

**INSTRUCTIONS FOR COMPLETING AD FORM 112**

The AD FORM 112 will be used as the tracking form for the disposal of media. The media is not a reportable item. It is not necessary to complete the entire form. This form is only being used as an internal record of disposal. Only Section 1 will be used.

**SECTION 1: ACCOUNTABLE PROPERTY OFFICER'S REPORT**

- (1) Block 1: STATUS OF PROPERTY: Select the box that best describes the status. Typically for the purposes of this Directive it will be Unserviceable or Obsolete.
- (2) Block 2: REPORTING ACTIVITY: Fill in the physical address of your office.
- (3) Block 3: PROPERTY ITEMS: Fill in the available information for each item being disposed of in accordance with paragraph 4.d.(3)(a).
- (4) Block 4: CUSTODIAN: Not used.
- (5) Block 5: PROPERTY OFFICER: The APHIS Data Center Computer Room Manager will fill in and sign this block.