

**FORM 5-06**  
**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.

Item	Description	Serial # (or “N/A”)	Condition Code*	CPM Initials	Reassigned/Location	Moved into Disposition	CPM Initials	Date

**\*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)