ADS 547
Property Management of Information Technology (IT) Resources

Functional Series 500 – Management Services
ADS 547 – Property Management of Information Technology (IT) Resources

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ADS 547 - Property Management of Information Technology (IT) Resources

547.1   OVERVIEW
           Effective Date: 07/10/1998

This chapter provides the framework for worldwide property management of USAID's Information Technology (IT) resources.

*547.2   PRIMARY RESPONSIBILITIES
           Effective Date: 01/12/2006

a.   Property Management Officer (PMO)

In USAID/W, the **Director, Bureau for Management, Office of Information Resources Management (M/IRM/OD)** is the Property Management Officer (PMO) for Information Technology (IT) resources. The PMO is authorized to delegate to other officers (preferably members of the same staff), such as the Accountable Property Officer (APO) and the Property Disposal Officer (PDO), responsibility for the various other property management functions. (See **ADS 518, Personal Property Management (Domestic)**, and **ADS 534, Personal Property Management Overseas**, for more information.)

*In overseas locations, the **Executive Officer (EXO)** or **Agency principal officer** (if no EXO is assigned) is the PMO for IT resources, including leased IT resources. The PMO is responsible for all personal property management functions, including establishing internal policies and procedures for management and control of assigned personal property.   The PMO also ensures that these policies and procedures are implemented, and ensures compliance with Agency and government-wide authorities and guidelines. (See **ADS 534** and **14 FAM 411.2-1**.)

b.   Accountable Property Officer (APO)

*Bureau for Management, Office of Information Resources Management, Telecommunications and Systems Infrastructure (M/IRM/TSI) is responsible for budgeting, accountability, receipt, storage, issuance, recordkeeping, inventory, reporting, and certification of all records and reports on IT resources within the accountable area. (See **ADS 534** and **14 FAM 411.2-2a and 2-b**.)

c.   Property Disposal Officer (PDO)

*The **Chief, M/IRM/TSI** is the Property Disposal Officer (PDO) and is generally responsible for functions involving the disposal of IT equipment. (See **ADS 534** and **14 FAM 411.2-3c**.)

d.   The **head of each Agency organization** is responsible for appointing a Property Custodian with accountability for all computer hardware and software under the organization's control.

e.   The **Bureau for Management, Office of Information Resources Management (M/IRM)** is responsible for managing the maintenance of all USAID/W Operating Expense (OE) IT resources.

*f.   The **Acquisition Manager in M/IRM/TSI** is responsible for acquiring services and supplies with appropriated funds.

*g.   **Each Agency organization** is responsible for submitting to M/IRM/TSI, in writing, the names of primary and alternate Receiving Agents for IT resources.

*h.   The **Receiving Agents** and **Bureau Administrative Officers** are responsible for the receipt and inspection of IT resources.

i.   **Agency employees** are responsible for the proper custody, care, and effective use of IT resources issued for individual use.

*j.   The **Bureau for Management, Office of the Chief Financial Officer Central Accounting and Reporting Division (M/CFO/CAR)** for recording and accounting for capitalized asset, including IT capitalized software. (See **ADS 629.3.6**)

*Maintains the general ledger accounts for capitalized property and operating materials and supplies; (See **ADS 629.3.6**)

*Issues an annual data call to the appropriate offices requesting information on capitalized property, including IT property, and operating material and supplies.

*k.   The **Bureau for Management, Office of Acquisition and Assistance (M/OAA)** is responsible for providing copies of purchase orders of IT resources acquired by M/IRM.

547.3   POLICY DIRECTIVES AND REQUIRED PROCEDURES
Effective Date: 07/10/1998

547.3.1   Property Management of Information Technology (IT) Resources
Effective Date: 07/10/1998

USAID employees Agency-wide must ensure that IT resources, including commercial property leased or loaned to USAID, are consistently used in accordance with the Information Technology Management Reform Act (**Clinger-Cohen Act**). The other Federal laws and regulations cited in this chapter, along with the policies and procedures detailed in the chapter, are designed to ensure that IT resources are safeguarded against waste, loss, and misuse.

*547.3.1.1   Inventory of IT Resources
Effective Date: 07/25/2002

a.   Agency Inventory

USAID organizations Agency-wide must maintain an up-to-date inventory of IT resources under their direct control.

*IT Specialists in USAID/W and EXOs overseas are responsible for maintaining this accurate inventory of IT resources. M/IRM/TSI conducts physical inventories once a year. IT Specialists must immediately process all inventory changes (receipt of additional resources, internal transfers, or disposition) to M/IRM/TSI through Installation, Move, Add or Change (IMAC) Form –This is an internal form used by the Principle Resource for Information Enterprise-Wide (PRIME).

