

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>	NUMBER: DR 5200-002
SUBJECT: Central Receiving	DATE: November 28, 2018
OPI: Office of Operations, Materiel Management Service Center	EXPIRATION DATE: November 28, 2023

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1. PURPOSE

This Departmental Regulation (DR) establishes the policy for receiving personal property, publications, and other supplies through the United States Department of Agriculture's (USDA) centralized receiving units hereafter referred to as "Central Receiving."

2. SCOPE

This DR applies to USDA Mission Areas, agencies, and staff offices located in the Washington, DC Headquarters facility and the George Washington Carver Center (GWCC) in Beltsville, Maryland.

### 3. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This DR supersedes DR 5200-002, *Central Shipping and Receiving*, dated May 13, 1985. This revision updates the previous document to reflect organizational changes and operational processes.
- b. Personal property refers to tangible items ranging from common products, such as office equipment and furniture, to specialized apparatuses, including scientific devices and heavy machinery.

### 4. POLICY

- a. The Central Receiving staff provides accountability, security, and disposition control of personal property, publications, and other supplies and monitors the disposition of abandoned personal property for the Mission Areas, agencies, and staff offices located in USDA's Headquarters facility and the GWCC complexes.
- b. The Headquarters Central Receiving facility is operated by a commercial contractor under the administrative management and supervision of the Office of Operations (OO), Materiel Management Service Center (MMSC). The GWCC Central Receiving Facility is operated by OO, MMSC Federal employees.

### 5. REFERENCES

This policy is in accordance with Federal Management Regulations [41 Code of Federal Regulations \(CFR\) 101-26.8](#), *Discrepancies in GSA or DOD Shipments, Material, or Billings*, and [41 CFR 101-40.7](#), *Reporting and Adjusting Discrepancies in Government Shipments*.

### 6. INCOMING SHIPMENTS

Central Receiving personnel will:

- a. Schedule the deliveries made by commercial carriers and receive the property from carrier personnel (truck drivers);
- b. Inspect the property while it is in the carrier's vehicle or when the property is placed on the loading dock for evidence of pilferage, shortage, overage, and/or damage;
- c. Receive all the property that is properly consigned on bills of lading or other shipping invoices. If the Central Receiving staff receive a shipment that is damaged, the contracting officer's representative (COR)/supervisor must be notified to determine whether the shipment will be accepted or refused;

- d. Document the receipt of property on the carrier billing by annotating all visible discrepancies above signatures and retaining a copy of the applicable billing;
- e. Remove the property from the carrier vehicle tailgates or unloading dock and place the property into the temporary holding area;
- f. Notify the COR/supervisor without delay when the property received is marked “CONFIDENTIAL,” “TO BE OPENED BY ADDRESSEE ONLY,” “PROPOSAL,” “BID,” or any other marking indicating the contents may be of a controlled or sensitive nature;
- g. Notify the COR/supervisor who will arrange for off-loading of controlled substances and hazardous materials;
- h. Ensure proper storage and preservation of items placed in the holding area;
- i. Maintain the temporary holding area in a manner that permits easy access to and proper identification of each Mission Area, agency, or staff office's property;
- j. Notify Mission Area, agency, or staff office personnel of property arrivals and obtain appropriate signatures for the release of the property. Note: Unless other arrangements are made, property may remain in temporary holding up to 2 working days;
- k. Maintain a daily log of all the property received to include the Mission Area, agency, or staff office, the number of pieces received, and the weight of the items;
- l. Complete various types of receiving documents:
  - (1) Receipt copies of purchase orders, Form Agriculture Department [\(AD\) 838-7, Purchase Order](#);
  - (2) Receipt copies (vendors) of telephone requisitions;
  - (3) Receipt copies of documents for Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) orders;
- m. Furnish a copy of the delivery document to the appropriate Mission Area, agency, or staff office when the shipment is released;
- n. Initiate appropriate documents of notification and verification on shipments received with visible discrepancies; and
- o. Prepare the monthly statistical report to include information for the number of shipments, number of pieces, and the weight (in pounds) of all goods received by

Mission Areas, agencies, and staff offices, and any pertinent information on shipment discrepancies.

