FPS Instruction Manual 15.2.4.4-01

Personal Property

Department of Homeland Security
Federal Protective Service
Office of the Deputy Director for Technology & Innovation

Digitally signed by (b) (6)
Date: 2020.04.23 08:42:15 -04'00'

(b) (6)
Deputy Director, Technology & Innovation
# TABLE OF CONTENTS

## FOREWORD

I. **OVERVIEW** ............................................................................................................................................. 2

## CHAPTER 1. PROPERTY MANAGEMENT ROLES & RESPONSIBILITIES ......................................................... 4

1.1. PURPOSE AND SCOPE .......................................................................................................................... 4
1.2. GENERAL PROPERTY MANAGEMENT ORGANIZATIONAL STRUCTURE .................................................. 4
1.3. ADMINISTRATIVE AND OVERSIGHT PROPERTY MANAGEMENT POSITIONS ........................................... 4
1.3.1 FPS PROPERTY MANAGEMENT OFFICER (PMO) .............................................................................. 4
1.4. OPERATIONAL PROPERTY MANAGEMENT POSITIONS ........................................................................... 5
1.4.1 FPS ACCOUNTABLE PROPERTY OFFICERS (APO) ........................................................................... 6
1.4.2 FPS PROPERTY CUSTODIANS (PC) .................................................................................................... 7
1.4.3 FPS NATIONAL UTILIZATION OFFICER (NUO) ............................................................................. 8
1.4.4 FPS EMPLOYEES ............................................................................................................................... 8
1.4.5 BOARD OF SURVEY (BoS) MEMBERS ............................................................................................. 9
1.5. OTHER PROPERTY MANAGEMENT STAKEHOLDERS ............................................................................. 9
1.5.1 DHS CHIEF READINESS SUPPORT OFFICER (CRSO) .................................................................... 9
1.5.2 DHS ASSISTANT DIRECTOR OF PERSONAL PROPERTY .................................................................. 9
1.5.3 DHS OFFICE OF THE CHIEF INFORMATION OFFICER (CIO) ............................................................ 10

## CHAPTER 2. ACQUISITION ......................................................................................................................... 11

2.1. PURPOSE AND SCOPE .......................................................................................................................... 11
2.2. OBTAINING PROPERTY THROUGH PROCUREMENT OR TRANSFER FROM A CONTRACT ................. 11
2.2.1 PROPERTY MANAGEMENT’S ROLE IN REUTILIZATION ................................................................... 11
2.2.2 PROGRAM OFFICE ORIGINATOR’S ROLE IN PROCURING PROPERTY ............................................. 12
2.2.3 PROCUREMENT REQUESTS ............................................................................................................. 12
2.2.4 PURCHASE CARDS AND CARDHOLDER RESPONSIBILITIES ......................................................... 13
2.3. EXCHANGE/SALE .................................................................................................................................. 13

## CHAPTER 3. RECEIPT ................................................................................................................................... 15

3.1. PURPOSE AND SCOPE .......................................................................................................................... 15
3.2. OVERVIEW ............................................................................................................................................ 15
3.2.1 GENERAL PROCESS .......................................................................................................................... 15
3.2.2 RECEIVING AT FPS PROGRAM OFFICES ...................................................................................... 15
3.3. RECEIVING ACTIVITIES ...................................................................................................................... 16
3.3.1 RED FLAGS AND ORDER DISCREPANCIES .................................................................................... 16
3.3.2 RECORDS ......................................................................................................................................... 17
3.3.3 PROPERTY DATA ENTRY .................................................................................................................. 18
3.3.4 TRANSACTION DOCUMENTATION ................................................................................................. 18

## CHAPTER 4. UTILIZATION .......................................................................................................................... 20

4.1. PURPOSE AND SCOPE .......................................................................................................................... 20
4.2. AUTHORIZED USAGE, MAINTENANCE, PROTECTION, AND SECURITY .................................................. 20
4.3. CUSTODY/HAND RECEIPTS AND PROPERTY PASSES ......................................................................... 20
4.4. TRANSFERS .......................................................................................................................................... 21
4.4.1 TRANSFERS WITHIN FPS ................................................................................................................. 22
4.4.2 TRANSFERS TO ANOTHER DHS COMPONENT .................................................................................. 22
4.5. LOANS ................................................................................................................................................ 23
4.5.1 LOAN GUIDELINES ............................................................................................................................ 23
4.5.2 LOANING FPS PROPERTY ................................................................................................................ 24
4.5.3 LOANS OF PROPERTY TO FPS ......................................................................................................... 25
APPENDIX A – KEY ACRONYMS .................................................................................. A1
APPENDIX B – GLOSSARY ........................................................................................ B1

APPENDIX C – DHS FORMS ....................................................................................... C1
DHS FORM 200-2, “REPORT OF SURVEY” ............................................................... C1
DHS FORM 560-1, “CUSTODY RECEIPT FOR PERSONAL PROPERTY/PROPERTY PASS” ................................................................. C3
DHS FORM 560-3, “PROPERTY TRANSFER RECEIPT” .......................................... C5
DHS Form 700-20, “PROCUREMENT REQUEST” ..................................................... C7
DHS 563 PERSONAL PROPERTY OFFICER DESIGNATION MEMORANDUM .......... C8

APPENDIX D – GSA FORMS ....................................................................................... D1
SF-120, “REPORT OF EXCESS PERSONAL PROPERTY” ............................................. D1
SF-122, “TRANSFER ORDER EXCESS PERSONAL PROPERTY” ............................. D2
SF-123, “TRANSFER ORDER SURPLUS PERSONAL PROPERTY” .......................... D3
SF-126, “REPORT OF PERSONAL PROPERTY FOR SALE” ..................................... D4

APPENDIX E – REFERENCES ...................................................................................... E1

APPENDIX G – PMB SUPPLEMENT DOCUMENTS ...................................................... G1
"REPORT OF SURVEY CHECKLIST” .......................................................................... G1
"LETTER OF DETERMINATION” .............................................................................. G2
"CERTIFICATE OF SANITIZATION” ........................................................................... G3
"APO MONTHLY ACCOUNTABILITY CERTIFICATION” ............................................. G4

MANUAL CHANGE SHEET
FOREWORD

This manual supplements and implements the Department of Homeland Security (DHS) Directive, 119-03, Personal Property Asset Management Program (October 19, 2017). It establishes policy, furnishes guidance, and offers general guideline for acquisition, receipt use, and disposal of Federal Protective Service (FPS) personal property. The goal of the Manual is to ensure compliance with Federal mandates affecting the management and operation of the DHS Personal Property Asset Management Program, such as Executive Orders, Federal Regulations, Statement of Federal Financial Accounting Standards, Public Laws, and US Codes, as well as the Secretary’s Efficiency Review Initiatives and DHS Directives. If this manual conflicts in any way with the applicable higher-level DHS policy, EO’s, Federal Regulations or laws, the manual coverage would not apply to the extent of conflict.

The Office of Primary Responsibility (OPR) for this publication is the FPS Office of Technology & Innovation. Once signed, periodic updates will be made to this Manual as new personal property management principles and policies implemented. This Manual will be revalidated by the approving official when changes aggregate to such a level that it requires reissuance. Requests for waiver or exception to requirements contained in this publication as well as recommended changes to this Manual must be submitted in writing through official correspondence channels to the OPR.
OVERVIEW

The Federal Protective Service (FPS) Personal Property Manual (hereafter referred to as “the Manual”) is the authoritative reference for the FPS Personal Property Management Program which is responsible for managing all FPS personal property. The Manual sets forth procedural guidance for all FPS Property Officers, other property management stakeholders, and FPS employees for the proper management of FPSs personal property. For the purposes of this Manual, the term “personal property” refers to all property, with the exception of real property records of the Federal Government.

The FPS Personal Property Management Program is guided by the following mission statements:

- Develop, and administer a Personal Property Management Program that is compliant with all facets of Federal law and DHS Directives
- Establish an organizational hierarchy and delegations within FPS for personal property management, appoint Property Officers with well-defined responsibilities, and provide an understanding of associated tasks and procedures relative to these responsibilities
- Establish central points of receiving, or in lieu of a central receiving location, implement receiving procedures to ensure the immediate accountability of newly acquired personal property
- Establish procedures to ensure that accountability is maintained throughout the property life cycle for property meeting defined accountability standards
- Administer the maintenance of a central and auditable personal property management system as the official property record of accountable personal property
- Provide effective guidance for conducting physical inventories of FPS accountable personal property and reconciling discrepancies
- Participate in the Board of Survey (BoS) process to investigate incidents of lost, damaged, or destroyed (LDD) personal property
- Provide an efficient, timely program for the disposition of FPS personal property declared excess
- Promote the utilization of excess personal property to fill a property need in lieu of new procurement, and prevent the unnecessary expenditure of FPS funds

In general, the management of personal property progresses along a path referred to as a “life cycle.” The life cycle path consists of property that is acquired, received, used, and disposed. The formal stages of the “property life cycle,” listed chronologically, are: Acquisition, Receipt, Utilization, and Disposition. The property life cycle is the accepted framework, for the practice of personal
property management, and is the basis on which the information outlined in this Manual is presented.

After establishing the structural organization of the FPS Property Management program and describing the responsibilities of various property management positions and other key stakeholders in Chapter 1, the Manual focuses on the property life cycle in Chapters 2 through 5. Chapter 6 provides information on the underlying concept of the property life cycle: accountability. Chapters 7 and 8 describe personal property management practices as they apply to specialized circumstances, Report and Board of Survey, and contract personal property.

This Manual will provide a solid foundation for understanding the concepts of personal property management and to provide guidelines and procedures specific to FPS. This Manual is not all-inclusive and is not intended to function as a comprehensive reference for personal property management; rather, it operates as a guide tailored to the specific personal property management functions of FPS. For more information on selected topics, see the referenced resources contained herein.

Note: The guidelines and procedures set forth by this Manual do not apply to the management of motor vehicles, whether leased or owned. The management of motor vehicles is managed under a separate category of asset management known as “fleet management,” and is outside the scope of this Manual. The vehicles will be listed in the official system of record.

Personal property management is governed by Federal and DHS-issued policies and regulations. Federal personal property management regulations are issued by the Administrator of General Services and are set forth in the Federal Management Regulations (FMR) Subchapter B. The DHS Management Directorate has issued several Directives that promulgate personal property management for the Department.
CHAPTER 1. PROPERTY MANAGEMENT ROLES & RESPONSIBILITIES

1.1 PURPOSE AND SCOPE

The purpose of this chapter is to define the roles and responsibilities of FPS Property Officers – the Property Management Officer (PMO), Accountable Property Officers (APO), Property Custodians (PC), and National Utilization Officer (NUO) – who are directly responsible for personal property management within FPS, and to identify other key stakeholders, internal and external to the Directorate, who also hold some inherent responsibility for the management of FPS personal property. The FPS Property Management program is organizationally within the Federal Protective Service, Technology & Innovation Directorate, Administrative Services Division, and Property Management Branch.

1.2 GENERAL PROPERTY MANAGEMENT ORGANIZATIONAL STRUCTURE

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:

- 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.

- 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.

1.3 ADMINISTRATIVE AND OVERSIGHT PROPERTY MANAGEMENT POSITIONS

The following positions fulfill administrative and oversight roles that have impact on the FPS Property Management program.

1.3.1 FPS Property Management Officer (PMO)

The PMO is appointed in writing by the FPS Deputy Director of Technology & Innovation (DD T&I) using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C).
and is responsible for overall management of the FPS Property Management Program. The appointment of the PMO may or may not correlate with the individual’s regular job title. The PMO’s duties include:

- 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 the agency.

- Appointing HQ Division Directors, Regional Directors, and MegaCenter Managers as the Accountable Property Officer (APO) for their accountable area.

- Ensuring that the personal property management conforms to all current laws, regulations, and DHS policy throughout the lifecycle of asset management.

- Remain current regarding initiatives in the real property area to ensure planning for personal property and requirements are met.

- Evaluating regional and program offices personal property management program effectiveness and implementing actions to improve property accountability.

- Ensuring that excess property is promptly reported for internal and external screening.

- Ensuring that physical inventories are conducted according to DHS policy.

- Ensuring Property Officers receive property management training to effectively perform personal property management duties and responsibilities.

- Ensuring that lost, damaged, destroyed, or stolen personal property is reported within 15 days of the incident to the DHS PMO.

- Providing technical assistance to the DHS Board of Survey (Boos), including information pertaining to the acquisition, use, value, age, and accountability of property involved.

- Authorizing the retirement of an asset record based on the BOS final recommendation.

- Appointing a National Utilization Officer (NUO) for internal and external screening of excess property and reporting to the General Services Administration (GSA) for disposition instructions.

### 1.4 OPERATIONAL PROPERTY MANAGEMENT POSITIONS

The following operational Property Officer positions perform personal property management functions daily. The appointment of Property Officers may or may not correlate with the individual’s regular job title.
1.4.1 FPS Accountable Property Officers (APO)

APOs are appointed in writing by the PMO using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C). APOs are Federal employees at minimum GS-13 level, responsible for maintaining the accountability of personal property within their accountable areas. APO duties include:

- Providing support to the PMO in managing the day-to-day operational duties of personal property asset management.
- Appointing an Assistant APO (GS-13 or higher), if required, to assist with the duties and responsibilities of the APO by using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C).
- Appointing Property Custodians (PC) to manage personal property within their accountable area by using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C).
- Assigning Contractor personnel, if required, as Inventory Clerks to assist PCs with managing personal property within SAMS.
- Ensuring the prompt transfer of PC appointments, including conducting a physical inventory of personal property within their accountable area for transfer to the new PC.
- Ensuring that all personal property transactions, including acquisitions, transfers, and disposals, are recorded within five working days in the Sunflower Asset Management System (SAMS).
- Ensuring all PCs are trained to execute personal property management processes and procedures as established by the FPS.
- Ensuring that physical inventories are completed, records are reconciled, and discrepancies are investigated and resolved.
- Conducting periodic monitoring and oversight reviews to ensure that established property management procedures are adequate and effective, and that there is adequate documentation to support management activities.
- Ensuring that lost, damaged, destroyed, or stolen personal property is reported on DHS Form 200-2 “Report of Survey” (ROS) (see Appendix C) within 10 days of the incident to the FPS PMO. If the reporting process exceeds 10 days, a written justification must be provided to the FPS PMO with the ROS packet within 15 days. Including the “Report of Survey Checklist” (see Appendix G) within the ROS package to PMB.
- Ensuring the implementation of adequate security, storage, accountability measures, and exercising proper stewardship of accountable and controlled assets, to prevent the
occurrence of loss, damage, destruction, or theft of personal property.

- Ensuring that property is fully utilized, safeguarded from misuse or theft, and that unneeded personal property is promptly reported for reutilization, redistribution, or disposal.

- Complete and submit to PMB the “Accountable Property Officer Monthly Accountability Certification” (see Appendix G) on the 3rd of each month.

1.4.2 FPS Property Custodians (PC)

PCs are Federal employees designated and appointed in writing by the APO using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C) of the accountable area they are assigned to. PCs are responsible for the daily performance of personal property management functions within their custodial area. PC duties include:

- Providing support to the APO in managing the day-to-day operational duties of the personal property asset management program.

- Providing personal property and management support for Headquarters personnel who are temporary or permanently assigned within the regional accountable area.

- Maintaining current custodial records for all accountable personal property within their custodial area to include physically signing property down to the user level using SAMS generated hand receipts.

- Conducting a minimum 10% monthly SAMS generated hand receipt to validate the End User assigned personal property.

- Initiating or processing documents affecting the accountability or custody of equipment.

- Ensuring authorized use, proper care, and protection of the property (proper care includes storage, maintenance, repairs, and warranty service).

- Initiating and/or processing ROSs within 10 days to document incidents regarding lost, damaged, destroyed, or stolen personal property to the FPS PMO. If the reporting process exceeds 10 days, a written justification must be provided to the FPS PMO with the ROS packet within 15 days. Including the “Report of Survey Checklist” (see Appendix G) within the ROS package to PMB.

- Serving as an advisor to the PMO, APO, and BoS providing technical assistance as required.

- Ensuring that newly received accountable personal property is properly decaled with a DHS barcode tag, and relevant data is entered into the SAMS.

- Uploading custodial records to the property record in SAMS to support an audit trail for acquisition, transfer, and disposition activities.
• Identifying unused and unneeded personal property and reporting it as excess.

• Keeping informed of on-boarding and separating employees to ensure assets are issued and collected as required.

• Assisting with exit clearance procedures to ensure the return of all assigned property.

• Assisting with conducting physical inventories and reconciling inventory records.

1.4.3 FPS National Utilization Officer (NUO)

The NUO is a Federal employee appointed in writing by the PMO using the DHS Form 563 “Personal Property Officer Designation Memorandum” (see Appendix C) and is responsible for promoting the acquisition and effective use of available excess personal property from known sources, including DHS, GSA, or other Federal agencies. NUO responsibilities include:

• Promoting the use of excess personal property to the maximum extent possible throughout FPS.

• Administering the internal excess screening process by notifying FPS APOs and other DHS component NUOs when unneeded property is declared excess within FPS.

• Reporting excess property, unclaimed during the internal excess screening process to GSA, to DHS.

• Investigating and leading efforts to implement processes/procedures, regarding alternative methods for disposal, such as the Computers for Learning (CFL) program.

• Ensuring the personal property management system is updated after final disposition of excess personal property.