*M/IRM/TSI barcodes all accountable software shipped to USAID/W, and records the barcodes in the Remedy database.

b.   Missions Inventory

Missions must not violate copyright licenses for software items. The following accountability standards apply only to USAID software in the custody of overseas Missions.

*1)   Preloaded software: IT Specialists must enter operating systems and software suites that come preloaded on equipment into inventory only when they are priced separately from the equipment they reside on, and when that price is more than $200. Non-priced, preloaded software and any preloaded software priced at less than $200 are treated as expendable property in accordance with **ADS 518, Personal Property Management (Domestic)**.

*2)   **Standalone software packages:** Once issued, standalone software packages must be recorded in inventory only if their value exceeds $200.

*3)   Site licenses: A work unit must purchase site licenses and concurrent user licenses for permission to use software by a group (e.g., USAID worldwide, or users in a particular Mission). IT Specialists must record licenses on inventory, either in USAID/W or at post, but not at both locations. M/IRM records Agency-wide licenses in Washington. Missions must record on inventory only those site licenses purchased on the Mission's behalf, for use in that particular Mission, and only when the site license costs $200 or more.

*4)   Upgrades: When standalone packages and site licenses are upgraded, IT Specialists must delete the superseded version from inventory. If the upgraded license costs $200 or more, IT Specialists must enter it into inventory with a receiving report.

*5) **Internally developed software:** Missions that develop individual, non-copyrighted software must enter that property in inventory.

6) **Capitalized software:** In the unlikely event that a Mission procures a site license or standalone software valued at the capitalization threshold of $25,000 or higher, it must report that software as capitalized property.

c. **Software Disposition**

*When software is disposed of through redistribution, transfer, sale, grant-in-aid, or project contribution, or when donation seems merited, overseas Missions must follow the conditions of the licensing agreement regarding transfer of ownership.

When IT software is transferred, reassigned, exchanged, or sold to non-government organizations, the original documentation and media disks for the software must accompany it. The original owner of the software must execute proper license transfer documentation with the software manufacturer.

IT software that is not transferred, reassigned, exchanged, or sold in accordance with licensing agreements must either be returned to the licensor or destroyed if the Property Disposal Officer (PDO) determines in writing that destruction is the most cost-effective disposal approach. The PDO must ensure that property records are updated to reflect the manner of disposition.

d. **Long-Distance Calling Cards**

*M/IRM/TSI maintains an inventory of long-distance calling cards assigned to USAID/W staff. These cards are automatically cancelled when the cardholder leaves USAID/W. M/IRM/TSI periodically reviews the inventory list of cards and cardholders with each Bureau to validate the continuing requirement.

e. **Inventory Shortage/Overage**

*If an inventory shortage is identified and IT equipment is missing, M/IRM/TSI must review the inventories of other Agency organizations to see if the missing IT resources appear on these organizations' inventory reports. If the IT resources are not located, they must be treated as lost or stolen. M/IRM/TSI/EXO must prepare Form **AID 534-1, Personal Property Disposal Authorization and Report**, and send it to the Director, M/IRM. [**Note:** This document is only available only on the USAID intranet site (**http://inside.usaid.gov/forms/a534-1c.doc**). Please contact ads@usaid.gov if you need a copy.]

If equipment is determined to be surplus and is not listed on the inventory, M/IRM/TSI must prepare a report for the file, giving a full explanation of all known circumstances involved and stating that the surplus is the result of the physical inventory. M/IRM/TSI must adjust the inventory accordingly and notify the Bureau for Management, Office of Financial Management (M/CFO) of any situation affecting capitalized property.

*547.3.1.2   Role of Information Technology (IT) Specialists and Executive Officers (EXOs)
Effective Date: 07/25/2002

IT Specialists in USAID/W and EXOs overseas must perform annual physical inventories to ensure the accuracy of IT resource records.

> ***a.   Physical inventory:** Once per year, M/IRM must conduct a physical inventory in AID/W and compare against IT equipment listed in the Asset Management database system. EXO overseas must submit an annual IT inventory listing. The IT Specialist/Systems Manager must note any incorrect information, equipment that is not recorded on inventory records, or equipment listed that cannot be located. After M/IRM has completed a thorough and accurate physical inventory the updated inventory listing must be electronically transferred to M/IRM/TSI. Once the Computer Equipment Analyst in M/IRM/TSI receives the inventory results, the updated inventory listing is entered into the M/IRM Asset Management database system.