## 7. DISPOSAL AND RESOURCE RECOVERY

Central Receiving will:

- a. Monitor trash container areas to ensure that valuable materials or Government property are not disposed of or removed in an unauthorized manner;
- b. Perform daily hall/stairwell sweeps to remove abandoned personal property; and
- c. Withhold questionable items of trash and salvage from disposal containers and refer them to the COR/supervisor for appropriate disposition instructions.

## 8. LOADING DOCK AND FACILITY SECURITY

Central Receiving will:

- a. Be responsible for the security during the loading and unloading of property in Court 4 of the Headquarters facility and the GWCC loading dock;
- b. Ensure that only vehicles that are delivering or obtaining personal property park at the Headquarters and GWCC dock areas;
- c. Observe all security regulations established by USDA's Office of Operations, Protective Operations Division for the Headquarters and GWCC facilities; and
- d. Be accountable for loss, damage, and/or theft of property while in Central Receiving's possession.

## 9. REPORTING

Central Receiving staff will provide OO, MMSC management with a monthly statistical report on Central Receiving activity no later than the 15<sup>th</sup> of each month.

## 10. OFFICE OPERATION INFORMATION

- a. Central Receiving for the Headquarters facility is located in the South Building, Room 0466. Central Receiving for the GWCC facility is located at the main loading dock at GWCC.

- b. Central Receiving will provide services at the Headquarters facility from 7:30 a.m. to 6:00 p.m., Monday through Friday, and at the GWCC facility from 7:00 a.m. to 5:00 p.m., except for Federal holidays.

## 11. ROLES AND RESPONSIBILITIES

- a. The Director, Office of Operations will:
  - (1) Develop policy governing the use and management of the USDA Central Receiving operation at the Headquarters complex and GWCC;
  - (2) Provide and maintain adequate space for Central Receiving; and
  - (3) Comply with General Services Administration (GSA) and USDA property management rules and policies.
- b. The Director, Materiel Management Service Center will:
  - (1) Provide a COR to provide oversight of the Central Receiving operations at the Headquarters facility and a supervisor to provide oversight at the GWCC facility;
  - (2) Provide a suitable work area for the Central Receiving processing requirements;
  - (3) Provide space maintenance for areas occupied by the Central Receiving functions;
  - (4) Maintain an appropriate operating budget for Central Receiving; and
  - (5) Report agency usage (volume) to the Office of the Chief Financial Officer/Financial Management Division for appropriate Mission Area, agency, and staff office cost share computations.
- c. The Contracting Officer, Procurement Operations Division will:
  - (1) Provide a suitable contractor to perform the operational requirements of Central Receiving at the Headquarters Facility; and
  - (2) Provide execution of proper contractual documents including penalties for deficient contractor performance and all other documentation pertinent to efficient execution of contract requirements.
- d. Participating Mission Areas, Agencies, and Staff Offices will:
  - (1) Utilize Central Receiving for the receipt of publications ordered by Mission Areas, agencies, and staff offices located at the USDA Headquarters and GWCC facilities;

- (2) Utilize Central Receiving for the receipt of personal property and other supplies via the commercial transportation system; and
- (3) Utilize Central Receiving for shipment of excess personal property to the Centralized Excess Property Operation (CEPO).

## 12. INQUIRIES

Questions pertaining to this DR should be directed to the Director, MMSC at (301) 394-0400 or emailed to [cepo@dm.usda.gov](mailto:cepo@dm.usda.gov).

## 13. ACRONYMS AND ABBREVIATIONS

AD	Agriculture Department
CEPO	Centralized Excess Property Operation
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
DR	Departmental Regulation
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
GSA	General Services Administration
GWCC	George Washington Carver Center
MMSC	Materiel Management Service Center
OO	Office of Operations
USDA	United States Department of Agriculture

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