• Identifying and claiming excess personal property from other Federal agencies, as part of GSA’s screening process, to fill current or future authorized requirements in lieu of new procurement.

• Working with APOs and PCs to identify unused and unneeded personal property within FPS and declare it as excess.

1.4.4 FPS Employees

FPS employees are obligated to abide by the procedures and guidelines set forth by the Manual and the policies of DHS Responsibilities include:

• Ensuring that assigned personal property is properly cared for, handled, and utilized in an appropriate manner within or away from their duty station.
• Ensuring that personal property in their possession, custody, or control is used only for government purposes, and not for individual or private use.

• Requesting from their PC a DHS Form 560-1 “Custody Receipt for Personal Property/Property Pass” (see Appendix C) prior to removing controlled property from its assigned location.

• Requesting from their PC a SAMS DHS Personal Property Custody Hand Receipt Report for assigned personal property whenever a change has been made to record.

• Returning assigned personal property to their PC upon separation from FPS, or when the property is no longer required for their job performance.

• Promptly reporting all personally assigned property data (e.g., make, model, serial number) when requested by the PC and/or APO.

• Report incidents of lost, damaged, destroyed, or stolen personal property immediately to their PC and supervisor and provide a written statement to support the ROS completion within 24 hours of the incident.

1.4.5 Board of Survey (BoS) Members

The BoS serves as a fact-finding body charged with conducting an investigation to determine the circumstances of each case in which FPS personal property is declared LDD. See Section 7 for additional details. Investigations are authorized by DHS Personal Property Asset Management Manual, Section 7.5.

1.5 OTHER PROPERTY MANAGEMENT STAKEHOLDERS

In addition to direct property official roles, other property management stakeholders contribute to FPS property management functions. These personnel play an indirect role in personal property management, but still contribute to the framework of a successful property management program within FPS.

1.5.1 DHS Chief Readiness Support Officer (CRSO)

The CRSO in the Management Directorate is responsible for oversight of personal property management for the entire Department.

1.5.2 DHS Assistant Director of Personal Property

The Assistant Director of Personal Property in the Management Directorate is responsible for the overall management of personal property programs within DHS. This authority is delegated in writing by the CRSO, and includes:
- Ensuring that management of DHS personal property is executed in accordance with established regulations and policies.

- Establishing thresholds for accountability and control of personal property.

- Implementing Departmental policies and procedures.

- Providing Departmental oversight of DHS component personal property management programs.

- Managing Departmental property management control and accountability systems.

1.5.3 DHS Office of the Chief Information Officer (CIO)

The DHS Chief Information Officer (CIO) (Management Directorate) oversees the operations of the information technology (IT) infrastructure of National Capital Region (NCR) throughout DHS-owned or leased facilities. The CIO also provides maintenance and operations support through its Information Technology Services Office (ITSO) for personal property procured with funding from the Working Capital Fund (WCF). Because the DHS CIO organization is intimately involved with IT property, it must play a key role in ensuring infrastructure IT personal property is managed properly on behalf of FPS.
CHAPTER 2. ACQUISITION

Note: The APO shall be provided a copy of contract awards and invoices associated with the contract award. Copies of all government credit card purchases containing accountable property assets and invoices shall be provided to the APO.

2.1. PURPOSE AND SCOPE

Acquisition is the first phase of the property life cycle, and generally refers to personal property acquired through purchase, lease, or transfer (from another FPS office, DHS component, or Federal agency). This chapter provides general information on the acquisition process and the role FPS Property Officers play in that process. The procedures described in this chapter are not intended to supersede existing DHS acquisition procedures. Rather, it is meant to supplement the Homeland Security Acquisition Regulation (HSAR) Section 3045 and Parts 45 and 52 of the Federal Acquisition Regulation (FAR) with specific information concerning the acquisition of accountable personal property as it relates to personal property management. See Chapter 6 for information regarding the standards for defining accountable property.

2.2 OBTAINING PROPERTY THROUGH PROCUREMENT OR TRANSFER FROM A CONTRACT

The FPS Program Management Division (PMD) coordinates with the DHS CCG to facilitate the procurement process for the Agency. Requests to acquire accountable property through procurement must be made using normal FPS procedures for procurement in routing of the DHS Form 700-20, “Procurement Request” (see Appendix C) or the PRISM procurement requests (PR). Whether the procurement is made by an FPS U.S. Government purchase card (P-Card) for micro-purchases valued at or below $3,500 or by CCG, it is important to clearly indicate what property is to be obtained and how the property is to be used (by FPS directly or in the performance of a contract for a larger purpose.) Some FPS regional locations may utilize an onsite contracting function to support the procurement function. In any scenario, FPS Property Officers do not play a direct role in the procurement process, but should be knowledgeable of how it works, and indirectly support it as described in this chapter. Reminder: FPS Property Officers do not have the authority to purchase property. This must be done by a Contracting Officer or Card Holder.

2.2.1 Property Management’s Role in Reutilization

The most important responsibility Property Officers have in the procurement process is to support the NUO’s goal of utilizing excess property inventory or acquiring excess property, when possible, to satisfy a need prior to initiating a new procurement. As is the case throughout Government, it is usually much more cost effective to re-use property that is already owned by the Government than to purchase similar property new. This effort, when performed successfully, saves FPS the unnecessary expenditures of funds. The best practice for accomplishing this is for property requestors to make a reasonable effort to acquire excess property, by working with their PC, APO and NUO, prior to procuring new accountable property. If suitable property is available as excess,
either within DHS or other Federal agencies’ excess property inventories, the requestor should acquire that property rather than procure new property.

APOs and PCs shall be proactive in supporting the acquisition process within their Office. This means that APOs and PCs should ensure they are known throughout their Office as personal property management points of contact (POC) for any procurement of accountable personal property. Also, to whatever extent possible, APOs and PCs should involve themselves in procurement activities, and especially any significant procurement effort within their Office, to facilitate working with the NUO to fill property needs from available excess property.

2.2.2 Program Office Originator’s Role in Procuring Property

Under procurement contracts (for purposes larger than just obtaining property for the Government’s direct use,) contractors are generally expected to furnish all equipment necessary to perform the contract. If unique property must be purchased at the Government’s expense, the property will normally become Government property upon acquisition. However, the contractor has the responsibility (according to the Federal Acquisition Regulation) to account for the property in accordance with the contractor’s procedures for safeguarding and accounting for its own property. The contractor must also clearly designate Government property, maintain it in good working order and avoid charging the Government depreciation or use charge for the property. The contractor must also provide the Government periodic lists of such property and request disposition instructions for the property at the end of the contract.

Program offices requesting procurement of accountable personal property begin by clearly defining the property needed, including an estimate of how much the property will cost.

If the property will be used directly by the Government, the program office will have the responsibility to notify their appointed PC to ensure that newly-procured property is properly received, barcode tagged, and recorded in the SAMS. PC is not identified to support impending property procurement; the responsible FPS Program Office should contact their APO to appoint a PC to perform the required functions.

If the property will be used in a contract at the contractors’ facility, the program office must define the use and eventual plans for the property during and after the contract ends. Throughout the performance of the contract, the program office should alert the Contracting Officer of any issues that arise related to Government property in the hands of contractors. Remember that only the Contracting Officer can instruct the contractor to ship the equipment or to do anything else that requires the expenditure of funds. This is a primary difference between Government property in the possession of contractors and Government property purchased for the immediate and direct use at a Government facility by Government employees.

2.2.3 Procurement Requests

As previously discussed, requestors are required to submit a DHS Form 700-20, or use PRISM to make their request, for Procurement Requests (PR) with a value exceeding $3,500.
If the property being procured will be used by a contractor in the performance of a contract, the Contracting Officer (CO) and/or Contracting Officer’s Representative (COR) is responsible for managing the property in accordance with the Government property provision, FAR 52.245-1, listed in the contract. See Chapter 8 for further information on the responsibilities for managing contract property.

2.2.4 Purchase Cards and Cardholder Responsibilities

In general, P-Cards can only be used by authorized card holders to make micro-purchases valued at or below $3,500, in accordance with the HSAR and MD 0760, “Government Purchase Card Program.” Because purchases made with P-Cards are not subject to the same controls as traditional procurement (i.e., issuing PRs), APOs must develop internal procedures to inform P-Card holders of their responsibilities as it relates to purchases of accountable property. APOs should ensure purchase card holders are aware of the following:

- Appropriate POCs for receiving property, including an alternate POC
- Basic procedures for receiving and establishing accountability of personal property per guidelines set forth in this Manual, including:
  - Notifying the appropriate PC when purchasing and receiving accountable property
  - Coordinating and making newly received property available to the PC to affix a DHS barcode tag and capture relevant property data in the SAMS.

2.3 EXCHANGE/SALE

Exchange Sales of excess property in the physical possession of a contractor can only be performed on a site leased or owned by the US Government. The coordination and performance of this sale shall be completed by the federal asset management group having title to the accountable property assets.

According to FMR 102-39, FPS is authorized to exchange or sell property, in need of replacement, and apply the exchange allowance or sales proceeds, as applicable, to an acquisition of similar replacement property. Utilizing the exchange/sale process enables FPS to avoid the costs (e.g., administrative, storage) associated with storing the property and processing it through the normal disposal cycle, and to reduce the cost of a new procurement for replacement property. To be eligible for replacement under the exchange/sale authority, property should:

- No longer adequately perform the tasks for which it is used.
- Not meet FPS’s needs as well as the property to be acquired.

Note: The exchange/sale process should not be utilized if the exchange allowance or estimated sales proceeds are below the handling fees for the sale plus 10 percent of the acquisition cost for the replacement.
Before initiating an exchange/sale of personal property, the NUO must confirm that other Federal agencies or State Agencies for Surplus Property (SASP) known to use such property are solicited for possible reimbursable transfer. The APO must then prepare a written determination that confirms that the property to be replaced is eligible for exchange/sale. The determination must accompany the PR and shall be retained in the official procurement file. Exchange/sale of personal property must meet the following requirements:

- Property sold or exchanged must be similar to the property acquired.
- The exchange allowance or sale proceeds must be applied to the replacement of the property acquired or exchanged and must be properly documented.
- Property sold or exchanged is not considered excess as there is a continuing need for that type of property.
- The property exchanged or sold was not acquired for the principal purpose of exchange or sale.
- The number of items acquired must equal the number of items exchanged or sold, unless the items acquired perform all, or substantially all, of the tasks for which the items exchanged or sold would otherwise be used, or the items meet the similarity comparison specified in FMR 102-39.20 (i.e., that they are parts or containers for identical or similar end purposes).
- The property is not:
  - A weapon
  - Firefighting, rescue or safety equipment, or any other type of fire control equipment
  - A hand tool
  - A chemical or chemical product
  - Scrap material
- Such that it was originally acquired, as excess, forfeited property, or from another source other than new procurement, unless such property has been in official use by the acquiring agency for at least one year; or
- Dangerous to public health or safety, without first rendering such property innocuous or providing for adequate safeguards as part of the exchange/sale.
CHAPTER 3. RECEIPT

3.1. PURPOSE AND SCOPE

Receipt is the second phase of the property life cycle and it occurs when newly acquired property is accepted at an FPS office and accountability for the property begins. PCs must inspect all property to check for discrepancies and damage. It is important to remember that accountability does not begin at acquisition, but rather upon receipt, and because of this, the receipt phase is critically important to establishing complete and accurate records, so that property accountability is established at the beginning of the property life cycle. This chapter provides an overview of the receipt process, and more specifically, the roles personal property management plays in establishing effective accountability.

3.2 OVERVIEW

The receiving process generally follows the same parameters, with specifics depending on the program office. This section provides information on the major points of the receiving process.

General Process

The receiving function plays two primary roles:

- Verify that newly received property matches what was intended to be purchased, in accordance with the contract.

- Make sure property arrived complete and undamaged.

Once property is received and accepted, FPS is obligated to pay for it. After acceptance, property is recorded in a receiving log, identified (e.g., accountable, non-accountable, capitalized, leased), and barcode tagged as required. All accountable property must be affixed with a DHS barcode tag that contains a serialized unique number. Once the property is properly tagged, the PC must enter the mandatory property data (e.g., barcode number, serial number, acquisition cost, asset type) into the SAMS and coordinate delivery of property to the end user and issue a DHS Custody/Hand Receipt.

Receiving at FPS Program Offices

In general, most deliveries come directly to the FPS Regional or Headquarters Program Offices. To ensure that accountability is established for newly acquired property at the point of receipt, APOs and PCs shall ensure that receiving activities described in this chapter are performed. To that end, APOs and PCs must:

- Monitor all newly acquired accountable property that is received into their accountable or custodial area.
- Establish an internal receiving process for their area, ensuring prompt notification when any newly acquired accountable property is delivered.

- Ensure that DHS barcode tags are affixed to all newly received accountable property and property data is entered into the personal property management system with supporting documentation within 5 working days from the receipt of the asset.

- Seek assistance from the PMO in establishing system controls that will be most effective for their accountable or custodial area.

APOs and PCs should work to implement the necessary processes to ensure newly-acquired accountable property is recorded in the SAMS. APOs and PCs should openly communicate with other personnel in their area to be aware of any expected deliveries of new property. The next sections of this chapter provide information on receiving activities that must be performed to establish property accountability. As stated in this section, FPS Property Officers may not necessarily perform the receiving function but are responsible to ensure that property accountability is properly established upon receipt.

3.3 RECEIVING ACTIVITIES

Newly received property must pass through several stages before formal acceptance. The following sections describe activities that ensure that proper accountability is established.

3.3.1 Red Flags and Order Discrepancies

Receiving and property officials should be cognizant of suspicious activity indicators and “red flags.” A red flag is a warning signal that demands attention or requires an immediate response. Examples of red flags may include:

- Broken or tampered packing seals
- Orders containing either additional or missing items
- Abnormal packing
- Significant difference in container weight from carrier delivery manifest and actual receipt
- Damaged or leaked packaging
- Delivery drivers without valid identification or property documentation (e.g., bill of lading, delivery order)

Delivery drivers overly curious about DHS security and receiving processes
Before acceptance of newly received property, it must be carefully inspected for discrepancies against the procurement documentation. Discrepancies can include differences in item quantity, type, and price, and damage amongst others. Discrepancies can be incurred either during delivery or be an inherent manufacturer’s defect. Therefore, newly received property must be physically examined. Some property requires technical inspection, testing, and/or calibration; this condition is normally determined and performed after acceptance. If a shipment contains visual damage whereby the property is suspected that it will not meet form, fit and function, a concise description of the damage must be noted on the carrier’s delivery document and the shipment must be refused.

If the property is covered by warranty, it is very important to exercise the warranty by promptly reporting receipt of the property to the company granting the warranty.

In the case of information technology equipment, this step can be instrumental in identifying property that has been previously sold or is otherwise not as promised by the vendor.

### 3.3.2 Records

The establishment of accurate records from initial receipt is critical to maintaining a clear audit trail throughout an asset’s life cycle. Receiving documentation (e.g., freight bills, bills of lading, and packing lists) submitted by the carrier must be compared with contracts or P-Card orders supplied by acquisitions personnel. If accepted, the receiving documentation should be signed in acknowledgement, filed along with the acquisition documents and uploaded to the SAMS. So that it can later be cross-referenced if necessary. In accordance with Directive 119-3, original procurement documentation must be retained for the life of the asset plus three years beyond disposition. Once the property is accepted, the invoice should be sent to finance officials for payment.

In addition, to properly establish the newly acquired property’s record, PCs must ensure that all accountable personal property is affixed with a DHS barcode tag. The location of the tag should be in a place that makes it easily accessible, keeping in mind the need to conduct physical inventories in the future. PCs can request DHS barcode tags by contacting the Property Management Branch.

Environmental Requirements and Compliance- This Manual delineates organizational and environmental responsibilities about personal property operations, management and disposal of assets to include compliance with environmental laws. Organizational responsibilities, policies, and procedures for environmental compliance have been established in such a way as to minimize the negative impact upon the environment. Every effort shall be made to specify or design new or upgraded assets in ways that, during their construction/manufacturing phase and over their operational life, minimize the use of hazardous materials and/or generation of hazardous wastes. Property that is, or was, potentially contaminated due to past construction techniques or inadvertent introduction by day-to-day usage requires personnel to comply with all applicable

---

Note: Any observation or identification of a red flag indicator should be promptly reported to a supervisor, and if a threat to life and/or property is perceived, an emergency responder should be called immediately.
environmental laws, regulations and DHS environmental policies. All acquisition and disposition of personal property requires some level of with the National Environmental Policy Act (NEPA) and potentially other environmental mandates. This will include the assignment of any assets found in the Electronic Product Environmental Assessment Tool (EPEAT) found in https://epeat.sourcemap.com for a category of gold, silver or bronze.

3.3.3 Property Data Entry

A critical component of establishing accountability is to make sure that property data for accountable property is recorded in the SAMS as soon as property is received and accepted no later than 5 working days after the asset has been received at FPS. PCs are responsible for performing this data entry function. Several critical pieces of required information include, but are not limited to:

DHS barcode tag number

- Manufacturer’s name
- Model number
- Serial number
- Acquisition unit cost
- Steward code
- Acquisition document number
- EPEAT Category (when applicable) reference contained in section 3.3.2

Once an asset has been recorded in the SAMS. The Receipt phase has ended, and the Utilization phase begins (see Chapter 4).