> ***b.   Leased resources:** The designated IT Specialist in USAID/W and the EXO overseas must also ensure that a physical inventory of leased IT resources is conducted annually during the normal inventory cycle. This must occur in conjunction with the annual reporting cycle, when Missions are advised by the Bureau for Management, Oversea Management Staff Division (M/OMS). IT Specialists must reconcile the physical inventory results in USAID/W with M/IRM's IT resources property records and promptly forward the results to M/IRM/TSI by interoffice mail, fax, or e-mail.

547.3.1.3   Role of the Bureau Administrative Management Staff
Effective Date: 08/08/1996

The Bureau Administrative Management Staff in USAID/W must periodically review their respective organization's telephone inventory against current telephone requirements. The telephone inventory must include telephone lines for fax machines and modems. (See **ADS 549**, **Telecommunications Management**)

Every quarter, the Bureau Administrative Management Staff in USAID/W must update employees' records regarding telephone inventory and directory data contained in the Personnel Locator System/(GAL) Global Address Listing. This includes moves, reassignments, and new and terminated employees. The Bureau Administrative Management Staff must report inventory changes for telephone lines not assigned to an individual (e.g., modem lines on computer servers, fax machines) to M/IRM. Normal inventory data must include the telephone user's name and organization, the location of the telephone, the phone number, and the type of telephone/fax/modem. The inventory must reflect the actual telephone number, not the directory number.

The Bureau Administrative Management Staff in USAID/W are authorized to request long-distance calling cards for assigned employees. Such employees are accountable for all calls made using the card. The Bureau Administrative Management Staff must notify M/IRM immediately if the employee no longer needs the long-distance calling card, if the card is lost or stolen, or if the card number has been compromised, so that M/IRM/TSI can promptly cancel the card.

*547.3.1.4   Inventory of IT Resources Used by Contractors in USAID/W and Overseas Locations
Effective Date: 07/25/2002

*a.   Contractors must maintain accountable property records of IT resources. These records must identify each accountable item of U.S. Government-funded property acquired or furnished under the contract, in accordance with guidance provided by the Contracting Officer. The Contracting Officer must provide a copy of these records to M/IRM. See **ADS 546**, **Acquisition of OE-Funded Federal Information Technology (IT) Resources**, for a description of IT resources record information.

This section applies to both Operating Expense (OE)-funded and program-funded contractors if either the title of IT resources reverts to the Agency at the end of the contract, title remains with the Agency, or title is with the contractor or host government.

Contractors must acquire access to, and use of, IT resources (Agency-titled, host government-titled, or contractor-titled). The following list comprises the most common means:

- Purchase by contractor using contract funds;

- Transfer of existing program-funded or OE-funded property titled to the Agency or to the host country government from the Agency;

- Transfer from the Agency of property acquired by the Agency for the contractor using Agency funds; and

- Transfer from other sources, e.g., other U.S. Government-funded program activities or other U.S. Government agencies.

*b.   When Agency-titled IT resources are lost, stolen, destroyed, or damaged beyond economical repair, contractors must promptly notify both the Cognizant Technical Officer and Contracting Officer, who must notify M/IRM.

c.   At the end of the contract, or when IT resources revert to the government, contractors must contact the Contracting Officer, who must notify M/IRM in writing so that inventories can be adjusted.

At contract completion, the Contracting Officer must

- Ensure receipt of the contractor's final inventory schedules;

- Contact the appropriate Cognizant Technical Officer regarding further project use prior to disposition of property; and

- Provide a final inventory of IT resources to M/IRM for disposition instructions.

M/IRM advises the Contracting Officer on disposition.   The Contracting Officer must forward disposition instructions to the contractor and take any necessary follow-up action until the contractor reports that disposition has been completed.

The Mission Controller, in conjunction with the Property Management Officer (PMO), must ensure that contractors maintain adequate inventory records for Agency-owned property.

*547.3.2   Safeguarding IT Resources
Effective Date: 07/25/2002

Agency employees must take proper care of individually assigned IT resources and ensure that such resources are used effectively. Employees are held financially liable for all individually assigned property that is damaged or destroyed as a result of negligence, improper use, or willful action.

When IT property is damaged, missing, or stolen, employees must immediately notify their supervisor. USAID/W employees must notify the M/IRM/TSI IT Specialist and Administrative Staff Officer for their organization. The Administrative Staff Officer and the Bureau for Management, Facilities Management Division (M/AS/FMD) must then conduct an evaluation and coordinate investigative procedures with the Office of Inspector General (OIG).

