

Directive 250.1
11/20/89

PERSONAL PROPERTY MANAGEMENT

- I. PURPOSE This Directive states the authorities, objectives, official uses, policy, and responsibilities for personal property management; defines basic property terms; and references the Personal Property Manual for the procedures to follow on the acquisition, recordkeeping, maintenance, and disposal of personal property.
- II. AUTHORITIES The authorities for managing personal property are contained in the Federal Property Management Regulations (FPMR), Chapter H, Part 101-35; the Agriculture Property Management Regulations (AGPMR), Part 104-35; the Property and Administrative Services Act of 1949, as amended; the General Accounting Office Manual for Guidance of Federal Agencies, Title 2, Chapter 2, Section 2.15; and the Code of Federal Regulations, 7 CFR Section 2.75.
- III. OBJECTIVES OF PERSONAL PROPERTY MANAGEMENT PROGRAM The Personal Property Management Program is designed to ensure that items of personal property are acquired and used in a way that will be of the most benefit to the Agency. It provides uniform policy, guidelines, and procedures on the acquisition, care, use, maintenance, storage, control, protection, recordkeeping, and disposal of personal property.
- IV. OFFICIAL USES Items of personal property may only be used to carry out those functions authorized by law, approved by the head of the Agency, or required due to emergency situations that threaten the loss of life or property. Employees may not use any property acquired with Government funds for personal business.
- V. PENALTIES FOR UNAUTHORIZED USE Persons who willfully use, or authorize the use of, Government property for other than official purposes are subject to suspension from duty without pay, removal from office, if warranted, and prosecution under Title 18 U.S.C. 641. See AMS Instruction 365-1, Employee Responsibilities and Conduct.
- VI. DEFINITIONS
- A. Personal Property. All items which the Agency procures, rents, or leases for use in performing its mission. It includes items such as furniture, equipment, supplies, furnishings, office machines, books, and other published materials. It does not include official records nor land, buildings, or items which are permanently attached to buildings, since these are considered real property.
- B. Personal Property Management. This includes:
1. Determining that the best, most cost effective and appropriate methods are used in the acquisition of the

Page 1

property.

2. Ensuring that all parts are included and that newly purchased items are not broken or damaged when they are received.
3. Using and ensuring that others use personal property for official purposes and to the fullest extent possible.
4. Maintaining items in good working condition by providing for preventive maintenance, repairs, or rehabilitation, as appropriate.
5. Taking appropriate measures to safeguard the property and protect it from damage, loss, or theft.
6. Maintaining records on the receipt, location, custodians name and phone number, and disposal action on the property.
7. Ensuring that procedures are developed and followed for stocking and issuing supplies and materials.
8. Reporting property that is no longer needed by the employee or organization in performing duties.
9. Ensuring that reports are prepared for inventory purposes, when an item is damaged, lost, or stolen, and when disposal action is required.
10. Ensuring that custodians who are transferring, resigning, retiring, RIF'd, or furloughed return all property assigned to them or make any fiscal and liability settlements prior to their separation.
11. Ensuring that appropriate action is taken to dispose of personal property items which are declared excess, unserviceable, or damaged.
12. Ensuring that accountable property which was acquired by a cooperator or grantee and transferred to the Federal Government (by exercising a right of transfer at the time the project is terminated) is properly reported and added to the inventory.

C. Accountable Property. All personal property for which responsibility for control is formally designated to an accountable individual and official records are maintained. Sensitive Items and any items which cost \$500 or more must be reported and accounted for in the General Ledger of the Agency's financial management accounts and on official inventories. Note: This is sometimes referred to as nonexpendable or capitalized property.

D. Accountability. The responsibility to account for personal property by providing a complete audit trail for prOperty transactions from receipt to final disposition.

E. Accounting Code. The financial code used on purchase payment documents. This is sometimes referred to as an

appropriation number, an accounting fund code, or an accounting classification.

F. Accountable Officer (AO). A management official designated to coordinate the budgeting, acquisition, receipt, issue, storage, reporting, and inventory for all personal property within his/her accountable area.

G. Acquisition. The method used to obtain the personal property. This includes purchase, transfer, donation, lease/rental, assignment, transfer from excess, exchange, manufacture, or production.