3.3.4 Transaction Documentation

Documentation provides an audit trail that proves an asset’s legitimacy and value at any given point in the asset lifecycle. Critical documentation includes requisitions, purchase orders, receiving documents, receipts, invoices, maintenance logs, transfer documents, Reports of Survey, etc.

Adequate documentation of property management activity is required to support the program during audits or other information gathering exercises.

Minimum documentation requirements

- New acquisitions shall be supported by the contract/purchase orders, receiving reports, vendor invoices, and other payment documents.
Accountable Government property transferred in or out of FPS shall be supported by the requisition and invoice/shipping document, purchase order, receiving report, vendor invoice, and other appropriate documents, as available. This documentation must, as applicable, include the part number, national stock number, serial number, barcode (or other unique identifier), nomenclature, quantity, date and value of items shipped from contractors or vendors for which title has passed to the Government.

- If original invoice is not available, then confirmation of original acquisition cost/date must be validated from the transferring organization
- Assets transferred from another must have the net book or fair market value to be entered as the acquisition cost when entered into the system of record

Disposed Property shall be supported by an issue release/receipt document.

Documentation for special types of property:

- Leases for Equipment: shall be supported by the lease agreement, Lease Determination Worksheet, and Data Element Worksheet.
- Donated, Exchanged, Found, or Unsupported Personal Property: shall be supported by the Similar Asset/Estimated Fair Market Value (FMV) Worksheet.
- Controlled Inventory Items (as applicable), Sponsor-Owned/Pushed, and Government Furnished Equipment (GFE): shall be supported by the purchase order and receiving report if the item is below the capitalization threshold. If the property is a capital item, then an invoice is also necessary.
- Software: shall be supported by a copy of the site license agreement for all Commercial Off-the-Shelf (COTS) or externally developed software until the software is no longer in use. For internally developed software and improvements to internally developed software, or improvements to COTS software all documentation supporting the final costs associated with producing or improving the software needs to be retained.
- Property deployed to support disaster and emergency response missions: shall be supported with unique Mission Assignment, disaster, or emergency supporting data to explain the deployment of accountable assets.
- Personal Property Subject to Litigation: shall be supported by all related supporting documentation (i.e., litigation documents).
CHAPTER 4. UTILIZATION

4.1 PURPOSE AND SCOPE

Utilization is the third phase of the property life cycle and is when property is used for the purpose for which it was acquired. The utilization phase includes properly accounting for and tracking accountable property from the time it is entered into the DHS personal property management system until its disposition. Throughout the utilization phase, many property management functions are performed to ensure that the asset is properly managed, controlled, and accounted for. This chapter focuses on several functions that occur during the utilization phase, including the issuing custody/hand receipts and property passes, processing transfers, and loaning property.

4.2 AUTHORIZED USAGE, MAINTENANCE, PROTECTION, AND SECURITY

Using Government property places certain responsibilities upon the user. The FPS Personal Property Management Program and the property user have integral roles and responsibilities regarding the Utilization phase of the property life cycle. This section describes critical responsibilities regarding the appropriate use of Government property.

All Government employees are responsible for using Government property in the manner and purpose for which it was intended. This means that Government property must only be used by employees within the scope of their employment and in the performance of official duties for the U.S. Government, or as otherwise authorized by MD 4600.1. APOs and PCs are not responsible for physically ensuring that FPS employees are abiding by this policy but must be aware of situations in which Government property is being used by unauthorized individuals or in unauthorized ways.

Government property must be maintained to assure its availability for the use for which it was acquired. Cleaning, adjustment, calibration, repair, and preventative maintenance programs shall be established as necessary to prolong the useful life of the property. APOs and PCs should work with appropriate personnel who are responsible for maintaining equipment to ensure that it is maintained. Government property stored or in use must be protected from damage, deterioration, and destruction due to the elements, careless handling, and other conditions.

Government property must be secured and physically protected, as necessary, to prevent loss, theft, damage, destruction, or unauthorized movement. Although most DHS-owned or leased facilities maintain a security presence, APOs and PCs must be aware of potential lapses and coordinate with security officials to correct them. FPS employees are ultimately responsible for taking prudent actions to protect government property assigned to them. APOs and PCs must oversee those efforts to ensure Government property is safeguarded, as required.

4.3 CUSTODY/HAND RECEIPTS AND PROPERTY PASSES

Custody/Hand receipts, hereafter referred to as “hand receipts” and property passes are issued during the Utilization phase to control the accountability of personal property. In general, these
documents are employed to authorize usage in different situations, as described further in this section.

To officially authorize the assignment of property to FPS employees, DHS Custody/Hand Receipt generated from SAMS must be used. This form must be issued to all FPS employees or users (e.g., hand receipt holders) who accept custody of any accountable property for use in the performance of their official duties. This includes property such as laptop computers, personal digital assistants (PDAs), phones, and other equipment that is assigned to a hand receipt holder. Hand receipts require the user’s signature, acknowledging personal responsibility for the issued property, and making him/her aware of possible consequences for the property’s loss and/or damage. If the PC issues the hand receipt, upon return of the property (i.e., if the property is no longer assigned to the employee), the PC should confirm that the property is accepted, sign the custody receipt, and provide a copy to the employee, acknowledging the employee has returned the property and is no longer accountable or responsible for its care. PCs should maintain copies of all current and returned custody receipts by uploading all documents as an attachment to the applicable accountable property record(s) in the SAMS.

Some situations require the physical relocation or movement of accountable personal property while remaining in the same accountable or custodial area (i.e., under the same APO and PC). In this case, the DHS Form 560-1 “Custody Receipt for Personal Property/Property Pass” (see Appendix C) must be used, but it will be issued to authorize movement, not necessarily to assign long-term responsibility. Sometimes, an office moves its physical location, requiring a large-scale relocation of its assets. In that circumstance, the APO must be involved in the coordination effort, ensuring that all movement of personal property is properly authorized with a DHS Form 560-1 and documented in the SAMS. The same form can be used to document multiple assets moved, provided that both the manufacturer’s serial number and DHS barcode tag number are listed on the form. A DHS 560-1 Continuation Sheet in MS Excel format can also be used.

In other situations, removal of property from an FPS facility may be required to perform an employee’s official duties on a short-term or long-term basis. A hand receipt (DHS Form 560-1 or electronic version in SAMS) must be used to authorize the removal of FPS property from a facility. The employee’s supervisor must co-sign the Approval section, and the APO or PC must review and co-sign before the removal is authorized. Authorizing officials may permit the removal of FPS’s property from an FPS facility for any length of time up to one year. If the property is still required for use outside an FPS facility after the one-year period, DHS Form 560-1 must be re-issued to grant a new authorization.

4.4 TRANSFERS

Transferring personal property involves the reassignment of custodial accountability, and within FPS, that can involve reassignment to a different accountable or custodial area within FPS, or reassignment to a different DHS component. This section describes the processes and documentation requirements for these situations.

Note: Any of the transfer scenarios described hereafter can also be applied in the opposite circumstance, i.e., the FPS APO/PC receiving the transferred property.
4.4.1 Transfers within FPS

During the Utilization phase, it may be necessary for personal property to change accountable or custodial areas within FPS (i.e., a transfer of accountability to a different FPS APO or PC). Transfers of personal property within FPS are generally the result of the recognition that it could be better utilized by another office. Whatever the reason, the basic requirements (authorizing the movement, documenting it, and updating the personal property management system) remain the same and the process involves:

• The accountable PC (or APO) completes DHS Form 560-3, “Property Transfer Receipt,” (see Appendix C) and sends it to the PC in the FPS Office receiving the property.

• The receiving PC (or APO) signs the form, retains a copy for his/her records, and sends the signed original back to the holding PC.

• The receiving PC updates the SAMS to reflect the new custodial accountability for the property and uploads the DHS Form 560-3 to the property record.

Note: The SAMS must be used in concert with a DHS 560-3 when transferring personal property within FPS.

The transfer must also meet the following conditions:

• The receiving PC becomes accountable for the transferred property.

• Any direct costs incurred for a transfer (e.g., packing, preparation for shipment, loading, transportation) will be incurred by the receiving FPS Office.

Any situation that requires the transfer of personal property to another FPS Office, whether short-term, long-term, or permanent, should follow the above-described process. No transfer of personal property can take place without the approval granted on the DHS Form 560-3.

4.4.2 Transfers to another DHS component

For the most part, the process and conditions for transferring DHS personal property to another DHS component (e.g., ICE, CBP) is the same as described in Section 4.4.1. The important distinction is determining whether the DHS component the property will be transferred to uses the same personal property management system as FPS. This is significant because:

• If the receiving DHS component uses the SAMS, the receiving property official will update the system to show the property’s reassignment to its new accountable organization.

• If the receiving DHS component does not use the SAMS, the accountable FPS PC is responsible for performing a final-event transaction using the DHS Form 560-3 as the supporting document in the SAMS to transfer the property to another DHS organization not using the same official system of record.
4.5 **LOANS**

While the FMR does not regulate loaning of personal property, the GSA-facilitated Interagency Committee for Property Management (ICPM) Loan Policy Guide provides recommended guidelines that have been used to establish FPS’s procedures for loaning its personal property. FPS can loan personal property for official purposes to other DHS components, Federal agencies, state or local governments, nonprofit organizations, or organizations that have a valid Federal treaty or international agreement. Loans should only be made to contractors in accordance with FAR Part 45, under emergency or special circumstances, and only under the authority of a Contracting Officer (CO).

4.5.1 **Loan Guidelines**

Loans of FPS’s personal property must be approved by the PMO, except loans to other DHS components, which can be approved by an APO. If the loan is to a non-Federal agency, the PMO should review the borrower’s personal property management program to ensure that it is adequate to maintain and effectively track the location and condition of the property provided under the agreement. Prior to approving a loan, several considerations must be evaluated, including:

- Nature of the property being loaned
- Purpose of the loan
- Borrower’s ability to repair or replace the property in the event of LDD (except for normal wear and tear) during the loan period
- Borrower’s ability to reimburse FPS in the event of LDD
- Borrower’s daily ability to manage and control the loaned property
- Borrower’s inventory control procedures

Loans of hazardous or potentially hazardous material, classified property and the proliferation of sensitive or export-controlled property requires coordination with the FPS Environmental Program Manager, GSA, or other Federal agencies, as applicable.

The title to all FPS loaned property remains with FPS. The SAMS must be updated to reflect the property’s location, loan documentation must be uploaded, and the property must be included in all inventories. Before the property is released, internal coordination through the accountable organization’s APO is required, and the APO must confirm that the property is properly affixed with a DHS barcode tag.

All loans of FPS property to non-Federal entities must be recorded and reported in accordance with FMR 102-36.295 on the “Non-Federal Receipt Report,” which is the annual report of property furnished to non-Federal recipients. All supporting documentation must be uploaded to the SAMS.
4.5.2 Loaning FPS Property

All loans of FPS property must be properly authorized and documented. The PMO must approve the loan of all FPS accountable property, except loans to other DHS components, which may be approved by an APO. Documentation requirements depend upon the terms of the loan and the recipient of the FPS property.

For all loans to other DHS components, and loans of up to 45 days to other Federal agencies, DHS Form 560-3 must be used. The terms and length of the loan must be indicated as a loan and the terms described under the “Terms of Transfer” block on the form.

In all other circumstances (e.g., loans to other Federal agencies for more than 45 days, or loans of any length of time to non-Federal agencies), a Revocable License Agreement (RLA) must be prepared to officially authorize the loan and document the terms. The RLA also may require approval by the FPS Office of the General Counsel (OGC). Along with the RLA, a more detailed written certification, a “Personal Property Loan Agreement,” must be prepared and signed by the PMO. The following information must be included in the “Personal Property Loan Agreement:”

- Purpose of the loan
- Direct and indirect benefits to be realized by FPS
- Full description of the loaned property, including the DHS barcode tag number, serial and model numbers, manufacturer’s name, acquisition cost, and date of acquisition
- Present condition of the property
- Full name and address of the proposed borrower and the name and title of the official authorized to sign for the borrower (for the RLA)
- Loan termination clause at the convenience of FPS
- Verification that the borrower maintains a property inventory control system that can properly account for and track the loaned property
- Acknowledgement that any occurrence of LDD must be promptly reported to the PMO and is the responsibility of the receiving organization
- Current market value of the property
- Duration of the loan
- The recipient will be responsible for all transportation and documentation expenses.

The loan will only be valid for up to one year. If the loan is still required past the initial loan duration, the loan agreement, including any new provisions, may be extended, re-certified, and re-issued, but cannot exceed five years from the initial date of the loan. The SAMS must be updated to reflect
the property’s loan status. Depending on the arrangements made at the time of the loan, FPS may or may not be able to recover the value of personal property declared LDD that was loaned to another Federal agency.

### 4.5.3 Loans of Property to FPS

FPS can borrow personal property through the same process by which it loans it out. The PMO (and DHS OGC, as necessary) must approve all loans of this type. For all loans from a Federal agency of less than 45 calendar days, and all loans from another DHS component of any length of time, this authorization is granted by means of a “Personal Property Loan Agreement” and DHS Form 560-3. For all other types of loans, a “Personal Property Loan Agreement” and an RLA must be used. The “Personal Property Loan Agreement” must include the following:

- Lender’s complete name, address, and phone number
- Full description of each item to be borrowed, including manufacturer’s name, serial number, model number, and acquisition cost
- Current market value of the property
- Duration of the loan
- Party responsible for the necessary repairs and maintenance for the continued use of the property during the loan period
- Confirmation as to which party (lender or FPS) is responsible for delivery of the property
- Accountable and custodial area to which the personal property will be assigned.

The borrowed property must be affixed with a DHS barcode tag and recorded in the SAMS. The property must be accounted for by the PC and assigned to the custodial area where it will be used. Any loan of personal property to FPS from a non-Federal agency must adhere to the strictest Federal Government ethics guidelines.

### 4.5.4 Special Circumstances

In accordance with FMR 102-36, and upon the President’s declaration of an emergency or a major disaster, FPS may loan excess personal property with the approval of the PMO to state or local governments, with or without compensation, and prior to reporting it as excess to GSA, to alleviate suffering and damage resulting from any emergency or major disaster. Any property loaned under this provision must be tracked, monitored, and accounted for during the loan period.
CHAPTER 5. DISPOSITION

5.1 PURPOSE AND SCOPE

When personal property is declared excess and is no longer needed to perform the function for which it was acquired, it enters the disposition phase, which is the fourth and last stage of the property life cycle. The property disposal process is regulated by the Title 41, CFR Parts 102-36 and 102-36, and is a program that, when run effectively, saves the Federal Government millions of dollars annually. Federal Government property that is excess to one Federal agency's requirements may be utilized by another Federal agency, thus preventing unnecessary expenditure of Federal funds for new procurement. This chapter defines the procedures and functional requirements of the Federal excess disposition program, describing the process from the initial identification of an excess property to its final disposal.

Note: “Personal property” as referred to in this chapter applies only to accountable property. Non-accountable property [e.g., office supplies] would not be subject to this program as the benefit generated from making the property available to other users is not commensurate with the administrative cost of running the program. Refer to Chapter 6 for more information regarding the standards for classifying property as accountable.

5.2 GENERAL PROCESS

The Federal excess property disposition process begins with an office/division/branch of a Federal agency declaring property as ‘excess’. Excess property is screened internally by the agency to determine if any other office/division/branch can use the excess property to fill a property requirement. Internal agencies’ screening period durations and processes are performed at the discretion of each Federal agency.

If the excess property is not claimed during the internal screening process, the agency NUO reports the property to GSA for reporting to Graces which initiates the Federal excess property disposition process (for more detail, see Section 5.4). GSAXcess will make the excess property available to DHS partners and other Federal agencies. (see Section 5.4.2). Property that is unclaimed after the screening process is determined to be excess by the Federal Government and is declared ‘surplus.’ GSA will then attempt to donate surplus property to state/local agencies (see Section 5.4.3) or sell the surplus property to the general public (see Section 5.4.4). If the property is not disposed of through any of the previous methods, GSA allows it to be abandoned or destroyed (A&D) once an A&D determination is made. GSA will grant disposition to either excess to a GSA certified recycler. There are some Federal programs that allow for exceptions to the above-described process (see Section 5.5).

The Federal excess property disposition process is summarized below, and it is applicable to all Federal agencies:

Identifying idle personal property no longer required to support agency requirements and declaring it excess.
• Internally screening excess personal property, making it available to other agency offices/divisions/branches.

• Reporting excess personal property to GSA, to make it available to other Federal agencies.

• Donating surplus personal property by GSA.

• Selling surplus personal property by GSA to the general public.

• Abandoning or destroying surplus personal property.

• Donation in lieu of abandon and destruction.

5.3 DISPOSITION PROCESS

Personal property must be dispositioned in a manner that provides the opportunity for FPS offices to claim available excess property. In general, property may be made available internally within FPS for (7) days by the FPS NUO. After that time, the NUO will place the items into AAMS for component-wide screening (7-days). At such time, DHS-wide screening will commence using AAMS (8-days). AAMS will then automatically notify GSA Excess to begin their 21-day screening.