*Overseas employees must notify the Accountable Property Officer (APO) and the System Manager. (See **ADS 534** and **14 FAM 411**)

When IT property is damaged, missing, or stolen, the following procedures must be followed at all times:

*a.   Employees must fill out an **AID 534-1**, **Personal Property Disposal Authorization and Report**, and submit the form through the AMS Officer in USAID/W with a copy to the Director, M/IRM. [**Note:** This document is only available on the USAID intranet site (**http://inside.usaid.gov/forms/a534-1c.doc**). Please contact ads@usaid.gov if you need a copy.]   For overseas locations, see **ADS 534** and **14 FAM 411.** M/IRM must complete the form and send it to the Director, Bureau for Management, Office of Administrative Services (M/AS/OD). Employees must file the report within 15 days of discovering damaged, missing, or stolen property. The report must include complete details

of the incident, a description of the equipment, serial numbers, and the name and telephone number of the person reporting the incident.

b. In USAID/W, after conducting the evaluation, M/AS/FMD must provide written notification to the Director, M/IRM on the outcome of the evaluation, investigation, and final determination. The findings and recommendations of M/AS/FMD serve to

- Relieve the APO of accountability for the property;

- Establish whether employees are personally liable for damaged or missing property; and

- Recommend corrective action for any disclosed internal control weakness.

c. If M/AS/FMD is unable to locate the USAID/W IT property after an investigation, M/IRM must enter the resource as stolen in inventory records and remove the equipment from maintenance.

*__d.__ In cases involving employee liability, the Agency's property management regulations found under **15 FAM 100** apply. If the Property Survey Board determines that the loss or damage resulted from carelessness, negligence, or other employee misconduct, the employee will be required to pay the cost of repair or replacement of the property.

*__e.__ For capitalized property determined to be lost, stolen, or destroyed, M/IRM/TSI must send a copy of the final **AID 534-1**, **Personal Property Disposal Authorization and Report**, to M/CFO for adjustment to the General Ledger. [**Note:** This document is only available on the USAID intranet site (**http://inside.usaid.gov/forms/a534-1c.doc**). Please contact ads@usaid.gov if you need a copy.]

547.3.3   Operating Expense (OE)-Funded Property
Effective Date: 07/10/1998

IT resources funded from different accounts (OE or program) are not to be commingled, except on an occasional, unplanned basis. For example:

- IT resources funded from one account must not be used by personnel funded from another account;

- IT resources purchased from one account must not be intermixed with IT resources from another account. This precludes installing program-funded software on OE-funded equipment; and

- Where interconnections are required between IT resources funded from different accounts, the cost of the interconnection must be funded from the

account having the primary requirement for the interconnection.

- *Purchases for IT items must be cleared by M/IRM/TSI in AID/W.

547.3.4   Purchase Credits
Effective Date: 07/10/1998

M/IRM monitors the accrual of purchase credits and recommends the exercise of purchase options when an assessment of the government's equity, condition of property, and continuing requirement for the property indicates that purchase is in the best interest of the Agency.

*547.3.5   Leased or Loaned Commercial Property
Effective Date: 07/25/2002

Loaning IT resources to the U.S. Government is not specifically prohibited by law, but is generally contrary to public policy. IT resources may only be leased or loaned to the Agency in Washington and overseas after M/IRM has reviewed the requirements and compared the need to available Agency resources or those of other agencies.

If M/IRM determines that requirements cannot be met internally or more cost effectively through acquisition, the property may be leased or loaned. When the Accountable Property Manager administratively determines that the lease or loan is clearly in the interest of the U.S. Government, M/IRM must approve and formalize the loan, setting forth the responsibilities of the government and the lender.

The Accountable Property Manager must account for and control IT resources leased or loaned to USAID by the same standards as those applicable to USAID-owned property. M/IRM/TSI must maintain a file for each item of leased Agency IT resources, and must annotate the files to indicate the date of acquisition or effective date of the lease, and the termination date.

Either the AMS or M/IRM must issue a Form **OF 7, Property Pass**, as required, to the employee to authorize the removal of loaned property from an Agency-occupied building. [**Note:** This document is only available on the USAID intranet site (**http://inside.usaid.gov/forms/of7.pdf**). Please contact ads@usaid.gov if you need a copy.]

The loan of IT equipment cannot exceed 90 days. If a loan extension is requested, the same approval process is required.

547.3.6   Receiving Agents
Effective Date: 07/10/1998

In USAID/W and overseas locations, both M/IRM/TSI and System Managers are designated as Receiving Agents and are authorized to receive shipments of IT resources. Overseas organizations must follow the Agency's standard Mission property

management regulations for IT resources found in the Agency IT directory.

