



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

**ORDER**

DOT 4000.9

11-16-89

Subject: **DEPARTMENTAL HEADQUARTERS WAREHOUSE MANAGEMENT  
AND EXCESS PROPERTY PROCEDURES**

1. **PURPOSE.** This Order establishes policies and procedures for the management of the Department of Transportation (DOT) headquarters warehouse.
2. **CANCELLATION.** DOT 1700.22, Departmental Headquarters Warehouse Management, of 8-6-74.
3. **SCOPE.** The provisions of this Order apply to the Office of the Secretary (OST) and the Operating Administrations. Warehousing support for furniture and equipment is for Departmental elements located in the Washington, DC area. Additionally, publications distribution support is on a worldwide basis.
4. **REFERENCES.**
  - a. DOT 4430.2B, Management of Office Furniture, of 10-15-85, which establishes policies and procedural requirements pertaining to management of office furniture within DOT.
  - b. DOT 4600.1E, Redistribution of Excess Personal Property, of 4-12-82, which establishes policies and procedures for the redistribution of excess property within DOT.
5. **RESPONSIBILITIES.**
  - a. **Office of the Secretary.** The Office of Administrative Services and Property Management (M-40) is responsible for:
    - (1) Managing the DOT headquarters warehouse which includes storage, control, receiving, transshipment, publication/form distribution and other related warehouse operations.
    - (2) Notifying the responsible offices when the publications or forms reorder point levels are reached or when stock of publications or forms is depleted.
    - (3) Conducting physical inventories of all warehouse items in conjunction with Departmental elements and providing each with a copy of the results of such inventories.

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DISTRIBUTION: All Secretarial Offices      OPI: Office of Administrative Services and Property Management  
All Operating Administrations

11-16-89

- b. Departmental Elements. Each Departmental element is responsible for:
- (1) Providing to the OST Utilization and Storage Section (M-443.2) a listing and facsimile signatures of those employees designated as representatives authorized to approve requests for transfer of items to and from the warehouse.
  - (2) Participating with the OST Utilization and Storage Section in an annual inventory of their furniture, carpet and equipment stored at the warehouse. Additionally, all items in storage shall be reviewed at least annually to determine if continued retention is justified.
  - (3) Providing to the OST Utilization and Storage Section a Standard Form 122, Transfer Order-Excess Personal Property, for all items that are excess to their needs prior to storage at the warehouse. To facilitate transportation schedules, an advance notification of five working days is requested prior to transfer of the items to the OST Utilization and Storage Section.
  - (4) Establishing reorder point levels for all their publications and forms.
  - (5) Taking the necessary action to reprint publications and forms for stock when notified that they have reached a reorder point level.
  - (6) Conducting an annual review of the report of publications and forms stored at the warehouse to determine which items are obsolete and providing the necessary written disposition instructions to the OST Utilization and Storage Section for any publications or forms that are not needed.

6. GENERAL PROCEDURES.

- a. All purchase orders for items intended to be stored in the DOT headquarters warehouse must specify the destination as: DOT Headquarters Warehouse, Ardmore East Business Center, 3341Q 75th Avenue, Landover, Maryland 20785.
- b. Each Departmental element's procurement office shall provide two copies of all purchase orders to the OST Utilization and Storage Section for those items marked for warehouse delivery.

- c. Upon receipt of materiel in the DOT headquarters warehouse, a copy of each signed purchase order acknowledging receipt will be returned to the requesting office.
- d. Materiel moved to and from the DOT headquarters warehouse will be receipted for by responsible authorities. The warehouse will retain files of receipts and issues.