The following Chart explains that process:

### DHS Screening Tier Table Overview

<table>
<thead>
<tr>
<th>Screening Tier</th>
<th>Location</th>
<th>Screening Period</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Agency-wide</td>
<td>7-days</td>
<td>AAMS</td>
</tr>
<tr>
<td>1</td>
<td>DHS-wide</td>
<td>8-days</td>
<td>AAMS</td>
</tr>
<tr>
<td>GSA</td>
<td>GSA Screening</td>
<td>21-days</td>
<td>GSAXcess®</td>
</tr>
</tbody>
</table>

5.3.1 Declaring Property Excess

The disposition process begins with identifying in writing and reporting personal property as excess. Government personal property is declared excess when it is no longer needed to fulfill the requirement for which it was acquired. Excess property is declared excess by an APO or PC within FPS office/division/branch. Reasons that property is declared excess includes:

• Property use is no longer needed (idle)

• Program cancellations or reduction in scope

• Personnel reductions that results in extra, unused equipment

• Technology improvements, leading to equipment obsolescence or end of asset life cycle

• Cost reductions
In general, excess personal property reported in new, usable or repairable condition has a potential for re-utilization, meaning it requires little or no repair, has material value, and may be used by another agency. Property not meeting this condition may be considered “scrap,” as described in Section 5.4.1 eligible for immediate recycling, abandonment or destruction (see Section 5.4.5).

5.3.2 Reporting Excess Property

After property is declared excess, the PC in whose custodial area the property is assigned must report it to the FPS Property Management Branch (PMB) by completing and submitting an SF-120, “Report of Excess Property” (see Appendix C). All necessary property data must be reported on the form, including, but not limited to:

- Property type
- Manufacturer’s name
- Manufacturer’s model number (if applicable)
- Serial number
- DHS barcode tag number
- GSA disposal condition code (see Section 5.4.1)
- Any known malfunctioning parts or damage, including hidden defects
- Accountable area
- Security classification (for classified only).

Note: All property with data storage capabilities must first be screened and sanitized by appropriate security personnel. A “Certificate of Sanitization” (see Appendix G) must be submitted with the SF-120.

A “Letter of Determination” (see Appendix G) must be included with the SF-120 submission for property being reported as Scrap (S) or Salvage (X).

If the FPS facility where the excess property is located maintains an excess storage area, the PC should contact the appropriate facilities personnel to move the property to that location. It is the PC’s responsibility to ensure that such property is identified in the storage area with:

- PC’s name and contact information
- Property status (e.g., screening, awaiting internal transfer, GSA screening, awaiting external transfer)
- Special handling instructions.
5.4 GSA DISPOSAL PROCESS

If the intra-department screening process expires with no FPS office or DHS component claiming the excess property in AAMS, GSA will grant disposition upon for the excess Federal excess property. The following sections detail that process. Pursuant to this guidance, federal electronic assets, as defined by these regulations, condition codes S and X shall not be reported to GSA and will not be transferred by GSA. It will be up to the holding agency to dispose of these assets in accordance with FMR Bulletin, B-34, Disposal of Federal Electronic Assets.

5.4.1 Reporting Excess Property to GSA

The NUO shall ensure unclaimed excess property is reported to GSA using a Standard Form (SF)-120, “Report of Excess Personal Property” (see Appendix D) to the appropriate GSA regional office, or electronically by using GSAXcess, AAMS, the customer interface to the Federal Disposal System (FEDS), which can be accessed through GSA’s Web site. All property with data storage capability must first be coordinated with FPS IT Support and FPS Security for media sanitization, software license recovery, and/or hard drive sanitization or removal prior to reporting to GSA. In addition, all DHS or Legacy (migrated from an outside organization or older barcode series) barcode tags must be removed from excess property prior to shipment to GSA. (Note) Ensure that sanitization methods are current for all sanitized property, that certificates are signed as supporting documentation uploaded to the system of record.

The GSA disposal condition code must be reported on the SF-120. GSA disposal condition codes ensure standardized condition descriptions are used throughout all Federal agencies. This is instrumental in maintaining the effectiveness of the Federal excess property disposition program. Table 1 provides the GSA disposal condition codes that should be used to classify excess personal property.

<table>
<thead>
<tr>
<th>Disposal Condition Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New: Property that is in new condition or unused condition and can be used immediately without modifications or repairs.</td>
</tr>
<tr>
<td>4</td>
<td>Usable: Property that shows some wear but can be used without significant repair.</td>
</tr>
<tr>
<td>7</td>
<td>Repairable: Property that is unusable in its current condition but can be economically repaired.</td>
</tr>
<tr>
<td>X</td>
<td>Salvage: Property that has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.</td>
</tr>
<tr>
<td>S</td>
<td>Scrap: Property that has no value except for its basic material content.</td>
</tr>
</tbody>
</table>

The NUO is required ensure that all excess property is reported to GSA except for the following classifications:

Note: All property with data storage capabilities cannot be stored in any common excess storage area without first being screened and sanitized by appropriate security personnel.
- Personal property authorized for direct transfers to other Federal agencies, (as described in Section 5.5.1)
- Personal property donated through the CFL program (as described in Section 5.5.3)
- Personal property determined appropriate by the FPS PMO for abandonment/destruction (as described in Section 5.4.5)
- Non-appropriated fund property, in accordance with FMR 102-36.165
- Foreign excess personal property, in accordance with FMR §102-36.380
- Personal property classified with the ‘scrap’ GSA disposal condition code
- Hazardous waste*
- Nuclear Regulatory Commission-controlled substances*
- Classified items or property deemed sensitive for reasons of national security*
- Controlled substances*
- Personal property dangerous to public health and safety. *

*Note: See FMR §101-42 for guidance on disposing of these items.

In general, excess property should be stored in an FPS facility pending final disposition. FPS is responsible for bearing the cost and handling of such property. Under rare circumstances, GSA may accept physical custody of excess personal property, the transportation of which is FPS’s responsibility.

5.4.2 External Federal Agency Screening

FPS excess personal property reported to GSA listed in the Graces, AAMS database (regardless of whether the reporting was done by means of SF-120 or electronic transfer from SAMS to GSAXcess®). Such property is available to claim for 21 calendar days. In general, GSA will approve transfers on a first-come, first-served basis. When two agencies claim the same item, GSA will consider factors, such as national defense requirements, emergency needs, avoiding the necessity of a new procurement, energy conservation, transportation costs, and retention of the title within the Government.

If GSA approves the transfer of the property to another Federal agency, an authorized GSA Area Property Officer will complete an SF-122, “Transfer Order Excess Personal Property” (see Appendix D) and submit it to the GSA office in the FPS region where the property is located. FMR §102-36.135 requires that all excess property claimed by another Federal agency must be picked up within 15 calendar days of formal GSA transfer approval, unless coordinated with the holding agency. The NUO or designated FPS official shall notify the GSA Area Property Officer when this
time period has expired without the property being picked up. The claiming agency is responsible for all transfer costs such as packing, preparation for shipment, loading, and transportation.

The NUO may withdraw excess property from the Federal excess property disposition process but only with GSA approval, and only to fill an internal DHS need.

Reimbursement for the transfer of excess personal property to another Federal agency is not required except in circumstances described by FMR §102-36.75.

5.4.3 Donation to State Agencies

Excess personal property that is not claimed during the GSA Federal agency screening process is declared “surplus” to the Federal Government. The first day after the expiration of the Federal agency screening process is referred to as the surplus release date (SRD). Surplus personal property is eligible for donation for a period of 21 calendar days after the SRD to state and local public agencies and other nonprofit organizations deemed eligible by the SASP. SASPs are responsible for the fair and equitable distribution of surplus Federal property within the state. Eligible nonprofit organizations generally include:

- Medical institutions, hospitals, clinics, and health centers
- Drug abuse and alcohol treatment centers
- Providers of assistance to homeless or impoverished families or individuals
- Schools, colleges, and universities
- Childcare centers
- Radio and television stations licensed by the Federal Communications Commission (FCC) as educational radio or educational television stations
- Public museums and libraries.

After GSA approval is granted, an authorized official from the claiming SASP (transferee) will prepare an SF-123, “Transfer Order Surplus Personal Property” (see Appendix D) and submit it to the cognizant GSA Area Property Officer. When property is donated to a non-Federal agency, all identification markings that indicate that the Federal Government previously owned the property must be removed before release to the recipient. The recipient must pick up the property from the FPS facility where it is located within 15 days of being notified it is available for pick-up. The transferee is responsible for any packing, shipping, or transportation charges associated with the transfer of surplus property for donation.
5.4.4 Abandonment/Destruction

Excess or surplus property may be abandoned or destroyed when the APO determines that the property has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. The APO must make this determination in writing, which must then be approved by the FPS PMO. In lieu of abandonment/destruction, property may be donated to a public agency without reporting it to GSA. Donations of this kind must be documented completely on an SF-123 "Transfer Order Surplus Personal Property" (see Appendix D) and approved by the PMO.

Prior to abandonment/destruction, the public must be notified of the intent to abandon or destroy the property in a format and timeframe as determined by the PMO. This is not required when:

- The value of the property is so little or the cost of its care and handling, pending abandonment/destruction, is so great that its retention for advertising for sale, even as scrap, is clearly not economical
- Abandonment or destruction is required because of health, safety, or security reasons
- The original acquisition cost of the item (estimated if unknown) is less than $500.

Personal property disposed of under this authority must be recycled to the greatest extent possible, as mandated by EO 13101, “Greening the Government through Waste Prevention, Recycling, and Acquisition.”

5.5 SPECIAL PROGRAMS

Several programs exist to assist in the disposition of excess personal property, some mandated by Congress, some authorized by executive order, and some offered by other Federal agencies. This section provides information on the most important mandates, and how they affect the disposition of excess personal property.

5.5.1 Direct Transfers to Other Federal Agencies

Excess property can be executed through a direct transfer to another Federal agency without first being reported to GSA if the property is not needed by another FPS Office or DHS component. This type of transfer does not require GSA approval in the following situations:

- The acquisition cost of the property was below $10,000
- The acquisition cost of the property was above $10,000, but the appropriate regional GSA personal property management office granted verbal approval for the prearranged transfer.
- In either circumstance, the process for transferring the property is as follows:
- A property official from the gaining agency initiates the transfer by completing a SF-122 and
submitting it to the FPS NUO.

- The NUO signs the form, retains a copy for the records, and returns it to the gaining agency
- The property official from the gaining agency provides a copy of the SF-122 to the appropriate regional GSA office within 10 working days from the date of the transaction.

Note: Personal property transferred in this way must be retired in the SAMS.

If the transfer falls under the category of requiring verbal GSA approval, the name of the approving official must be noted on the SF-122. Transfer reimbursements are not required except as listed by FMR §102-36.75. Software license retrieval and/or sensitive information cleansing may be required before transferring desktop or laptop computers.

5.5.2 Stevenson-Wydler Innovation Act

The Stevenson-Wydler Innovation Act of 1980, and its subsequent amendment by PL 102-245 in 1991, was enacted to provide technology equipment not being used by the Federal Government to educational institutions to advance education and research. Specifically, it authorized Federal laboratory directors and agency and department heads to transfer excess research equipment to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities.

5.5.3 Computers for Learning (CFL) Program

EO 12999, “Education Technology: Ensuring Opportunity for All Children in the Next Century,” authorized in 1996, established the CFL program. The CFL program, administered by GSA, is designed to streamline the transfer of excess and surplus Federal computer equipment to schools and educational nonprofits, giving special consideration to schools with the greatest need. Like other Government property, FPS must offer its computer equipment for use to other FPS offices and DHS components before declaring it excess. However, FPS can directly transfer computer equipment to schools and educational nonprofit organizations after reporting it to GSA for screening by other Federal agencies.

The CFL program, with which FPS is registered, requires donating agencies to match available equipment with the requests of schools listed on its web site (https://computersforlearning.gov) Once matches are found, the school or educational nonprofit organization is required to provide the following for documentation purposes:

- A signed “Transfer of Title” agreement
- A letter on organization letterhead, signed by the school principal or educational nonprofit organization director, authorizing the point of contact to accept the transferred computer equipment on behalf of the school or educational nonprofit organization (home schools shall
provide copies of the documentation required by their state to home school)

- Any additional documentation required by the PMO.

5.5.4 Homeland Defense Equipment Reuse (HDER) Program

The HDER program is a partnership between the DHS Grants & Training (G&T) Office, Department of Energy (DOE), US Navy, and Health Physics Society. The goal of the HDER program is to provide surplus radiological detection instrumentation and other equipment, as well as training and long-term technical support, to emergency responder agencies to enhance their homeland security capabilities. Through the HDER program, responder agencies across the nation obtain access to a substantial inventory of radiological detection instrumentation and other equipment that is no longer required by the Federal Government. This equipment is rehabilitated and provided at no cost to the recipient. Only equipment that has been requested by state and local law enforcement programs is eligible for the HDER program.
CHAPTER 6. ACCOUNTABILITY

6.1 PURPOSE AND SCOPE

The purpose of this chapter is to provide information on accountability for personal property. The chapter will discuss how property is determined to be accountable and what management processes and actions (e.g., physical inventory) are required to ensure accountability for personal property throughout its life cycle. It also describes those steps necessary to investigate and resolve accountability issues related to LDD property.

6.2 ACCOUNTABILITY OF PERSONAL PROPERTY BY CATEGORY

Personal property is classified by acquisition cost, property category, and sensitivity guidelines. Property with an acquisition cost that exceeds an established dollar threshold must be maintained as accountable property. Personal property that exceeds an established acquisition cost threshold is defined as capitalized, which requires that its value be depreciated over its lifetime based on the date it is placed into service. In addition, some property, no matter what its acquisition cost, is deemed sensitive, and is also considered accountable. Non-accountable property that does not meet any of the previously mentioned standards is not subject to the same accountability requirements. However, dependent on the category of property it may require management controls to preclude pilferage or loss.

6.2.1 Accountable Personal Property

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 SAMS. Personal property assets provided to FPS as part of a managed services contract that meet the definition of accountable, must be identified and managed as FPS accountable property. The Manual adheres to the accountability policy as established in Directive 119-3, which sets the following standards for accountable personal property:

- Personal property with an acquisition cost of $5,000 or more
- Capitalized personal property- All Capitalized Property including contractor held will be added to the system of record
- Sensitive personal property
- Leased property that meets accountability standards

Note: Any revisions to the accountability policy as established by DHS Directive 119-3 or the DHS Personal Property Manual will supersede the guidelines as stated by this Manual.
This directive mandates that all accountable personal property be subject to management throughout the property life cycle and recorded in the SAMS.

6.2.2 Capitalized Personal Property

Capitalized personal property is defined as non-expendable personal property with an acquisition cost over an established threshold and a normal life expectancy of two years or more. The Manual adheres to the capitalization policy as established in the DHS Chief Financial Officer’s Financial Management Policy Manual (FMPM) Chapter 3.1, “Property, Plant and Equipment.” The acquisition value of capitalized property is depreciated over its lifetime.

### Table 2. FPS Personal Property Capitalization Thresholds and Useful Life Designations

<table>
<thead>
<tr>
<th>ASSET</th>
<th>CAPITAL THRESHOLD</th>
<th>USEFUL LIFE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIO Visual Equipment</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>ELECTRIC POWER SUPPLY</td>
<td>$50,000.0</td>
<td>8</td>
</tr>
<tr>
<td>FURNITURE</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY EQUIPMENT</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>INTERNAL SOFTWARE</td>
<td>$750,000.0</td>
<td>3</td>
</tr>
<tr>
<td>OFFICE EQUIPMENT</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>SECURITY EQUIPMENT</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
<tr>
<td>SOFTWARE</td>
<td>$750,000.0</td>
<td>3</td>
</tr>
<tr>
<td>VEHICLE NON-OWNED</td>
<td>$0.0</td>
<td>5</td>
</tr>
<tr>
<td>OWNED VEHICLE</td>
<td>$0.0</td>
<td>5</td>
</tr>
<tr>
<td>WEAPON AMMUNITION</td>
<td>$50,000.0</td>
<td>5</td>
</tr>
</tbody>
</table>

6.2.3 Sensitive Property

All items, regardless of value, that require special control and accountability due to unusual rates of loss, theft, or misuse, national security or export control considerations are conceded as sensitive property. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. These classifications do not preclude FPS from specifying additional personal property classifications to effectively manage accountability. Property of this type is considered accountable if the asset has data storage capability. If there are environmental e-waste concerns the asset must be reported but the asset containing the hazardous material still must meet accountability standards to be entered into the system of record. Sensitive assets include, but are not limited to, asset categories such as:

- Dangerous and hazardous property (see the Glossary for property falling under these classifications)
- Firearms
• Property with data storage capability
• Inherently portable property and property that can easily be converted for private use or has a high potential for theft
• All property authorized for processing and/or storing classified information.

Note: Any revisions to the policy for defining sensitive property as established by DHS Directive 119-3 or the DHS Personal Property Manual will supersede the guidelines as stated by this Manual.

FPS Property Officers must work with their local security officials to determine additional steps required outside the realm of personal property management to ensure appropriate security controls are established for sensitive property.

The following list includes personal property that FPS Property Officers considered sensitive:

• Safes (Floor, Compact/Mini, Gun, and Owned Vehicle)
• Property with data storage capability
• Inherently portable property and property that can easily be converted for private use or has a high potential for theft
• All property authorized for processing and or storing classified information
• Laptop computers and desktop computers
• Flash (jump) drives
• Central Processing Units (CPUs)
• Computer monitors (all-in-one desktop system)
• Monitors (integrated with any type of video communications systems, e.g., Polycom Video Conference System)
• Network equipment (routers, servers, tape backups, switches, and firewalls)
• Network Printers
• Cameras (not including disposable)
• Fax machines
• Personal Digital Assistants (e.g., Satellite Phones, iPhones)
• Video cassette and DVD recorders/players
• Projectors
• Copiers
• Scanners
• Selected law enforcement equipment must be managed and maintained in the Firearms, Armor, and Credential Tracking System (FACTS) (e.g., firearms, badges, and credentials).