H. Custodian. Person to whom the personal property is assigned for use in performing his/her official duties.

I. Excess Property. Items which are still in operating condition or require only minor repairs, but the Agency no longer has a need to use.

J. Negligence. For property management purposes, negligence is either simple or gross. Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of Government property. Gross negligence is an act, failure, or omission on the part of the responsible employee(s) of a greater degree and is deemed by competent authority to be misconduct or willful, wanton, or reckless disregard for Government property resulting in loss, damage, or destruction.

K. Nonaccountable Property. Items costing less than \$500 which are not sensitive. This property requires informal recordkeeping but is not reported and accounted for in the General Ledger of the Agency's financial management accounts nor on official inventories. This is sometimes referred to as expendable or noncapitalized property.

L. Nonreportable Excess Personal Property. Items which must be screened within the Agency and/or reported to the Department for screening before any disposal action can be taken. This property does not have to be reported to the General Services Administration (GSA) for Government-wide screening.

M. Property Management Officer (PMO). The persons designated the responsibility for establishing the policy for personal property management and/or developing and implementing uniform procedures for the overall operation.

1. The Chief, Property and Safety Management Branch, Administrative Services Division (ASD), APHIS, is the PMO for policy development and program management.
2. The Chief, Accounting and Property Services, Field Servicing Office (FSO), APHIS, is the PMO for the operational aspects of the Property Management Program, including official records and inventory reconciliation.

N. Reportable Excess Personal Property. Items which must be screened within the Agency and the Department then reported to the General Services Administration (GSA) for Government-wide screening before any disposal action can be taken.

1. Furniture is reportable if it is valued at \$500 or more in original acquisition cost.
2. All other personal property, including excess automated data processing equipment, is reportable if it is valued at \$1,000 or more in original acquisition cost.

O. Sensitive Property. Items, regardless of their acquisition cost, which are by their nature subject to theft, loss, conversion to personal use, or for some other reason must be subjected to more stringent controls than other property. The following items have been identified as sensitive property:

1. ADP hardware (includes keyboards, modems, monitors).
2. Binoculars, if more than \$100.
3. Cameras.
4. Electronic scales and balances.
5. Firearms (including mufflers and silencers).
6. Radios (2-way).
7. Remote control equipment.
8. Telescopes (spotting scopes not attached to firearms).
9. Televisions.
10. Trail bikes (all-terrain vehicles [ATV's]).
11. Video cassette recorders (VCR's).

P. Surplus Property. Items which are still in operating condition or require only minor repairs but are not necessary to carry out the mission of any Federal agency, as determined by the Administrator Of the GSA.

Q. Unserviceable Property. Items which are obsolete, for which parts are no longer manufactured, or which are worn damaged beyond repair or require extensive repairs that are not economical to obtain.

VII.
POLICY

A. Accountability.

1. Each employee must be informed of his/her responsibility for personal property management. Employees to whom property is assigned, supervisors, and AO's must ensure that Government property is used only for official purposes; is needed; is safeguarded and protected from loss,

theft, or damage; and that proper disposal procedures are followed when it becomes excess or unserviceable.

2. Persons may be held financially liable for the loss of, or damage to, Government personal property if they are careless or negligent in its use, care, or protection.

B. Acquisition

1. The Agency will acquire items of personal property only when a current or foreseeable need exists for their use. Property acquired must meet the Minimum requirements for the function to be performed (i.e., size, capacity, range). Only items which will be needed to meet a program emergency may be acquired and held for future use.
2. Excess property data must be screened to see if the items are available within the Agency, the Department, or another Government organization before they can be purchased as new items. Excess property must be used for meeting the need if it is economically feasible to rehabilitate it or to pay the costs of handling and shipping it from one location to another. To make this determination, compare the costs of repairs and/or rehabilitation, any costs for handling and shipping, the purchase price for a new item, or leasing cost for the length of time the item would be needed should it be leased.

C. Identification. All Government-owned property must be identified to show ownership. This identification may be on paper or metal decals, bar code labels, or may be etched or engraved into the property.

D. Maintenance and Rehabilitation. Agency property will be repaired and/or rehabilitated when appropriate and cost effective. Any property which requires periodic maintenance must be serviced according to the manufacturers recommendations and kept in proper operating condition.

