

PERSONAL PROPERTY MANAGEMENT PROGRAM

I. Purpose

This Directive establishes the U.S. Department of Homeland Security (DHS) policy for the Personal Property Management Program.

II. Scope

This Directive applies throughout DHS, unless exempted by statutory authority.

III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 341, "Under Secretary for Management"
- B. Title 40, U.S.C. Subtitle I, "Federal Property and Administrative Services"
 - A. Title 41, Code of Federal Regulations (CFR), Chapter 101, "Federal Property Management Regulations"
 - C. Title 41, CFR, Chapter 102, "Federal Management Regulation"
 - D. DHS Delegation 00500, "Delegation for Administrative Services"
 - E. Federal Accounting Standards Advisory Board, Statement of Federal Financial Accounting Standards No. 6, "Accounting for Property, Plant, and Equipment"
- F. DHS Financial Management Policy Manual, Chapter 3, "Financial Management and Accounting", Section 3.1 "Property, Plant and Equipment"

IV. Responsibilities

- A. The **Chief Readiness Support Officer (CRSO)** promulgates the Department's Personal Property Asset Management Program requirements and provides oversight to the program. Personnel in the Office of the Chief Readiness Support Officer (OCRSO) provide guidance to Component programs.
- B. The **Component Heads**:
1. Oversee the Personal Property Management Program within their respective Components; and
 2. Designate a federal employee as the Component Property Management Officer.
- C. The **Component Property Management Officer (PMO)**:
1. Serves as the single point of contact for the Component personal property program and has the responsibility to ensure compliance with the policies and requirements; and
 2. Keeps the CRSO informed of major Component personal property initiatives and significant inquiries.
- D. The **Component Accountable Property Officer(s) (APO)** provides support to the PMO in managing the day-to-day operational duties of personal property asset management.
- E. The **Component Local Property Officer(s) (LPO)** provides support to the APO in managing the day-to-day operational duties of operational duties of personal property asset management.

V. Policy and Requirements

- A. The CRSO selects and implements a Department-wide personal property information management system. Once implemented, Components utilize the personal property information management system as prescribed by the CRSO.
- B. DHS Components:
1. Comply with the standards, policies, and procedures set forth in the Instruction Manual 119-03-001, "Personal Property Asset Management Manual," as revised.

2. Comply with internal reviews conducted by OCRSO, and provide Personal Property Asset Management Program information, as requested, to OCRSO personal property personnel.
3. Provide timely and accurate report data to the CRSO, Chief Information Officer (CIO), Chief Financial Officer (CFO), other Executive Branch entities, and Congress.
4. Keep the CRSO abreast of significant inquiries relating to personal property assets, including Freedom of Information Act (FOIA) requests and Congressional inquiries, coordinating responses with the CRSO. Significant inquiries are those inquiries that may have the potential of reflecting upon DHS as a whole.
5. Establish processes and controls to ensure all personal property assets are properly received, identified, recorded, and accounted for throughout their lifecycle, the removal of sensitive information prior to recycling or disposal, and the proper handling of hazardous materials.
6. Identify sensitive personal property assets and establish additional control and accountability methods commensurate with that sensitivity, to safeguard against loss, theft, and misuse.
7. Identify personal property assets containing material that could be detrimental or dangerous to the public health or safety, or hazardous to the environment, and establish special control and accountability methods to ensure the material is managed properly, including handling, storage, packaging, labeling, transporting, and recycling or disposal.
8. Integrate environmental stewardship requirements in all property management activities with the aim of reducing environmental impact of their activities and to conserve and protect natural resources.
9. Screen excess personal property in a manner that maximizes reutilization across the Component, Department, and other federal agencies. Components electronically report excess personal property to the General Services Administration's (GSA) Agency Asset Management System (AAMS) and the GSAXcess® system for internal and external screening.

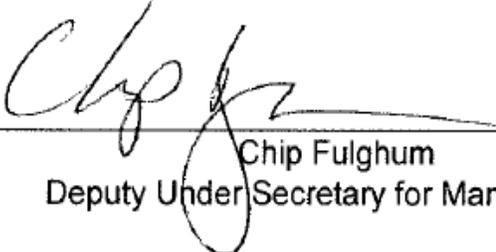
10. To the maximum extent practicable, fill personal property requirements by: using or reutilizing existing Component or Department personal property, or by obtaining excess personal property from other federal agencies through direct-transfer, or through GSA's electronic excess personal property reporting system, or by acquiring personal property through other GSA methods, such as exchange/sale, or through other federal agency personal property excess programs unique to those agencies.

11. Incorporate performance standards and measurements to monitor the efficiency and effectiveness of Component programs, and as needed, implement improvement actions to ensure property accountability and program effectiveness.

12. Provide sufficient resources, including training of personnel, to carry out personal property management functions, and to ensure an efficient and effective personal property asset management program.

VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Readiness Support Officer.



Chip Fulghum
Deputy Under Secretary for Management

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Date