• Commercial Off the Shelve Software (COTS) and Internal Use Software (IUS)

Note: The PMO reserves the right to make additions to the above list.

The above list represents property required to be classified as sensitive but is not exclusive. APOs have discretion within their accountable area to track other property as sensitive that is not included on the above list. Examples of other items that could be considered sensitive include:

• Night vision goggles
• Binoculars
• Communications equipment (e.g., radios, base stations)
• Body armor
• ECDs (e.g. tasers)

Note: The PMO reserves the right to disapprove the classification of any item as sensitive or accountable.

If APOs have a doubt as to whether to designate an item as sensitive property, they must contact the FPS PMB for guidance.

6.2.4 Non-Accountable Property

Personal property defined as non-accountable has an acquisition cost of under $5,000 or is considered expendable, meaning it is consumed, loses its identity, or becomes an integral part of other property, and is charged to an expense account either when it is issued for use or at the time of receipt. Non-accountable property shall not be recorded in the SAMS. Examples of non-accountable property include:

• Office supplies
• Accessory computer equipment (e.g., sound cards, graphics cards, sanitized memory circuit boards)
• Systems furniture.

6.2.5 Controlled Property

Controlled Property refers to personal property that doesn’t meet the necessary criteria, to be considered accountable, but still requires management control of its use. Controlled personal property is not held to the same standards as accountable property and, as such, is not subject to complete life cycle management or recorded in the SAMS. However, controlled property may still require some type of administrative controls to ensure its appropriate use. Controls instituted for this type of property may require the user to return it to a primary official daily, or to obtain approval prior to its use, unless they are issued, and records are maintained. Examples of controlled property include:

• Tools (e.g., drills, drill bits, hammers, wrenches)
• Protective equipment (e.g., goggles, welding masks, hard hats)
• Ammunition.

6.2.6 Communications Security (COMSEC) Property

COMSEC equipment is managed by the FPS IT Security. This specialized Government property is managed under separate security protocols separate from those associated with the personal property management policies established by DHS OCRSO Asset & Logistics Management in the Management Directorate or procedures or guidance set forth in this Manual. Examples of COMSEC equipment include, but are not limited to:

• Secure cell phones
• Secure satellite phones
• Crypto ignition keys
• Fortezza cards.

Questions and guidance regarding COMSEC equipment and the requirements for managing it should be addressed to FPS IT Security.

6.2.7 Leased Property

Leased property refers to property that is not owned by FPS but is leased by FPS under terms as stipulated in the lease agreement (this excludes the leasing of property by contractors in the performance of a contract). All leased property lease terms greater than six months be tracked and managed in the SAMS. In addition, the initial event status of the property, within the SAMS, must reflect the property is in a “leased” status, either through commercial lease, capital lease, or GSA lease.
6.3 PROPERTY MANAGEMENT SYSTEM AND ACCOUNTABLE PROPERTY RECORDS

In order to maintain an effective personal property management program, accountable personal property must be managed throughout its life cycle and official property record must be recorded in the SAMS. Clear auditable records must exist and support all FPS personal property transactions recorded in the SAMS.

6.3.1 DHS Personal Property Management System

In accordance with Directive 119-3, all FPS accountable personal property must be recorded and maintained in the Department’s personal property management system (SAMS), which acts as the official record of FPS personal property. Every record in the system is unique, and must have, at a minimum, two primary key identifiers for the property:

- DHS barcode tag number
- Manufacturer’s serial number.

Therefore, as a requirement for entry into the property management system, all FPS accountable property must have a DHS barcode tag affixed to it on the front face, upper left corner of the asset, unless otherwise impractical. APOs and PCs can obtain barcodes from the FPS PMB. See Section 4.5 of the Directive for guidance on the proper placement of DHS barcode tags. In the case of firearms and body armor, they are identified by serial number as the primary key identifier and recorded in the DHS Firearms, Armor, and Credentials Tracking System (FACTS).

FPS PCs are responsible for entering and updating property records in the SAMS for the property assigned to their steward code and custodial areas. APOs are responsible for ensuring that this recordkeeping occurs for all custodial areas within their accountable area. Any new acquisitions of property change in property status, or disposition of property must be recorded in the personal property management system within five working days. This includes property transactions related to:

- Receipt of new property
- Transfers (e.g. change in accountability)
- Maintenance
- Moves (e.g. physical change of location)
- Status changes (e.g., reassignment of property or new barcode identifier)
- Disposition.
Minimum requirements for required supporting documentation are as follows:

- **Contract Award (Copy)**
  - If there is sensitive information that cannot be uploaded to SAMS then only the CLIN that identifies the asset value along with a Memorandum for Record explaining the reason why the complete contract cannot be uploaded

- **Invoice(s)**
  - All copies of invoices associated with the asset value are required
  - If accomplished through an IAA, a copy of the IPAC
  - If the IPAC is not exact to asset value an MFR is required to explain why

- **If the asset’s IUS additionally**
  - Development cost is required to be uploaded and updated monthly until complete for in service

- **Evidence of receipt**

Within the SAMS, each unique property record must include all the following elements:

- DHS barcode tag number
- Manufacturer’s serial number
- Manufacturer’s name
- Model number
- Initial event (e.g., purchase, transfer, lease; found on inventory)
- Acquisition document number (e.g., DHS contract award number, PR, BPA number, or P-Card transaction number), as appropriate
- Acquisition cost (e.g., asset value based on contract award/purchase order. if unknown, provide an asset valuation, estimate based on historical records, or online sources to document the source of the estimate)
- Organization responsible for ownership (i.e., DHS)
- Organization responsible for management (i.e., FPS)
- Steward – office or division responsible for accountability
- Custodian Name
- User's Name
- Acquisition date
- Physical inventory date
- Property location (site, street address, room number)
- Supporting documentation (e.g., packing list, invoice, transfer document, disposal document)
- EPEAT Category (if applicable)

6.3.2 Reconciliation of Property and Financial Records

FPS Financial Management relies on the FPS Property Management program’s maintenance of accurate records to report the investment in and depreciated value of capitalized personal property owned by FPS. Capitalized personal property accountability records must be reconciled monthly with the financial control accounts in accordance with procedures established by the DHS CFO.

The bottom line is all personal property records in the SAMS must be complete and accurate.

6.4 RECORDS MANAGEMENT MAINTENANCE AND CLOSEOUTS

APOs and PCs are responsible for implementing appropriate processes and controls for maintaining property records associated with the personal property assigned to their accountable and custodial areas. It is critical for all FPS property officers to maintain accurate records related to closeout situations, where property is retired from the personal property management system through transfers, disposal, loans, or when personnel permanently separate from FPS.

6.4.1 Record Management and Maintenance

PCs are responsible for maintaining a custodial record for all accountable personal property assigned to their custodial area. Any transaction that affects a change of a property record in the personal property management system must have a corresponding record. The custodial record is usually in the form of DHS or GSA forms, signed by an authorized official, that grant approval for initiating a property transaction. The custodial property records may include, but is not limited to, the following types of documentation:

- DHS Form 200-2, “Report of Survey” (see Appendix C) – Report of LDD property
- DHS Form 560-1, “DHS Custody Receipt for Personal Property/Property Pass (see Appendix C)”
- DHS Form 560-3, “DHS Property Transfer Receipt” (see Appendix C)
• GSA SF-122, “Transfer Order Excess Personal Property”
• GSA SF-123, “Transfer Order Surplus Personal Property”
• GSA SF-120, “Report of Excess Personal Property,”
• GSA SF-126, “Report of Personal Property for Sale”
• RLA, DHS Form 560-3, Revocable License Agreement
• Internal Abandonment & Destruction Determination Letter

Examples of other types of documentation that should be maintained as part of the property record include routine maintenance operations, physical inventory reports, and delivery documents such as bills of lading.

In accordance with DHS Directive 119-3, official custodial property record files must retain for a period of three years after the property’s final disposition. There is not a central location or repository for custodial records; PCs shall maintain custodial records at their own discretion.

6.4.2 Employee Separation

When employees separate from FPS (whether that involves transferring to another DHS component, Federal agency, or leaving the Federal Government), it is critical that any assigned personal property is returned during the employee exit process. This step is important to the PC, who is providing oversight for the property, to ensure its return. It is of equal importance to the exiting employee as it demonstrates proof of the property’s return.

As part of the employment exit process, employees are expected to return all personal property items to their PC or to their supervisor. The PC will check the SAMS DHS Personal Property Custody Hand Receipt Report for assigned personal property to ensure all property items assigned to the exiting employee are returned. If the supervisor accepts the return of the property, it is their responsibility to check with the PC to ensure all items are returned prior to separation of the employee using the component check in/out documentation. This form must have the PC signature to ensure all personal property issued has been returned and the employee is released from liability.

Cases involving a former FPS employee’s unreturned property will be promptly investigated through the BoS process (see Section 6.7).

6.5 PHYSICAL INVENTORY

Physical inventories verify the existence, location, and quantity of personal property, and are required by Federal regulations and Directive 119-3. Inventories are the best method for ensuring personal property is accounted for, under control, and for discovering LDD property. Other benefits that result from conducting regular inventories include:
• Assuring completeness and accuracy of property records and financial accounts
• Reconciling property and financial records
• Reconciling custodial records with the property record in the personal property management system
• Assessing the accuracy and effectiveness of the personal property management program.

6.5.1 Types of Physical Inventories

The most common type of physical inventory is the annual fiscal year inventory, which involves a complete wall-to-wall visual check of all accountable personal property within an area and matches that to the property record for what is supposed to be there. Other types of times when a physical inventory may be required include:

• By Exception: An inventory by exception is used when accountable property is validated through methods other than physical sighting or barcode scan, such as auto discovery for IT property, and Inventory by letter (submitted by the user to the PC) used to validate the accountability of the asset and the accuracy of the property record

• Wall-To-Wall: A scheduled inventory of designated FPS accountable areas on a wall-to-wall basis to validate the accountability of the asset and the accuracy of the property record

• Spot: An unscheduled inventory of randomly chosen property to check the accuracy of the property record

• Special: A scheduled inventory of selected property (e.g., laptops)

• APO or PC change: An inventory conducted with an outgoing APO/PC and their incoming counterpart, to confirm the completeness of the property record before the incoming Property Officer becomes officially accountable.

6.5.2 Scheduling the Physical Inventory

The FPS PMO is responsible for scheduling the annual physical inventory and reporting FPS’s annual personal property physical inventory results to DHS OCRSO Asset & Logistics Management.

6.5.3 Conducting the Physical Inventory

FPS APOs must ensure physical inventories for his or her accountable area(s) are performed as scheduled by the PMO. APOs will provide the inventory schedules to their PCs. PCs are responsible for conducting the physical inventory of the property assigned to their custodial area by the date
scheduled. APOs should also develop procedures to guide their PCs’ conducting the inventories, and ensure such activities meet the criteria established by MD 119-3.

Physical Inventories shall always be conducted using barcode scanners to the maximum extent possible, which are portable instruments that scan DHS barcode tags affixed to accountable property and store the information for upload to the SAMS. Prior to beginning the inventory, PCs shall:

- Obtain a barcode scanner from their APO.
- Verify that the barcode scanner is programmed to record all required information (e.g., inventory name, barcode identifier, item, description, location, manufacturer, model, serial number.
- Scanning the property within their assigned custodial area.
- Affix DHS barcode tags for newly discovered accountable property not in the record and record asset details in the scanner.
- Upload scanned inventory data into the SAMS. Any newly discovered accountable property must be affixed with a DHS barcode tag, and the new record must be established in the SAMS.

6.5.4 Reconciling the Physical Inventory

During the inventory, PCs should note any discrepancies with the official property record, meaning property that is assigned to their custodial area that cannot be found, or property discovered to be damaged or destroyed. All discrepancies must be investigated within 5 business days after completion of the physical inventory and reconciled with the accountable property records. If, after performing reasonable due diligence, the property is determined to be lost, or if property damage is discovered at any time, the property will be declared LDD. Incidents of LDD property may necessitate a BoS investigation. See Chapter 7 for more information on the BoS process.

6.5.5 Reporting the Physical Inventory

PCs must submit the inventory report to the APO within timeframe as prescribed in the annual inventory SOP or Guidelines. APOs must consolidate inventory reports and certifications for their offices and submit a consolidated Physical Inventory Report to the FPS PMO by Jun 15 each year.

6.6 SELF-GOVERNANCE AUDITS

The FPS PMO reserves the right to audit property accountability throughout FPS to ensure personal property management is being carried out in line with specifications as contained in this Manual, Department directives, and Federal regulations. Self-governance audits will also be performed by the PMO in order to review program effectiveness and to identify steps necessary to improve effectiveness. Self-governance audits may include a review of all elements associated with the FPS Property Management program, which could include, but not be limited to:
• Conducting, or requiring the conducting of, spot or complete inventories of a specific accountable or custodial area

• Conducting, or requiring the conducting of, special inventories of a specific item (e.g., laptop computers, weapons, classified equipment)

• Checking of the accuracy of custody receipts

• Checking of the completeness of property record document file (e.g., acquisition, receiving, shipping, transfer, and disposition).
CHAPTER 7. REPORT AND BOARD OF SURVEY

7.1 PURPOSE AND SCOPE

This chapter sets forth the responsibilities and procedures to be used in accounting for lost, theft, damage or destruction (LDD) of Government property.

7.2 REPORT OF SURVEY

The DHS Form 200-2 “Report of Survey” (see Appendix C) is not intended to be used as a punitive measure. Instead it is an administrative function whose purpose is to determine responsibility and possibly recover part or all the repair or replacement costs of the lost, damaged or destroyed property.

When FPS property is lost, damaged or destroyed, the accountable office will initiate a DHS Form 200-2, and forward this document with all supporting documentation to the PMO for review. A DHS Form 200-2 will be prepared, regardless whether preliminary research of a loss, damaged or destruction indicates positive evidence of negligence, misconduct, or unauthorized use and the responsible individual refuses to admit pecuniary liability.

Table 3 below identifies DHS’s Report of Survey (Ross) Timeline Process that starts with the initial incident report by the user and culminates with the disposal of the property and removal from the SAMS.

The following items must be investigated by a BoS immediately upon notice of LDD status:

- COMSEC equipment (including encrypted handheld radios)
- Weapons and munitions.

Losses of these items must also be reported to the respective FPS managers of these controlling offices.
### Table 3. DHS Report of Survey (RoS) Timeline Process

<table>
<thead>
<tr>
<th>Day</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 1     | • User notices property missing or damaged; notifies PC  
      | PC notifies APO and the FPS Asset Management Office of LDD incident  
      | If criminal activity is suspected the PC immediately notifies APO, OCS and requests Police/security to investigate and provide a report |
| 5     | • PC notifies APO of search results  
      | PC prepares DHS 200-2 Report of Survey with support from the User |
| 10    | • APO collects written statements and submits completed RoS package to PMO  
      | If accountable property is below $500 threshold, it is disposed and removed from the DHS Personal Property Management System, thereby ending the RoS process |
| 15    | • PMO reviews and adjudicates RoS if the incident doesn’t require referral to the DHS Board of Survey (BoS)  
      | If the incident requires referral, the PMO sends RoS package to the DHS Asset Management Office and a copy to the DHS Departmental Management and Operation (DMO). |
| 20    | • DHS DMO reviews RoS for completeness and compliance |
| 25    | • DHS DMO makes recommendation(s) to the FPS PMO  
      | If PMO does not convene a BoS, then property is disposed and removed from the DHS Personal Property Management System, thereby ending the RoS process |
| 30    | • BoS convenes and investigates findings forwarding recommendations to the PMO  
      | Evidence of criminal action will be forwarded to the Office of The Inspector General |
| 60    | • Upon Review from PMO the following applies:  
      | If PMO determines the findings from the BoS to require disciplinary action or pecuniary liability those recommendations will be forwarded to the Office of General Counsel |
| 75    | • RoS package is returned to the APO for final processing: financial recovery, property disposal and removal from the DHS Property Management System |

**Note:**
Times listed after the RoS is submitted to the FPS PMO (beginning on Day 15) are typical, but may vary. Although this form may be used to recommend pecuniary liability or disciplinary action (*if appropriate*), personnel actions must be initiated separately.
7.3 BOARD OF SURVEY (BOS) MEMBERS

The BoS is a group of appointed, non-Property Officer, DHS employees (Government, not contractor) who investigate incidents of LDD property and issue findings, and recommendations based on the circumstances of the incident. The BoS process is critical to effective personal property management, and serves to:

- Provide a valuable assessment of personal property management operations throughout DHS.
- Authorize the retirement of LDD property from the personal property management system, as necessary.
- Refer BOS cases to DHS Human Capital, Employee and Labor Relations (E&LR), where employees are found negligent in their duties and disciplinary or financial collection actions are recommended.

Board members are responsible for exercising independent judgment free from outside influence. Findings should be based on actual investigations, review of pertinent documents, and consideration of all available evidence.

