APPENDIX 505B
ADMINISTRATION AND MANAGEMENT OF JOB CORPS
CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY:
PROPERTY CUSTODIAN’S REQUEST TO
DESIGNATE EXCESS PROPERTY

TO: __________________________________, Contract Property Manager (CPM)

FROM: __________________________________, Property Custodian Name

DATE: ___________________________ LOCATION: ___________________________

The below-listed property is reported as excess property and suggested condition code shown. CPMs will inspect all property reported by the Property Custodian to confirm condition and usability.

CPMs: See Job Corps Property Policy – Disposition of Excess Property in Job Corps (for Contractor-Held GFP) for specific procedures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Serial # (or “N/A”)</th>
<th>Condition Code*</th>
<th>CPM Initials</th>
<th>Reassigned/Location</th>
<th>Moved into Disposition</th>
<th>CPM Initials</th>
<th>Date</th>
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*Condition Code Key:
1 = Excellent Condition (in new or used condition, which can be used immediately without modifications or repairs)

4 = Usable Condition (shows some wear, but can be used without significant repair)

7 = Repairable Condition (is unusable in its current condition but can be economically repaired)

X = Salvage Condition (has value in excess of its basic material content but repair is impractical or uneconomical)

S = Scrap Condition (has no value above its basic material content)