E. Disposal of Personal Property. All disposal actions must comply with the guidelines contained in the Personal Property Manual. The AO must report all excess, damaged, or unserviceable property to FSO before any disposal action may be taken. Excess property (except for items which were purchased with user fees or trust funds) cannot be sold until it has been made available to other organizations.

F. Employee-Owned Personal Property. Employees are to exercise discretion in using personally owned property items for Agency business and in having personally owned items in Agency space. Employees should identify their personally owned items (e.g., plants, pictures, radios, clocks, etc.). The employee should observe the following guidelines to safeguard personally owned items:

1. Do not bring valuable items to work unless absolutely necessary.
2. If it is necessary to bring valuables to work, keep them out of sight or place them in a locked desk, file

cabinet, or other device. Take them with you when you leave the room if the room is unattended or other safeguards are not available when no one is in the area.

3. Do not leave valuable items in Agency space overnight.
4. Do not have personal purchases delivered to the work location.

NOTE: The Agency is not responsible for the replacement of any personally owned items that become damaged, lost, or stolen while kept in Agency space.

Page 6

VIII.
RESPONSI-
BILITIES

A. ASD. The Property Management Section, Property and Safety Management Branch, is responsible for developing the policy and the overall management of the Personal Property Program.

B. FSO. The Property Section, Accounting and Property Services, is responsible for administering the operational aspects of the Personal Property Program, including the development of procedures and the reconciliation of inventory records for accountable and sensitive property.

C. AO's. Each organizational unit must designate a management official as the AO for personal property. AO's are responsible for the control, use, assignment, maintenance, recordkeeping, reporting, and safeguarding of all personal property within their areas of jurisdiction.

D. Supervisors/Custodians. Supervisors or custodians are responsible for ensuring that proper records are kept on all property assigned to their employees and must:

1. Complete Optional Form 130, Personal Custody Property Receipt, to assign personal property to employees and to note any changes in property assignments.
2. Complete Form AD-106, Property Record, to maintain a record of assignments for an Individual item of personal property which is assigned to different persons for a period of time.
3. Complete Form AD-107, Report of Transfer or Other Disposition or Construction of Property, to transfer the property, record or report the loan of property, or report property which was traded in on new equipment.
4. Complete Form AD-112, Report of Unserviceable, Lost, or Damaged Property, when an employee reports that an item is damaged, unserviceable, lost, or stolen. Upon completion, the supervisor or AO sends this form to FSO.
5. Complete Form AD-872, Property Damage Incident, to document and report property damage over \$10,000. This report must be completed in addition to the Form AD-112 and

sent to the AO.

6. Complete Form SF-120, Report of Excess Personal Property, to report excess property to the Property Section, FSO.
7. Complete the Employee Exit Inventory when an employee is transferring, resigning, retiring, RIF'd, or furloughed. This record reconciles and documents the return of, or liability for, all property and records that were assigned to the employee.

E. Custodian. Each employee is a custodian of any supplies, equipment, furniture, or other property which he/she uses in the performance of official duties. The custodian must use the property in a safe and proper manner; ensure that safeguards are taken to protect it against loss, theft, or damage; and notify the supervisor or AO when any items are needed, no longer needed, or require repairs.

IX. PROPERTY MANAGEMENT TRAINING AO's or their designees who are involved in the acquisition, use, inventory, and disposal aspects of personal property should receive a minimum of 8 hours of training within 6 months after being given these responsibilities. This training is available within the Agency, through the Property Section, FSO, the Department, or GSA.

X. OPERATIONAL GUIDELINES AND PROCEDURES The Personal Property Manual contains the guidelines for management of property and the procedures for acquisition, use, maintenance, recordkeeping, inventory, and disposal. Each AO and each office address in the APHIS Management and Communication System receive changes as they are published.

XI. INQUIRIES

A. Specific Operational Guidance. Contact the AO, appropriate division, field, area, or regional office, or the Property Section, FSO, for specific information on the use, records, or disposal of personal property.

B. Policy Guidance. Contact the Property Management Section, Property and Safety Management Branch, ASD, APHIS, through channels, for policy or management guidance.

C. Additional Copies. Contact the Printing and Distribution Management Branch, ASD, APHIS, for additional copies of this Directive or the Personal Property Manual.

D. Mailing List Information. Contact the Printing and Distribution Management Branch, ASD, APHIS, for information on the APHIS Management and Communication System.

L. P. Massaro
for Administrator