7.3.1 Reporting an Incident

Upon determining personal property is LDD, and after performing reasonable due diligence to find the item (in the case it is lost and not damaged or destroyed), the PC must immediately notify the appropriate security official, their APO and the FPS PMB of the incident. The PC should document the circumstances of the LDD in a brief memo and submit it to their APO. The APO will review the information and promptly determine whether further internal investigation is required or whether DHS Form 200-2 should be completed and submitted to the PMO within 10 days to formally report the LDD.

Upon submission of DHS Form 200-2, the PMO should determine if the incident requires a full investigation by the Board. The following circumstances require a full investigation by the BoS:

- The LDD property’s acquisition cost was $50,000 or more
- The LDD property is classified and/or stores classified or otherwise sensitive information
- The LDD property is dangerous or hazardous
- Theft or fraud is suspected
- Willful Neglect is suspected.

If the LDD incident does not meet the above-listed conditions, the PMO has the discretion to request that the Board not conduct a full investigation. In this situation, the PMO must document on DHS Form
200-2 the reasons the incident does not require a full investigation, his/her recommended actions (i.e. retirement of the item from the personal property management system) and present the case to the Board during its regularly scheduled meeting. If the Board concurs, the Board must sign off, in writing on DHS Form 200-2, its agreement.

In accordance with MD 0810.1 “The Office of Inspector General,” if the Board believes, at any point while investigating the case, that theft, fraud, or another allegation of criminal misconduct has been committed by a DHS employee, the Board will refer the case to the DHS Office of Inspector General (OIG) for further investigation and action.

Conducting an Investigation

When the Board conducts an investigation, it must ensure that facts are fully disclosed, Government interests are fully served, and the rights of the involved employee(s) are fully protected. Examination of all contributory evidence surrounding the occurrence of the LDD shall include, but is not be limited to:

- DHS Form 200-2, which describes the PC’s account of the circumstances of the incident, and any other contributory information
- Interviews with Property Officers involved with the chain of custody for which an RoS is required
- Interviews with security officials, and their investigative report regarding the incident
- Interviews with employees involved with, or knowledgeable about, the circumstances of the LDD
- Police reports, accident reports, photographs, other investigative reports, or any other relevant evidence.

After thorough review of the case, the Board must report the following:

- If the LDD property should be retired from the official property record in the personal property management system
- If the involved employee(s) was negligent in handling Government personal property, and if so, should be disciplined for his/her negligence
- Recommendations for preventing further potential incidents of LDD in the involved accountable area.

In regard to a finding of negligence, the following circumstances should be considered prior to providing a recommendation on whether the negligent employee(s) should be held liable for his/her negligence:

- The LDD was attributable to inadequate supervision or instruction, or inherent defects in the
property

- The LDD was attributed to willful neglect, which is intentional failure of the involved employee(s) to exercise the degree of precaution, attention, and vigilance needed to protect Government interests

If there are dissenting opinions among the BoS members, the majority opinion will be the Board’s recommendation. The minority view will be appended to the Board’s report.

7.3.2 Determining Pecuniary Liability

The DHS BoS will apply the following procedures when it is found that pecuniary liability exists.

- The BoS will make a reasonable assessment of the loss, damage, or destruction, and append it to the DHS Form 200-2 along with data to support and explain the assessment.
  - If damage to the property is repairable, the assessment may be based on the cost of repairs.
  - Pecuniary liability may not exceed the fair market value of the property as determined by qualified technical personnel.
  - If qualified technical personnel are not available, the BoS will make an assessment based on the remaining life expectancy of the damaged item prorated against the acquisition cost.
  - The BoS will deduct the salvage or scrap value of the damaged item, if any, from the assessed amount if the repair of the item is not economical or feasible.

- The Report of Survey will include the name of the individual charged with pecuniary liability, as well as all supporting documentation. If he or she wishes to make a statement, it must be signed, attested as true, on an DHS Report of Survey Statement Form attached to the DHS Form 200-2. The individual charged will be informed that collection action may be taken by the OCFO under DHS Management Directive 1180.1), “Collections and Deposits Processing.”

7.3.3 Findings and Recommendations

The Board’s findings and recommendations should be a comprehensive report that addresses the following:

- Circumstances of the LDD
- Action(s) taken to find or repair the property, if applicable
- Action(s) taken by security or law enforcement officers, if any
• Authorization of the LDD property’s disposition, i.e. retirement from the personal property management system

• Determination of pecuniary liability if employee negligence is involved

• Recommendation that the involved employee(s) be disciplined for his/her negligence

• Recommendation of actions to prevent future LDD occurrences.

The Board must submit its report to the DHS PMO within 30 days of the Board’s meeting, except in extenuating circumstances when a request for an extension is made to, and granted by, the PMO. After review, the PMO shall forward the Board’s report to the FPS PMO; a copy of the report should be forwarded to the appropriate APO. Every month, the PMO must submit a report to A&LM Personal Property Section detailing all incidents of LDD and listing the results of all BoS investigations and subsequent actions.

In the case of employee negligence and recommended discipline, the Office CoS will determine the appropriate disciplinary action in consultation with officials that may include, but not be limited to:

• Director for FPS

• FPS Human Capital Branch

• FPS Budget, Finance and Acquisitions

• FPS Office of Internal Investigations

• FPS Property Management Officer (PMO)

• Office of General Counsel (OGC)

• DHS Office of the Inspector General (OIG)

• DHS Chief Human Capital Officer (CHCO)

• DHS Office of the Chief Readiness Support Officer (OCRSO), Asset & Logistics Management (A&LM).
CHAPTER 8. CONTRACT PROPERTY

8.1 PURPOSE AND SCOPE

This chapter describes FPS’s guidelines and procedures for control and accountability requirements for the management of contract property. Contract property is all property, both real and personal, that is used in the performance of a contract, and includes facilities, material, special tooling, special test equipment, and agency-peculiar property. Contract property refers to both contractor-acquired property (CAP) and Government-furnished property (GFP), in the possession of contractors. Effective control and accountability must be maintained for all contract property as an integral part of all FPS contracts, and in accordance with FAR, Part 45, “Government Property,” Subpart 52.245, “Government Property,” and the Homeland Security Acquisition Regulation (HSAR), Chapter 3045, “Government Property.”

Note: This chapter provides general guidance on managing contract property in the possession of contractors and should not be relied on to the exclusion of the more detailed guidance provided by the FAR or HSAR sections listed above.

8.2 RESPONSIBILITIES FOR CONTRACT PROPERTY

Responsibility for contract property in the possession of contractors belongs to several individuals as discussed in this section.

- Contracting Officer’s Representative (COR) shall attend training related to property administration and contract language so that they (1) better understand their responsibilities as they relate to property management and accountability, and (2) can include property contract language in their government contracts and understand how to coordinate with property officers as necessary.

8.2.1 Contracting Officer (CO) Responsibilities

COs’ responsibilities, relative to contract property in the possession of contractors, include those listed in FAR, Subpart 42.2, “Contract Administration Services,” and the following specific functions:

- Ensuring that contracts, relative to the management of contract property, are awarded and administered in accordance with applicable statutes, rules, regulations, policies, requirements of law, and EOs

- Ensuring the procurement requirements for the acquisition of contract property have been met

- Providing the relevant Accountable Government Property Administrator (i.e., COR) with a copy of the contract and all subsequent modifications

- Ensuring that all GFP is included in the contract schedule, listed with all the information
• Outlined later in this chapter including contract amendments or modifications as necessary

• Coordinating with the COR and other FPS or DHS offices, as necessary, to ensure contract property-related issues raised in audit reports are resolved properly, and in accordance with established DHS procedures

• Making final decisions when there are discrepancies regarding contract property between the COR and the contractor.

8.2.2 Contracting Officer’s Representative (COR) Responsibilities

The responsibilities of the Contracting Officer’s Representative (COR), as they relate to contract property in the possession of contractors, are to provide technical guidance and assistance to the CO as needed throughout the life of the contract. The COR is the Property Administrator, translated for FPS the PC for Contractor Acquired Property (CAP) or Government Furnished Property (FPS defines as Contractor Held Government Owned Property, (CHGP) shall:

• Provide all required information as outlined later in this chapter.

• Report the data from the Contractor in accordance with the requirements outlined in the FAR if stipulated that the contractor will manage the CHGP in their physical possession during the life of the contract.

• Ensure that all capital assets are entered into the SAMS to include those requirements of 6.3.1 of this manual.

The COR will verify to the APO in writing that all CHGP accountable property assets are correctly reported; that any acquisition, transfer or final disposition of property during the life of the contract is accurately recorded.

8.2.3 Contractor Responsibilities

Contractor responsibilities, as they relate to contract property, are detailed in the contract provision or FAR Part 45, and include the following specific requirements:

• Account for all contract property in their possession, whether CAP or GFP

• Maintain property control in the FPS approved property accountability system by ensuring that all property identified in the contract is executed to control, protect, preserve, maintain and report all contract property

• Maintain and make available records of all contract property until relieved of such responsibilities by the CO or COR in writing

• Report LDD property using chapter 7 of this manual or unneeded contract property as soon as it becomes known to the COR
• Conduct periodic physical inventories and reporting the results to the COR quarterly and no later than September 30 of each year, and at the completion of the contract

• Submit monthly property financial reports no later than the 15th of each month following each quarter, by September 15 and at the completion of the contract.

Note: All Capitalized accountable property assets whether contractor or government held will be entered into the system of record.

8.3 ACQUISITION

In accordance with FAR 45-107 (a) Contract Clauses and FAR 52.245-1 Government Property is the basic policy of the Government that all property required for the performance of its contracts should be furnished by the contractor. However, when it becomes necessary or desirable for the Government to furnish property (i.e. GFP), or when the contractor is authorized to acquire property at the Government’s expense (i.e. CAP), procedures must be implemented to ensure that adequate contract provisions are established to protect, account for, and maintain such property. Based on several considerations, including the requirements listed in the FAR, the CO will determine whether to provide the property to the contractor as GFP or to authorize the contractor to acquire property for the performance of the contract.

Government-Furnished Property

GFP required for the performance of the contract must be clearly identified in the contract. Refer to HSAM Chapter 3045.3 and FAR Part 45.3 for reasons for providing Government property to a contractor. GFP can be acquired through Government excess inventories (either DHS’ or other Federal agencies’), and/or Government supply sources. The CO should coordinate with the FPS NUO to determine if suitable excess property is available for contractor use.

When contractors are furnished with Government property to be used at contractor facility, DHS barcode tags may remain on the assets. The contractor is then responsible for the property until it is returned to the Government. In all GFP cases, the Government retains title to the property. If it has been determined that at the end of the period of performance of a contract the property will not be returned or held by the US Government, the CO along with the PC and APO are responsible to ensure that all barcodes are removed, and that any US Government identification is thoroughly obliterated from the accountable asset.

Contractor-Acquired Property

Acquisition of contract property must be authorized under the Government property provision listed in the contract and the FAR. Once the contractor’s property requirements have been contractually authorized, action must be taken to acquire the property. Methods of acquisition for CAP include:

• Property purchased by the contractor for the performance of the contract
- Leased property

After the contractor has acquired the property, it must be received, identified with contractor property tags (as required) and recorded in the contractor’s property control system. The vesting of the title to the property depends on the contract type and the title provisions included in the contract.

8.4 ACCOUNTABILITY AND MANAGEMENT OF CONTRACT PROPERTY

The contractor is directly responsible and accountable for all contract properties in their possession in accordance with the requirements of their contract; this also includes contract property in the possession or control of a subcontractor. The contractor shall establish and maintain a system to control, protect, preserve, and maintain all contract property it is responsible for.

8.4.1 Contractor’s Property Control System

The CO or COR must ensure that the contractor’s property management control procedures provide for the following functional elements in accordance with DoD Manual for the Performance of Contract Property Administration: This information will be recorded in the FPS personal property management system of record:

- Property management
- Acquisition
- Receiving
- Identification (barcoding)
- Records
- Movement
- Storage
- Physical inventories
- Reports of LDD property
- Consumption
- Utilization
- Maintenance
- Subcontractor control
• Disposition

• Contract property closeout

This will be maintained quarterly with coordination from Contractor to COR updated to include any supporting documentation. The APO will be informed of any changes that occur in the system of record.

8.4.2 Listing Government-Furnished Property (GFP) in the Contract

When providing GFP to a contractor, the CO and the COR must ensure that the property is properly identified in the contract, and that a copy of the contract is provided to the contractor. The CO will maintain a current list of all GFP accountable to the contract. Modification or amendments to the contract will be handled at the discretion of the CO.

8.4.3 Contractor Receipt of Contract Property

When Government property is initially furnished by the Government, or acquired by the contractor and placed in their control or custody, the contractor becomes accountable and responsible for that property until relieved in writing by the CO.

8.4.4 Use of Contract Property

It is the contractor’s responsibility to use contract property as it was authorized, and for the purpose intended. In the event the contractor uses contract property without written authorization from the CO, the contractor may be liable for rental, without credit, of such items for each month or part of a month in which such unauthorized use occurs.

It is the COR’s responsibility to advise the CO of any known unauthorized use of contract property. The only exception is that the CO may, in writing, waive the contractor’s liability for such unauthorized use if he/she determines that without such a waiver a gross inequity would result.

8.4.5 Reporting Contract Property

The contractor shall submit an annual financial report using DHS Form 700-5 to the COR no later than September 15 of each year, and at the completion of the contract. All CHGP capitalized personal property will be entered into the system of record. The following property classifications below shall be reported as directed by the CO:

• Land and rights therein

• Other real property, including utility distribution systems, buildings, structures, and improvements thereto

• Plant equipment
End-of-contract reporting also includes certifying that a zero balance for contract property exists on the contract.

8.4.6 Conducting Physical Inventories of Contract Property

The contractor is responsible for conducting an annual physical inventory of contract property it is accountable for, and for reconciling any discrepancies discovered as a result of the inventory. The contractor shall maintain current records of all contract property and provide the COR with copies of the inventories conducted for each contract administered, including subcontractors’ inventories. The COR should review and monitor physical inventories.

The contractor shall submit to the COR an annual physical inventory report no later than September 15 of each year, and at the completion of the contract. This reporting requirement is driven by FAR 45.508, “Physical Inventories.” It covers all categories of contract property and shall include the following:

- An itemized listing that identifies all discrepancies
- A signed statement that the physical inventory was completed as of a certain date
- A statement the official property records agree with the physical inventory, except for the discrepancies noted
- Inventory results on a quantitative and monetary basis by category of property, if requested by the CO in accordance with FAR 45.508-3, “Quantitative and Monetary Control.”

8.4.7 Liability for Loss, Damage, or Destruction of Contract Property

Unless otherwise provided by the contract, the contractor is liable for the LDD of contract property, except for normal wear and tear and found to be the result of willful neglect. The COR will provide assistance, if needed, in establishing a control system to ensure that adequate safeguards are in place to prevent LDD of contract property. Any occurrence of LDD must be investigated and fully documented by the COR, who will promptly notify the CO.

The contractor shall submit a report of any incident of LDD contract property to the COR in accordance with FAR 45.504, “Contractor’s Liability,” as soon as it becomes known.
8.4.8 Transfer of Contract Property through Contract Modification

Contract property may be transferred to another contractor when authorized in the schedule or in specifications within the contract, or as authorized by the CO. Transfers should be accomplished according to instructions in the contract, or in the absence of complete instructions in the contract. Documentation pertaining to the transfer should be forwarded to the COR and then to the CO for equitable adjustment of the gaining contract and any other required action. Transfers should not be performed unless authorized in the gaining contract, and the property is no longer required on the losing contract.

8.4.9 Disposal of Contract Property

Disposal of contract property can occur under the following circumstances:

- Completion of the work under the contract
- Contract closeout
- Contract ‘Termination for Default’ (T for D) by the contractor, or contract ‘Termination for Convenience’ (T for C) of DHS
- At any time during the course of the contract when the property is no longer serviceable or needed for the purpose for which it was intended, or for another use under the contract
- When contract property is removed from a contract at contract closeout and accountability is transferred to DHS.

Note: The COR must notify the appropriate APO when the property is transferred back to DHS so that it can be identified (properly tagged) and recorded in the personal property management system.

The contractor shall submit plant clearance schedules (SF-1400 series) or use the Plant Clearance Automated Reutilization Screening System (PCARSS) process for submitting unneeded contract property accountable under each contract to the COR for disposal instructions. This includes contract property located at subcontractor plants and alternate locations.

The DHS screening period begins upon the plant clearance officer’s acceptance of the contractor’s inventory disposal schedule, Standard Form 1428. Standard screening is 46 days and for special screening; if DHS has exhausted all requirements for the standard screening and there is no further need for the property and the contractor has expressed an interest in using or acquiring the property; the inventory disposal schedule shall be annotated. If the property is contractor-acquired or produced and the contractor or its subcontractor has expressed an interest in acquiring the property, and no other party expresses an interest during DHS or GSA screening, the property may be sold to the contractor or subcontractor at acquisition cost. See FAR 45.602-3, Screening, for specific details involved in the screening process.
8.4.10 Disposal Methods for Contract Property

- The following disposal methods are available to the contractor, but can only be used as authorized in writing by the COR:
  - Contractor may request to purchase the property at the original acquisition cost
  - Contractor shall make reasonable efforts to return unused property to the appropriate supplier at fair market value (less, if applicable, a reasonable restocking fee that is consistent with the supplier’s customary practices)
  - Transfer to another Government contract under the contractor’s control
  - Abandonment, destruction, or donation of surplus property (FAR 45.604-2)
  - Sale of surplus property (FAR 45.604-3)
  - Scrap, if property is scrap, and in accordance with the contractor’s approved scrap procedure (FAR 45.606-1)
  - Reuse within the owning agency
  - Reuse within the Federal Government
  - Transfer of property, with GSA approval, to other Federal agencies that have expressed a need for the property
  - Transfer of educationally useful equipment to schools and nonprofit organizations (see Section 5.5).

