tape recorder-player/monitors
- (9) synchronized cassette/35mm slide recorder/player units

b. Non-audio-visual equipment available is as follows:

- (1) pointers
- (2) vacuum cleaners
- (3) hand trucks
- (4) flat bed trucks
- (5) chalk-erasers
- (6) easels (portable chalkboard and flipchart)
- (7) water pitchers and glasses

FOR THE SECRETARY OF TRANSPORTATION:



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Administration