

## **5 FAH-2 H-850 INVENTORY PROCEDURES**

*(CT:TEL-22; 08-30-2007)*  
*(Office of Origin: IRM/APR/RG)*

### **5 FAH-2 H-851 WORLDWIDE PROPERTY ACCOUNTING SYSTEM (WPAS)**

*(CT:TEL-22; 08-30-2007)*  
*(Uniform all agencies)*

- a. For each piece of equipment, either on-line or stored as a spare, that is defined as accountable through the Worldwide Property Accountability System (WPAS) (see 5 FAH-2 H-812.1 for a basic listing of equipment that should be listed in the WPAS inventory). The ranking *information resource management officer* (IRMO) at post is the accountable property officer and is responsible for implementing this *WPAS* program *and meeting annual inventory-reporting requirements in 14 FAM 418.1, paragraph d*. Training is available either from *Regional Information Management Center* (RIMC) technicians or through self-paced tutorials that come with the WPAS devices and documentation. For additional information contact *the Property Management Branch of the Office of Program Analysis* (A/LM/PMP/BA/PM-WPAS), (703) 912-8422; fax (703) 912-8357, attn. WPAS.
- b. Before shipping an item from post, IPC personnel should prepare a shipping telegram from the WPAS database. When the WPAS telegram is generated, the item to be shipped is automatically deleted from post's inventory. Likewise, when an item is received, it should be entered into the WPAS database to keep the inventory current. See 5 FAH-6 Communications Security Handbook for procedures in returning *Communications Security* (COMSEC) accountable items.

### **5 FAH-2 H-852 EXCESS EQUIPMENT DISPOSAL**

*(CT: TEL-12; 03-08-2005)*  
*(State only)*

Excess equipment is that which is no longer needed. Excess equipment used for unclassified processing and purchased with post funds, such as non-TEMPEST computer components or non-CAA telephone sets, can be disposed of locally in accordance with the guidance provided by the offices below. Cryptographic equipment, COMSEC accountable items, telegraphic equipment, fixed disks or disk packs from classified Automated Information Systems (AISs), and equipment with special security features must be returned to the responsible IRM program office. Contact the appropriate IRM program office or DTS-PO liaison office for guidance concerning local disposition or returning excess equipment. See 12 FAM 632 for more information regarding disposition of magnetic media, AIS output, and computer equipment. Contact the following offices to dispose of excess equipment:

- (1) IRM/OPS/ITL/LWS/RPB—radio equipment;
- (2) IRM/OPS/ITI/LWS/FPT—telephone equipment from foreign posts;
- (3) IRM/OPS/ITI/TWD/DTD—data and telephone equipment from domestic offices;
- (4) IRM/OPS/ITI/TSS—equipment maintained by TSS under the PTPE (Plain Text Processing Equipment) program;
- (5) IRM/OPS/ITI/LWS/MNT—TEMPEST and non-TEMPEST CIPE ADP, TERP V, PCCS, magnetic media from classified AISs;
- (6) DTS-PO Logistics Branch—all items covered by the TechReq system; and
- (7) IRM/OPS/ITI/SI/CSB—COMSEC accountable items must be handled in accordance with 5 FAH-6. The WPAS accountable property officer must remove all items declared excess, whether disposed of locally or returned to the Department, from post's WPAS inventory. See WPAS SOP, Section 9 and Appendix B.

## **5 FAH-2 H-853 DAMAGED OR MISSING PROPERTY**

*(TL:TEL-2; 05-23-2002)*  
*(State only)*

Excess, damaged, or missing property inventory procedures are contained in WPAS SOP, Section 9 and Appendix B, "Property Disposal Authorization and Survey Report."

**5 FAH-2 H-854 THROUGH H-859  
UNASSIGNED**