8.4.11 Disposal Methods for Sensitive or Specialized Contract Property

The following types of sensitive or specialized property shall be disposed of in accordance with applicable Government regulations:

- Classified items
- Nuclear materials
- Non-nuclear hazardous materials or hazardous wastes
- Property that contains precious metals or requires demilitarization
- Property physically located outside the US or its possessions.
8.4.12 Certification at Contract Closeout

The contractor shall certify to the COR that a zero balance exists for all contract property under its prime contract and any of its subcontractors' contracts. A zero balance means all property has been transferred or disposed of on the contract, and all contract records reflect zero quantities. This certification statement shall accompany the contractors' final closeout and property financial report on DHS Form 700-5.
## APPENDIX A – KEY ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;LM</td>
<td>Asset &amp; Logistics Management</td>
</tr>
<tr>
<td>APO</td>
<td>Accountable Property Officer</td>
</tr>
<tr>
<td>CAP</td>
<td>Contractor-Acquired Property</td>
</tr>
<tr>
<td>CFL</td>
<td>Computers for Learning</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CHCO</td>
<td>Chief Human Capital Officer</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>CO</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>COMSEC</td>
<td>Communications Security</td>
</tr>
<tr>
<td>CoS</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officer’s Representative</td>
</tr>
<tr>
<td>PC</td>
<td>Custodial Property Officer</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>EO</td>
<td>Executive Order</td>
</tr>
<tr>
<td>E&amp;LR</td>
<td>Employee &amp; Labor Relations</td>
</tr>
<tr>
<td>FACTS</td>
<td>Firearms, Armor, and Credentials Tracking System</td>
</tr>
<tr>
<td>FAR</td>
<td>Federal Acquisition Regulation</td>
</tr>
<tr>
<td>FMR</td>
<td>Federal Management Regulations</td>
</tr>
<tr>
<td>FPS</td>
<td>Federal Protective Service</td>
</tr>
<tr>
<td>GFP</td>
<td>Government Furnished Property</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>HDER</td>
<td>Homeland Defense Equipment Reuse</td>
</tr>
<tr>
<td>HSAM</td>
<td>Homeland Security Acquisition Manual</td>
</tr>
<tr>
<td>HSAR</td>
<td>Homeland Security Acquisition Regulation</td>
</tr>
<tr>
<td>IAA</td>
<td>Interagency Agreement</td>
</tr>
<tr>
<td>ICPM</td>
<td>Interagency Committee for Property Management</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>LDD</td>
<td>Lost, Theft, Damage, or Destruction</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>MD</td>
<td>Management Directive</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>NCIC</td>
<td>National Crime Information Center</td>
</tr>
<tr>
<td>NCR</td>
<td>National Capital Region</td>
</tr>
<tr>
<td>FPS</td>
<td>Federal Protective Service</td>
</tr>
<tr>
<td>NUO</td>
<td>National Utilization Officer</td>
</tr>
<tr>
<td>OCS</td>
<td>Office of Compliance &amp; Security</td>
</tr>
<tr>
<td>OGC</td>
<td>Office of the General Counsel</td>
</tr>
<tr>
<td>OIG</td>
<td>Office of the Inspector General</td>
</tr>
<tr>
<td>OPO</td>
<td>Office of Procurement Operations</td>
</tr>
<tr>
<td>PL</td>
<td>Public Law</td>
</tr>
<tr>
<td>PMO</td>
<td>Property Management Officer</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PR</td>
<td>Procurement Request</td>
</tr>
<tr>
<td>NUO</td>
<td>Property Utilization Officer</td>
</tr>
<tr>
<td>RLA</td>
<td>Revocable License Agreement</td>
</tr>
<tr>
<td>SASP</td>
<td>State Agency for Surplus Property</td>
</tr>
<tr>
<td>SF</td>
<td>Standard Form</td>
</tr>
<tr>
<td>SRD</td>
<td>Surplus Release Date</td>
</tr>
<tr>
<td>WCF</td>
<td>Working Capital Fund</td>
</tr>
</tbody>
</table>
APPENDIX B – GLOSSARY

Accountable Area: A jurisdiction that an Accountable Property Officer is assigned accountability for; generally, correlates to the FPS office or division level, as defined by the office Chief of Staff in consultation with the FPS Property Management Officer.

Accountable Personal Property: Non-expendable personal property with an acquisition cost of $5,000 or more, and capitalized, leased, and sensitive personal property; subject to life cycle management and recording in the personal property management system Any revision to Management Directive 119-3, “Personal Property Management,” will supersede this definition.

Accountable Property Officer: A Government employee assigned to FPS that is responsible for the overall accountability of personal property assigned to his/her accountable area.

Acquisition: To obtain personal property through purchase, fabrication, lease, or transfer (from other FPS offices, DHS components or Federal agencies).

Board of Survey: A standing committee of nine members that is responsible to investigate incidents of lost, damaged, or destroyed personal property within FPS.

Capitalization: Recording and carrying forward an expense into one or more future periods, which results in expensing an asset over the remainder of its useful life by matching the benefit, gained from that expenditure, with the associated cost.

Capitalized Personal Property: Non-expendable personal property that has an estimated useful life of two years or more and has an acquisition cost of $50,000 or more; the property’s value is depreciated over the course of its useful life. Any revision to Management Directive 1120.1, “Capitalization and Inventory of Personal Property,” will supersede this definition.

COTS Software: Commercial Off the Shelf - Software acquired by government contract through a commercial vendor. This software is a standard product, not developed by a vendor for a particular government project.

Contracting Officer: A Federal employee with the warranted authority to enter into, administer, or terminate contracts; make related determinations and findings; and appoint Contracting Officer’s Technical Representatives. This individual is also authorized, by virtue of position or by appointment, to perform the functions assigned by the Federal Acquisition Regulation and the Homeland Security Acquisition Regulation.

Contracting Officer’s Representative: A Federal employee, designated in writing by the Contracting Officer, who is appointed to perform technical functions under the contract, including inspection and acceptance of supplies or services.

Contractor-Acquired Property: Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Controlled Property: Non-accountable personal property is not subject to the same standards as accountable personal property, but it still requires administrative controls over its use.
Custodial Area: A subdivision of an accountable area that a Custodial Property Officer is assigned accountability for; the area could be defined by physical characteristics or based on program requirements.

Custodial Property Officer: A Government employee assigned to FPS responsible for performing daily personal property management functions for the custodial area to which he/she is assigned.

Custodial Record: Written or electronic documentation that correlates to the official property record in the personal property management system for each item of accountable personal property maintained by a Custodial Accountable Officer; can take the form of DHS or GSA forms that authorize such transactions as transfers, physical movement, and final disposition, and other records such as maintenance reports.

Dangerous Property: Items of harmful potential, such as weapons, ammunition, and dual-use property that can be converted to terrorist use.

Data Storage Device: A device used for recording (storing) information (data).

Depreciation: The systematic rational allocation and periodic accounting entries made in the financial records to reflect decreases in the value of property through age, wear, deterioration, or obsolescence over its estimated useful life.

DHS barcode tag: Decal affixed to accountable personal property to uniquely identify it with a barcode number and as DHS property.

DHS component: Any other agency/directorate that is part of the Department of Homeland Security (e.g., US Coast Guard, US Secret Service, Science & Technology Directorate).

Disposal Condition Code: General Services Administration (GSA)-established standard assigned to a property asset indicating its physical condition.

Disposition: That action taken to physically transfer property from one’s accountability.

Excess Personal Property: 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.

Expendable Personal Property: Personal property that, regardless of acquisition cost, is consumed, loses its identity, or becomes an integral part of other property, and is charged to an expense account when issued for use or at time of receipt (e.g., office supplies).

Government-Furnished Equipment: Property that is acquired directly by the government and then made available to the contractor for use.

Government-Furnished Property: Property in the possession of, or directly acquired by, the Government, which has title, and subsequently made available to the contractor in the performance of a contract.

Hazardous Property: Personal property components or material that are deemed hazardous, chemical substances or mixtures, or hazardous waste as defined under the Hazardous Materials Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control
Act. Such items are recognized by material safety data sheets or hazardous material information sheets.

Idle Personal Property: Personal property that is neither being used nor has an expected future use.

Internal Use Software: Software that is purchased from commercial vendors “off-the-shelf,” internally developed, or contractor-developed solely to meet the entity’s internal or operational needs. Software includes the application and operating system programs, procedures, rules, and any associated documentation pertaining to the operation of a computer system or program. Normally, software is an integral part of an overall system or systems having interrelationships between software, hardware, personnel, procedures, controls, and data.

Leased Personal Property: Personal property acquired by DHS through a lease from an entity following current Department leasing guidelines and orders.

Life Cycle: Four phases of an asset from “Cradle to Grave” that consist of (1) determination of need, (2) Acquisition, (3) Accountability and Maintenance, (4) Reutilization and Disposition.

Life Cycle Management: All direct costs associated with a program and indirect costs that can be linked to a program. Life cycle management includes certifications of reviewing officials on all relative documentation.

Maintenance: The act of cleaning, servicing, and repairing equipment to ensure that items are in operational condition.

Micro-Purchase: An acquisition of supplies or services using a DHS purchase card, the aggregate amount of which does not exceed the micro-purchase threshold (currently $10,000.00).

Movement: Property remaining within the same accountability jurisdiction, and thus under the control of its current property custodian but undergoing a change in physical location.

Non-Accountable Property: Property that does not meet the criteria for accountable property, i.e., the property’s acquisition cost is below $5,000, it does not meet the standards for sensitive property, or it is expendable.

Object Classification Codes: A uniform financial classification used in all Federal Government transactions to describe the type of goods or services purchased, (e.g., contractor compensation, supplies, material, and equipment) in order to relate the purchase to the agency’s budget.

Pecuniary Liability: The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property.

Personal Property: Any property, except real property. The term excludes records of the Federal Government and naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines.

Personal Property Management System: Computer database used to record relevant data for accountable personal property; some systems also allow the user to perform other personal property management-related functions (e.g., transfer).
Physical Inventory: A physical count of items for the purpose of verifying the actual items on hand against those recorded in the personal property management system; consists of sighting, viewing, tagging or otherwise marking, determining condition, describing, reconciling of exceptions, recording, and reporting inventory completion.

Property Management Officer: A Government employee assigned to FPS, responsible for management of the FPS Asset Management program, and compliance with Federal and DHS-issued policy and regulations.

Property Officer: Appointed Government employee who is responsible for the management of personal property within FPS. Property Officer positions include Property Management Officer, Accountable Property Officer, Custodial Property Officer, and Property Utilization Officer.

Property Utilization Officer: A Government employee assigned to FPS, responsible to promote the use of available excess personal property and interact as necessary with the General Services Administration in the administration of the Federal excess property disposition program.

Purchase Card: Used by purchase cardholders to make micro-purchases (under $10,000) in accordance with Management Directive 0760, “Government Purchase Card Program.”

Purchase Cardholder: A Government employee who is a warranted Contracting Officer or to whom a delegation of procurement authority has been given and a purchase card issued.

Real Property: Land, together with the improvements, structures, and fixtures located thereon. It includes equipment attached to and made part of buildings and structures, such as heating or air conditioning systems, but not movable equipment, such as plant equipment.

Reconciliation: The process of getting individual property records in the personal property management system fully consistent with the actual status of the personal property, including the asset’s physical location, actual acquisition cost, etc.

Sensitive Property: Personal property that includes, but is not limited to, the following property categories:

Dangerous and hazardous property

Firearms

Property with data storage capability

Inherently portable property and property that can easily be converted for private use or has a high potential for theft

All property authorized for processing and/or storing classified information.

Sensitive property is considered accountable, regardless of acquisition cost.

Surplus Property: Excess personal property no longer required by the Federal agencies, as determined by the General Services Administration.
Surplus Release Date: Normally 21 days after being reported as excess to the General Services Administration, the date upon which the property will be available for donation after being screened by the Federal agencies.

Transfer: A change in accountability jurisdiction, and thus a change in property custodian (i.e., within FPS, or to another DHS component or Federal agency).

Useful Life: The normal operating life of an asset in terms of utility to the owner.

Utilization: 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.

Willful Neglect: Intentional failure of the involved employee(s) to exercise the degree of precaution, attention, and vigilance needed to protect Government interests.
# APPENDIX C – DHS FORMS

**DHS FORM 200-2, REPORT OF SURVEY**

**DEPARTMENT OF HOMELAND SECURITY**

**REPORT OF SURVEY**

*See instructions on reverse*

**TO: Personal Property Management Staff**

<table>
<thead>
<tr>
<th>1. OFFICE</th>
<th>2. COST CENTER</th>
<th>3. CONTACT &amp; PHONE NO. (Property Custodian)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. ITEM DESCRIPTION (include Manufacturer and Model Number)</th>
<th>5. BARCODE NUMBER</th>
<th>6. MFR'S SERIAL NO.</th>
<th>7. UNIT COST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. EQUIPMENT LISTED ABOVE WAS (Check appropriate box)</th>
</tr>
</thead>
</table>

- STOLEN
- DAMAGED
- DESTROYED
- LOST
- OTHER (Specify)  

Circumstances (Continue on separate sheets if necessary)

<table>
<thead>
<tr>
<th>9. SIGNATURE OF RESPONSIBLE INDIVIDUAL</th>
<th>10. DATE</th>
<th>11. SIGNATURE OF PROPERTY CUSTODIAN</th>
<th>12. DATE</th>
</tr>
</thead>
</table>

**13. To Be Completed by OE Executive/Administrative Officer**

A. ACTION RECOMMENDED TO PREVENT RECURRENCE OF INCIDENT (Continue on separate sheets if necessary)

<table>
<thead>
<tr>
<th>B. NAME AND TITLE</th>
<th>C. SIGNATURE</th>
<th>D. DATE</th>
</tr>
</thead>
</table>

**14. Recommendations - By Personal Property Management Staff/Board of Survey/Other Reviewing Activity**

- All individuals should be relieved of accountability and responsibility for property listed on this report.
- The responsible individual is still considered accountable. This report will be retained for possible disciplinary (or other) action.

<table>
<thead>
<tr>
<th>15. Personal Property Management Staff Use Only</th>
</tr>
</thead>
</table>

- Approved as Recommended
- Disapproved
- BOS Recommendation

<table>
<thead>
<tr>
<th>REPORT OF SURVEY NUMBER</th>
<th>SIGNATURE AND TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

DHS Form 200-2 (10/04)
Instructions for Preparation of DHS Form 200-2

The Property Custodian (PC) is responsible for preparing or coordinating the preparation of Reports of Survey to document the circumstances of each incident.

Block 1: The Organizational Element (OE) reporting property which was stolen, damaged, destroyed, lost, or unavailable for official use.

Block 2: The Cost Center where property is assigned.

Block 3: The Property Custodian's name and phone number.

Block 4: Item Description - Enter the correct nomenclature of the item(s) reported. Descriptions should be accurate and sufficient for identification.

Block 5: The barcode number assigned to this equipment.

Block 6: The manufacturer's serial number of this equipment.

Block 7: Unit Cost - Enter the acquisition cost per unit (not the fair market or depreciated values).

Block 8: Circumstances - Enter check mark indicating whether property was stolen, damaged, destroyed, lost, or otherwise lost to Government use. Enter a concise and accurate statement of the situation, including the date and place of loss or damage. All individuals directly concerned must be indicated by name and telephone number, and immediate activity (or address if the individual is not an employee). Refer to exhibits by consecutive capital letter designator (for example, Exhibits A to D refer to four consecutive exhibits attached). If space on form is insufficient, please use additional sheets.

Block 9: Signature of Responsible Individual - The employee who is identified as the user of the property.

Block 10: Date - The date the Responsible Individual signed.

Block 11: Signature of Property Custodian - PC signs this block.

Block 12: Date - Date the PC signs.

Block 13: The OE Executive/Administrative Officer recommends any actions which would likely prevent a recurrence of this incident.

The DHS Form 200-2 is forwarded to the Personal Property Management Staff for further action.

Block 14: Recommendations - If a Board of Survey is recommended by the Personal Property Management Staff, the Board will be convened and make recommendations concerning the accountability of the individual. Although this form may be used to recommend pecuniary liability or disciplinary action (if appropriate), personnel actions must be initiated separately.
**DHS FORM 560-1, CUSTODY RECEIPT FOR PERSONAL PROPERTY/PROPERTY PASS**

**DESCRIPTION OF PROPERTY** (Include make, model, serial number, barcode number)

<table>
<thead>
<tr>
<th>PROPERTY ISSUED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME (LAST, FIRST, MI)</td>
</tr>
<tr>
<td>BUILDING / ROOM</td>
</tr>
<tr>
<td>PROPERTY OWNER (Choose Owner from drop-down list)</td>
</tr>
</tbody>
</table>

**FOR GOVERNMENT-OWNED PROPERTY**

The property recipient will be relieved of accountability for this property by surrendering it to the Property Custodian in exchange for this receipt upon demand, transfer, or separation from the Government. The property must be surrendered to the Department immediately upon request.