**7. STORAGE OF ITEMS IN THE WAREHOUSE.**

- a. The DOT headquarters warehouse shall be used for storage of bulk paper, furniture, equipment, carpeting, publications, forms, and other personal property items.
- b. The OST Utilization and Storage Section must receive prior notification of items intended to be put in the DOT headquarters warehouse. This notification can be in the form of a copy of a Purchase Order, Print Request or any other written format. Notification should be provided as soon as an order is placed for the item. Failure to provide prior notification of intended delivery of any materiel may result in refusal of delivery, causing a redelivery charge to the ordering office.
- c. For warehouse storage of publications and forms, the OST Distribution Services Branch (M-494) shall provide copies of all DOT 1700.3, Printing, Binding, Distribution, and Editorial Services Request, to the OST Utilization and Storage Section.
- d. Request for transfer of items from Departmental elements to the DOT headquarters warehouse for storage shall be made on DOT F 4240.1, Warehouse Action Request. The request shall be submitted to the OST Utilization and Storage Section which will make arrangements to have the items picked up and delivered to the warehouse.

**8. ISSUE OF ITEMS FROM THE WAREHOUSE.**

a. Bulk Paper, Furniture, Carpeting, and Other Personal Property.

- (1) Requests for transfer of items from the warehouse will be made on DOT F 4240.1, Warehouse Action Request, and shall be submitted to the OST Utilization and Storage Section. To facilitate delivery schedules, requests for issue of stored property should normally allow three days lead time. Limited dock space requires that a delivery schedule be strictly adhered to. Exceptions to the delivery schedule will be made in emergencies.

11-16-89

b. Publications and Forms.

- (1) Requests for publications and forms may be forwarded to the OST Utilization and Storage Section via route slip, memorandum, letter, or other agency request form as follows:
  - (a) Local requests: via messenger envelope addressed to M-443.2, Room 2318, Nassif building.
  - (b) Other requests: via mail service to Department of Transportation, Utilization and Storage Section (M-443.2), Room 2318, 400 Seventh Street, SW, Washington, DC 20590.
- (2) All requests submitted for processing shall include the following information:
  - (a) Name of requester;
  - (b) Complete address including organizational code, building, and room number;
  - (c) Telephone number;
  - (d) Number and/or title of the publication(s) or form(s) requested; and,
  - (e) Unit of issue and quantity.
- (3) Publication and form requests will be processed by the OST Utilization and Storage Section to the DOT headquarters warehouse.
  - (a) Priority requests will be filled and mailed within two work days.
  - (b) Routine requests will be filled and mailed as expeditiously as possible. Ordering offices shall allow up to 15 days for receipt in the Washington metropolitan area and up to 22 days for receipt (due to mailing time) if the request comes from outside the Washington metropolitan area.

9. EXCESS PROPERTY PROCEDURES.

- a. General. All property excess to the needs of the Departmental elements shall be screened for redistribution in accordance with DOT 4600.1E. All Departmental elements may transfer excess furniture and equipment located at Departmental headquarters buildings to the OST Utilization and Storage Section. It is the responsibility of Departmental elements to screen all personal property for redistribution within DOT before transferring it to OST. The U.S. Coast Guard may continue to transfer their excess personal property to the Defense Reutilization and Marketing Office.
- b. Procedures.
- (1) After screening within DOT has been completed, Departmental elements may transfer excess furniture and equipment to the OST Utilization and Storage Section, using Standard Form 122, Transfer Order - Excess Personal Property. Departmental elements shall ensure that this transfer document reflects the proper description, condition code, serial number, etc., for all items. To facilitate transportation schedules, a minimum notification of five working days is requested to arrange for pickup of items from offices for delivery to the DOT headquarters warehouse. After receipt of transfer documents, OST will notify Departmental elements of the pickup date and any additional relocation arrangements. The property should be stored and secured properly until it is picked up by OST. Excess property shall not be placed in building hallways.
  - (2) Transfer documents shall be submitted to OST as soon as property is determined to be excess. Reporting of property should not be delayed until a large quantity has accumulated. If there is a large quantity of items to transfer, OST should be provided as much advance notice as possible.
  - (3) A description tag, required by the General Services Administration, shall be completed and tied or taped onto each item. (Tags are available from the OST Utilization and Storage Section.)
  - (4) If large or specialized items cannot be moved by the DOT labor contractors, the transferring Departmental element is responsible for any costs involved in moving the items.

11-16-89

- (5) A small used furniture pool area has been established at the DOT headquarters warehouse. All furniture in this designated pool area is available to the Departmental elements for utilization in lieu of new procurement.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration