

Personal Property Management

Changes

The following changes are effective immediately and will be included as part of the next revision of the directive.

Date	Section	Description of Change
9/23/20	Page 1, Section II.	<u>Add:</u> C. FPS Policy Memorandum, "Personal Property Accountability," dated May 8, 2018, is superseded by the issuance of this revised directive.

Personal Property Management

I. PURPOSE

This directive establishes the Federal Protective Service (FPS) policy and assigns responsibilities for the Personal Property Management Program to ensure compliance with Federal regulatory requirements.

II. SCOPE

- A. This directive applies to all FPS elements in Headquarters, Regions, and MegaCenters. Use of Government-Furnished Property (GFP) or Government-Furnished Equipment (GFE) by FPS contractors is governed by the Federal Acquisition Regulation (FAR) and the terms of the particular contract.
- B. FPS Directive 15.2.4.4 Revision1, "*Personal Property Management*," dated March 18, 2019, is superseded by the issuance of this revised directive.

III. AUTHORITIES/REFERENCES

- A. Department of Homeland Security (DHS) Directive 119-03 Revision 01, "*Personal Property Management Program*," October 19, 2017.
- B. DHS Instruction Manual 119-03-001-01 Revision 01, "*Personal Property Asset Management Manual*," May 22, 2018.

IV. DEFINITIONS

- A. **Accountable Area** is a specifically defined geographical or organizational locale in which personal property accountability is assigned to a designated Accountable Property Officer.
- B. **Accountable Personal Property** is an asset that meets one or more of the following criteria: (1) expected useful life is two years or longer and an asset value of \$5,000 or more; (2) that is classified as sensitive; (3) for which accountability or property control records are maintained; or (4) otherwise warrants tracking in the property system of record.
- C. **Accountable Property Officer (APO)** is a government employee that is responsible for the overall accountability of personal property assigned to their accountable area.
- D. **Assistant Accountable Property Officer (AAPO)** is a government employee that is appointed by the APO to assist with the duties and responsibilities of the APO.
- E. **Administrative Services Division (ASD)** is the FPS Headquarters office that coordinates personal property activities with Regional Offices and MegaCenters and their designated contacts to manage accountable and sensitive personal property; acquires and disposes of excess/surplus furniture and equipment; and provides training on the personal property management processes and procedures.

- F. **Excess Personal Property** is personal property under the control of any Federal agency that is not required for that agency's needs, as determined by the head of the agency or designee.
- G. **National Utilization Officer (NUO)** is a government employee assigned the responsibility for promoting the acquisition and effective use of available excess personal property.
- H. **Personal Property** is any property, except real property. The term excludes records of the Federal Government.
- I. **Property Custodian/Property Specialist (PC/PS)** is a government employee assigned the responsibility for performing daily personal property management functions for the custodial area to which he/she is assigned.
- J. **Property Management Branch (PMB)** is an office within the Administrative Services Division which provides internal policy, oversight, procedures and strategic planning to ensure all personal property related activities (e.g., property management and training) are performed in compliance with relevant Federal laws and regulations.
- K. **Personal Property Management** consists of all the functions necessary for the proper determination of need, source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of personal property.
- L. **Property Management Officer (PMO)** is a government employee that is responsible for the overall accountability of personal property within the agency.
- M. **Sunflower Asset Management System (SAMS)** is a commercial off-the-shelf program used to manage assets and provide a wide range of functional capabilities in asset lifecycle management.
- N. **Utilization** is the process of identifying, using, processing, reporting, and transferring personal property within Federal agencies to fill current or future authorized requirements. It encompasses the redistribution, use, donation, sale, and abandonment or destruction of Government-owned personal property.

V. RESPONSIBILITIES

- A. The **Deputy Director for Technology & Innovation (DD T&I)** appoints the Director, Administrative Services Division (ASD) as the Property Management Officer (PMO).
- B. The **Property Management Officer (PMO)**:
 1. Develops and oversees the effective implementation of a personal property management program to ensure maximum utilization of personal property, adequate inventory control, accountability systems and proper disposal of property throughout FPS;
 2. Appoints a National Utilization Officer (NUO) for internal and external screening of excess property; and
 3. Appoints HQ Division Directors, Regional Directors and MegaCenter Managers as the APO for their accountable area.

- C. The **National Utilization Officer (NUO)** promotes the acquisition and effective use of available excess personal property from known sources, including DHS, GSA, or other Federal agencies.
- D. The **Accountable Property Officers (APOs)**:
 - 1. Provide support to the PMO in managing the day-to-day operational duties of personal property asset management;
 - 2. Appoints an Assistant APO (GS-13 or higher), if required, to assist with the duties and responsibilities of the APO;
 - 3. Appoints PCs to manage personal property within their accountable area; and
 - 4. Assigns Contractor personnel, if required, as Inventory Clerks to assist PCs with managing personal property within SAMS.
- E. The **Property Custodian/Property Specialist (PC/PS)**:
 - 1. Provide support to the APO in managing the day-to-day operational duties of the personal property asset management program;
 - 2. Ensure that newly-received accountable personal property is properly decaled with a DHS barcode tag, and relevant data is entered into the SAMS; and
 - 3. Maintain current custodial records for all accountable personal property within their custodial area to include physically signing property down to the user level through the use of SAMS generated hand receipts.
- F. **Employees**:
 - 1. Ensure that assigned personal property is properly cared for, handled, and utilized in an appropriate manner within or away from their duty station;
 - 2. Ensure that personal property in their possession, custody, or control is used only for government purposes, and not for individual or private use;
 - 3. Return assigned personal property to their PC/PS upon separation from FPS, or when the property is no longer required for their job performance; and
 - 4. Report incidents of lost, damaged, destroyed, or stolen personal property immediately to their PC/PS and supervisor.

VI. POLICY AND REQUIREMENTS

- A. **General Policy.** Personal property management and administration within FPS is subject to oversight by the DHS Chief Readiness Support Officer (OCRSO) within the Management Directorate. OCRSO is responsible for establishing the DHS policy for personal property management of which the FPS Property Management program is required to comply. Personal property management functions within FPS are comprised of two components:
 - 1. Administration and Oversight: This includes personnel responsible for

administering the procedures, guidelines, and specific FPS policies that allow appointed Property Officers to perform their operational property management duties. These personnel will also oversee personal property management operations to ensure compliance with Federal, departmental, and directorate regulations, statutes, and guidance.

2. Operational: This includes Property Officers who are responsible for the daily management of personal property assigned to their accountable or custodial area throughout the property's life cycle. Operational personnel are accountable for property within their area and can implement additional procedures required to effectively manage the property for which they are accountable. However, their property management operations will be subject to oversight as specified previously in this section.

B. Specific Requirements.

1. FPS personnel will comply with the standards, policies, and procedures set forth in the FPS Instruction 15.2.4.4-01 "*Personal Property*" (Attachment A).
2. All accountable property and respective data elements must be recorded and maintained in the Sunflower Asset Management System (SAMS).
3. Timely and accurate Personal Asset Management Program data will be provided as requested by the PMO, NUO, or PMB and in accordance with FPS Instruction 15.2.4.4-01, "*Personal Property*" (Attachment A).
4. FPS personnel will comply with internal personal property audits and analysis reviews conducted by the PMB.

VII. ATTACHMENT

- A. FPS Instruction Manual 15.2.4.4-01 Personal Property

VIII. QUESTIONS

Address any questions regarding this directive to the Directives Manager, at FSPolicy@fps.dhs.gov.

**LEONARD E
PATTERSON**

Digitally signed by LEONARD E
PATTERSON
Date: 2020.05.05 08:13:41 -04'00'

L. Eric Patterson
Director
Federal Protective Service

Date