I understand that I am personally responsible for the property identified above, and that I may be held pecuniarily liable for its loss or damage, unless otherwise relieved of responsibility by Board of Survey action.

I understand that the property is FOR OFFICIAL USE ONLY and it may not be transferred except by return to or approval of the issuing official.

**SIGNATURE OF PROPERTY RECIPIENT**

**DATE**

**ISSUING OFFICIAL (Typed or Printed Name & Signature)**

**DATE**

**PROPERTY MAY BE REMOVED FROM THE PREMISES?**  YES  (Choose YES or NO from drop-down list)

**REMOVAL AUTHORIZED/RESTRICTED BY**

**SIGNATURE OF AUTHORIZING OFFICIAL**

---

DHS Form 560-1 (3/05)

Distribution of Copies:

- Original – Issuing Official
- Copy 1 – Office of Asset Management/Administrative Services
- Copy 2 – Property Recipient
INSTRUCTIONS FOR COMPLETING DHS FORM 560-1, CUSTODY RECEIPT FOR
PERSONAL PROPERTY/PROPERTY PASS

General. This form must be prepared by a Property Custodian or other Authorized Official for all
controlled personal property that is issued for individual use. It is also used to authorize the removal of
privately-owned property from a Government facility.

Explanation of blocks. Fill in as follows:

1. Complete description of the property, including make, model, serial number and barcode number.
2. Name of individual receiving property or the owner of the property (for privately-owned property).
3. Property recipient’s organizational component.
4. Building name (or address) and room number of property recipient.
5. Office telephone number of property recipient.
6. E-mail address of property recipient
7. Choose the property owner from the drop-down list.
8. Date by which the property must be returned, or the last day privately-owned property may be
   removed from the premises.
9. Signature of property recipient.
10. Date signed by property recipient.
11. Printed name and signature of Property Custodian, Accountable Officer, or other Issuing Official.
12. Date signed by Issuing Official.
13. Choose Yes or No from the drop-down list to indicate whether the property may be removed from
    the premises.
14. Use the drop-down list to choose the name of the official who authorized or restricted the removal
    of the property. The Authorizing Official must also sign the Custody Receipt.

Note: For Government-owned property, all blocks must be filled in.
For privately-owned property, fill in the blocks in the “Property Issued To” section, choose Yes
(Property may be removed from the premises), and enter name/signature of authorizing official.

Distribution of Copies. The original signed copy shall be retained by the Issuing Official. One copy must
be forwarded to the Office of Asset Management, Administrative Services, Management Directorate. A
second copy shall be retained by the property recipient as evidence of authorization to remove the
property from the premises.
DHS FORM 560-3, PROPERTY TRANSFER RECEIPT

DEPARTMENT OF HOMELAND SECURITY

PROPERTY TRANSFER RECEIPT

FROM

RELEASING OFFICE (Name and Address)

TO

RECEIVING OFFICE (Name and Address)

CUSTODIAN (Name and Phone Number)

CONSIGNEE (Name and Phone Number)

TERMS OF TRANSFER (Describe conditions or reason for the transfer)

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>DESCRIPTION OF PROPERTY (include make, model, serial number, barcode number)</th>
<th>QUANTITY</th>
<th>UNIT VALUE</th>
<th>TOTAL VALUE</th>
</tr>
</thead>
</table>

TOTAL

SHIPPING INSTRUCTIONS

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELEASED</td>
<td>SIGNATURE</td>
<td>TITLE</td>
<td>DATE</td>
</tr>
<tr>
<td>RECEIVED</td>
<td>SIGNATURE</td>
<td>TITLE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

DHS Form 560-3  (3/05)
INSTRUCTIONS FOR COMPLETING DHS FORM 560-3, PROPERTY TRANSFER RECEIPT

DHS Form 560-3, Property Transfer Receipt, is used to document the transfer of property from one organizational element to another within the Department. It is used whenever property is being transferred on a permanent or temporary (loan) basis.

The Releasing Office (Property Custodian or Accountable Property Officer) completes the form and sends it to the Receiving Office. The Receiving Office (Property Custodian or Accountable Property Officer) signs the form, keeps a copy for his/her records, and sends the signed original back to the Releasing Office.
DHS Form 700-20, Procurement Request

DEPARTMENT OF HOMELAND SECURITY

PROCUREMENT REQUEST

Read Instructions on Page 3

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, E-MAIL, AND ROUTING SYMBOL OF PERSON TO CONTACT

2. TYPE OF REQUEST (Check One)
   A. [ ] NEW REQUEST
   B. [ ] CHANGE TO PENDING PR NO.
   C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

3. ORIGINATING OFFICE DATA

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

5. APPROVALS

<table>
<thead>
<tr>
<th>APPROVING OFFICIALS</th>
<th>ROUTING SYMBOL (B)</th>
<th>DATE (C)</th>
<th>INTERNAL ROUTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(D)</td>
<td>(E)</td>
<td></td>
</tr>
</tbody>
</table>

1. AUTHORIZED REQUISITIONER

2. ACCOUNTING CERTIFICATION OFFICER

3. [ ]

4. [ ]

7. DATE(S) SIGNED

8. GOVERNMENT FURNISHED PROPERTY
   [ ] YES [ ] NO (If “Yes” see par. 8 of instructions on page 3)

9. DESCRIPTION OF ITEMS OF SERVICES

<table>
<thead>
<tr>
<th>ITEM NO. (A)</th>
<th>ITEM OR SERVICE (include Specifications and Special Instructions) (B)</th>
<th>QTY (C)</th>
<th>UNIT (D)</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

$0.00

10. ACCOUNTING DATA

SYSTEMS DATA

[ ] 1ST [ ] 2ND [ ] 3RD [ ] 4TH

TOTAL $0.00

<table>
<thead>
<tr>
<th>AGENCY CODE</th>
<th>APPN CODE</th>
<th>LM CODE</th>
<th>ABC CODE</th>
<th>AGY</th>
<th>DYS</th>
<th>PROG ELEMENT</th>
<th>OBJECT CLASS</th>
<th>DOCUMENT NUMBER</th>
<th>PROJECT</th>
<th>ACCOUNTING AMOUNT</th>
</tr>
</thead>
</table>

DHS Form 700-20 (12-03)
DEPARTMENT OF HOMELAND SECURITY
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
PERSONAL PROPERTY OFFICER DESIGNATION MEMORANDUM

To: ___________________________ Date: ___________________________
(For all designations. Print or Type Name and Title of Official)
☐ Chief Administrative Officer, Department of Homeland Security
    (For PMO and NUO designations only)

From: ___________________________
(Print or Type Name and Title of Nominating Official)
I hereby nominate the below individual to fill the designation(s) as indicated, and affirm that the nominee has successfully completed the required training to serve in the position(s) selected:

(Print or Type Name and Title of Nominee)

Select one or more designations below:
☐ Property Management Officer (PMO) ☐ Accountable Property Officer (APO) ☐ National Utilization Officer (NUO) ☐ Local Property Officer (LPO) ☐ (Other: Designate Component Equivalent)

Component and Office: ___________________________
Specific area of responsibility: ___________________________

Property Officer nominations and approvals shall be executed as follows:
1. Nominating Official shall be an authorized official in accordance with Component policy and procedures.
2. PMO and NUO nominations shall be approved by Component Head or delegated authority.
3. APO designation shall be approved by PMO or higher authority.
4. LPO designation shall be approved by APO, equivalent, or higher authority.

A copy of the approved and executed designation memos for PMO and NUO shall be forwarded to DHS OCAO.

By signing this document, the Nominee accepts and acknowledges the duties and responsibilities of the assignment and fully agrees to abide by the DHS Personal Property Asset Management Program policy and guidance, and any supplemental Component policy and guidance.

This designation is effective upon the endorsement of the Final Approving Official

__________________________________________  ___________________________________________  ___________________________
Incoming Nominee (Print Name & Title)  Incoming Nominee (Signature)  Date

__________________________________________  ___________________________________________  ___________________________
Nominating Official (Print Name & Title)  Nominating Official (Signature)  Date

Additional Officials as procedurally required

__________________________________________  ___________________________________________  ___________________________
Official (Print Name & Title)  Official (Signature)  Date

__________________________________________  ___________________________________________  ___________________________
Official (Print Name & Title)  Official (Signature)  Date

__________________________________________  ___________________________________________  ___________________________
Official (Print Name & Title)  Official (Signature)  Date

__________________________________________  ___________________________________________  ___________________________
Final Approving Official (Print Name & Title)  Final Approving Official (Signature)  Date

DHS Form 563 (11/11)
## APPENDIX D – GSA FORMS

### SF-120, REPORT OF EXCESS PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>Item No. (a)</th>
<th>Description (b)</th>
<th>Condition (c)</th>
<th>Unit (d)</th>
<th>Number of Units (e)</th>
<th>Acquisition Cost (f)</th>
<th>Total (g)</th>
<th>Fair Value % (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**STANDARD FORM 120 REV. APRIL 1967 FEDERAL**

**PREVIOUS EDITION USABLE**
SF-122, TRANSFER ORDER EXCESS PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>1. ORDER NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. TO: General Services Administration*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. ORDERING AGENCY (Full name and address)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. HOLDING AGENCY (Name and address)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. SHIP TO: (Consignee and destination)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. LOCATION OF PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. SHIPPING INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. APPROPRIATION SYMBOL AND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. ALLOTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. GOVERNMENT BLD. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. PROPERTY ORDERED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GSA AND HOLDING AGENCY NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>(Include item name, FSC Group and Class, Condition code and, if available, National Stock Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(w)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACQUISITION COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(f)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g)</td>
</tr>
</tbody>
</table>

| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| 0.00 |
| $0.00 |

<table>
<thead>
<tr>
<th>14. GSA APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Include ZIP Code
SF-123, TRANSFER ORDER SURPLUS PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>2. TYPE OF ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE AGENCY</td>
</tr>
</tbody>
</table>

| 3. SURPLUS RELEASE DATE |

| 4. SET ASIDE DATE |

| 5. NON-REPORTABLE |
| REPORTABLE |

| 6. TOTAL ACQUISITION COST |

| 7. TO |
| GENERAL SERVICES ADMINISTRATION |

| 9. HOLDING AGENCY (name and address)* |

| 10. FOR GSA USE ONLY |

| SOURCE CODE |

| STATE |
| CITY |

| TYPE OF DONATION |
| ADJUSTED ALLOCATION CODE |

| 11. PICKUP OR SHIPPING INSTRUCTIONS* |

| 12. SURPLUS PROPERTY LIST |

| LIST NO. |
| IDENTIFICATION NUMBER(S) |
| DESCRIPTION |
| DEMIL CODE |
| COND. CODE |
| QUANTITY |
| UNIT |
| ACQUISITION COST |

| 13. TRANSFEREE ACTION |

| TRANSFEREE (name and address of State Agency, SES, or public airport)* |

| 14. ADMINISTRATIVE ACTION |

| DETERMINING OFFICER (DOD or FAA)* |

| 5. SIGNATURE OF DETERMINING OFFICER |
| 6. SIGNATURE OF HEAD OF THE SEA District or Regional headquarters |

| 7. DATE |

| GSA APPROVING OFFICER |
| 8. SIGNATURE OF APPROVING OFFICER |

| 9. DATE |

*Please include "ZIP codes" in all address blocks.

STANDARD FORM 123 (Rev. 6-82)
SF-126, REPORT OF PERSONAL PROPERTY FOR SALE

REPORT OF PERSONAL PROPERTY FOR SALE

1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)
2. REPORT NO.
3. DATE
4. FSC GROUP
5. TOTAL ACQUISITION COST

6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)
7. PROPERTY LOCATED AT

8. TO:
   General Services Administration

9. ACTIVITY WILL LOAD FOR PURCHASER
   (1) YES   (2) NO
   D. EXTENT (IF CHECKED "YES")

10. PROPERTY IS
    EXCHANGE SALE
    a. YES   b. NO

11. PROPERTY IS
    REIMBURSABLE
    a. YES   b. NO

12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)

13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)

14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER

15. UTILIZATION AND DONATION SCREENING
    REQUIREMENTS COMPLETED. PROPERTY IS
    AVAILABLE FOR SALE
    BY (SIGNATURE AND TITLE)

16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM NO. ASSIGNED BY GSA</th>
<th>COMMERCIAL DESCRIPTION AND CONDITION</th>
<th>UNIT</th>
<th>NUMBER OF UNITS</th>
<th>ACQUISITION COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED
18. RECEIPT OF REPORTS IS HEREBY ACKNOWLEDGED

SIGNATURE AND TITLE  DATE  SIGNATURE AND TITLE  DATE

FOR GSA INTERNAL USE ONLY


STANDARD FORM 126 (REV. 7/78)
Prescribed by GSA, PPMR (41 CFR) 101-46.303

D4
APPENDIX F – REFERENCES

Executive Order 12674, Principles of Ethical Conduct for Government Officers and Employees.

Executive Order 12731 Principles of Ethical Conduct for Government Officers and Employees.


Federal Acquisition Regulations (FAR), Title 48 CFR Chapter 45, “Government Property.”

Federal Management Regulations, Title 41 CFR Chapter 102 Amendment 2018-01.

Homeland Security Acquisition Regulation (HSAR).


APPENDIX G – PMB SUPPLEMENT DOCUMENTS

Report of Survey Checklist

FPS PROPERTY MANAGEMENT BRANCH

REPORT OF SURVEY (ROS) PACKAGE CHECKLIST v3.

☐ Box 1-13. Complete DHS forms 200-2

*Box 8A. Check appropriate box and state circumstances; Who, What, When, and How causative research was conducted to locate the asset and whether or not the asset contains PII, Sensitive or Classified information. Attach separate statement if necessary

☐ *Box 8B. Check appropriate box

☐ *Box 9. Responsible User signature as reflected in Sunflower

☐ *Box 11. Property custodian signature as reflected in Sunflower

☐ *Box 13A. Detailed statement of "action recommended to prevent recurrence of incident"

☐ *Box 13B. Signature of Regional Director or designated representative in writing by the Regional Director

☐ Copy of DHS Help desk Ticket for computers – validates not on network

☐ Copy of e-mail/memo from IT/WPOC for all lost or stolen wireless devices i.e., iPhone, BB, Mifi that service is deactivated or transferred

☐ Sunflower Screen Print: Supporting documents in support of asset & complete history page/s

☐ Signed End-User Hand Receipt. If no hand receipt is available provide explanation why there is none

☐ Police Report (3155) and the NCIC # is required on the 3155 for stolen sensitive assets

☐ Letter of Lateness for ROS that is submitted 10 days after the reported status in block 8A

Property Specialist/Custodian Signature

________________________________________
**Letter of Determination**

(Date)

**MEMORANDUM FOR:** Property Management Branch

**FROM:** (Property Officer Name and Program Office)

**SUBJECT:** Letter of Determination for Property Coded as Scrap (S) or Salvage (X)

1. Provide an explanation of why the property has been deemed as Scrap or Salvage; Example: uneconomically repairable, property is beyond its useful lifecycle of 7 years and is no longer operational and the cost to repair exceeds is commercial value, no commercial value, or the estimated cost of its continued care, handling and preparation exceeds its value.

2. Authority: This criteria and guidelines are set forth in 41 CFR 102-36. Abandonment or destruction of federal excess and surplus property must be documented properly and must meet all audit trail requirements for disposal in the most practical and economical method.

3. Scrap and Salvage Property:

<table>
<thead>
<tr>
<th>Barcode Number</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

________________________
# Certificate of Sanitization

## Certificate of Sanitization

### Person Performing Sanitization

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Location:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equipment Information

<table>
<thead>
<tr>
<th>Make/ Vendor:</th>
<th>Model Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial Number:</th>
<th>Barcode Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Type:</th>
<th>Source (i.e. user name or Property Custodian Name):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Data Backed Up:</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sanitization Details

<table>
<thead>
<tr>
<th>Method Type:</th>
<th>Clear</th>
<th>Purge</th>
<th>Damage</th>
<th>Destruct</th>
<th>Hard Drive Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method Used:</th>
<th>Degauss</th>
<th>Overwrite</th>
<th>Block Erase</th>
<th>Crypto Erase</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method Details:</th>
<th>Tools Used (include version):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verification Method:</th>
<th>Full</th>
<th>Quick Sampling</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Sanitization Classification:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equipment Destination

<table>
<thead>
<tr>
<th>Internal Reuse</th>
<th>External Reuse</th>
<th>Recycling Facility</th>
<th>Manufacturer</th>
<th>Other (Specify in details area):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Details: | |
|---------||

### ITFO/ WPOC Signature

I attest that the information provided on this statement is accurate to the best of my knowledge.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### APO/PS Validation

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Location:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Serial Number</th>
<th>Barcode</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

G4
ACCOUNTABLE PROPERTY OFFICER MONTHLY ACCOUNTABILITY CERTIFICATION

I certify that all Accountable Personal Property is accounted for and managed within the Sunflower Asset Management System (SAMS) in accordance with the FPS Personal Property Manual. I accept responsibility for all such property assigned to my jurisdiction as of the date indicated below.

(Signature)  (Date)

(Print Name)  (Print Title)

For the Month of __________ Year __________

Area of Jurisdiction: ____________________________________________

This certification is provided by exception for the following attached assets:
(See attached Memorandum of Exception).
<table>
<thead>
<tr>
<th>CHANGE NO.</th>
<th>DATE</th>
<th>AFFECTED PGS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>