Each Agency organization must submit to M/IRM/TSI, in writing, the names of primary and alternate Receiving Agents for IT resources. Employees responsible for authorizing payment in both USAID/W and overseas must NOT serve as Receiving Agents.

Overseas Systems Managers usually serve as the alternate Receiving Agent and must assist the Receiving Agent in the receipt and inspection of all OE-funded IT equipment (and Agency-funded project equipment, as needed). In USAID/W, Receiving Agents must notify the Acquisition Manager in M/IRM/TSI of any problems with the condition of shipments received. At overseas locations, Receiving Agents must notify the EXO, Deputy EXO, General Service Officer (GSO), and the procurement section of any discrepancies in the receipt and inspection of IT shipments. The Acquisition Manager in M/IRM must also be notified of any problems with the shipment.

In USAID/W, orders for IT equipment processed through M/IRM/TSI must list only authorized Receiving Agents. The delivery date and copy of the procurement document must be forwarded to the appropriate M/IRM/TSI receiving official.

*547.3.7   Receipt and Inspection of IT Resources
Effective Date: 07/25/2002

*Each Agency organization must apply the property management principles specified in this chapter to OE-funded and program-funded contractor IT resources, if the IT resources are acquired by USAID or purchased by contractors on behalf of USAID and installed in USAID space.

a.   Upon receipt, the USAID/W Receiving Agent must immediately inspect IT property and compare the shipment with the procurement documents and packing slip to ensure that acquisitions are in accordance with condition, quality, and quantity. If the Receiving Agent determines the order to be acceptable, he or she must clearly sign a full signature and date the packing slip, and submit it, at the time of receipt and inspection, to M/IRM/TSI.

b.   If the Receiving Agent discovers a problem, such as damaged equipment, discrepancies, or partial deliveries, when inspecting IT resources, he or she must note on the packing slip any variation in the quantity or condition of the goods received, immediately notify the Acquisition Manager in M/IRM/TSI, who must determine the proper action to be taken.

c.   The Receiving Agent must make a copy of the packing slip to retain for the official record and forward the signed packing slip by fax or interoffice mail to the Computer Equipment Analyst in M/IRM/TSI. The Computer Equipment Analyst in M/IRM/TSI then enters the IT property into the inventory system.

d.   For equipment ordered by M/IRM, the Approving Officer must review the signed packing slip and authorize payment accordingly. The Receiving Agent must promptly

forward the packing slip by fax or interoffice mail to the Computer Equipment Analyst in M/IRM/TSI, who enters inventory information into Remedy. To ensure that IT resources procured outside of M/IRM are entered into the inventory system, M/CFO must send M/IRM/TSI a monthly listing of IT resources for which payment has been made. M/IRM/TSI compares the list to the inventory and rectifies any discrepancies.

e.   The IT Specialist in USAID/W and overseas Systems Manager for IT resources must test equipment upon installation and immediately notify M/IRM of any equipment problems.

f.   The IT Specialist/Systems Manager for IT resources must immediately attach the inventory bar code labels, which are used to identify the equipment for M/IRM, to all equipment. The IT Specialists must record the serial numbers of serialized hardware and software, final location of the equipment, and bar code number on a copy of the packing slip and sent by interoffice mail or fax to the Computer Equipment Analyst in M/IRM to be entered into the inventory system. M/IRM maintains packing slips on file along with the purchase order, to verify receipt of equipment and payment authorization.

547.3.8   Hardware/Software Maintenance
Effective Date: 07/10/1998

M/IRM manages the OE-funded core equipment worldwide maintenance contract for IT resources for USAID/W and participating Missions. M/IRM also manages the maintenance of all OE-funded, end-user IT resources in USAID/W. Missions must fund and arrange for hardware and software maintenance.

If end-users request maintenance for IT resources not found in the USAID/W inventory, the office director of the organization requiring maintenance must provide a memorandum to M/IRM stating why the equipment is not listed in the official inventory. M/IRM reviews this situation and determines whether it is more cost-effective to add the IT resource to the maintenance agreement, bill time and materials, or hold the organization responsible for the cost.

Because several different contractors provide worldwide equipment maintenance services, it is essential to adhere to the following procedures to reduce unnecessary maintenance costs:

     a.   Users must report any problems with automation equipment to the IT Specialist/Systems Manager. The IT Specialist/Systems Manager investigates equipment problems to determine resolution.

     b.   If the IT Specialist determines that USAID/W equipment maintenance is required, he or she must notify M/IRM Maintenance Coordinator, who will place a service call to the maintenance vendor.

     c.   If the Systems Manager determines that overseas equipment

maintenance is required, he or she must make appropriate arrangements for repair based on warranty coverage and other maintenance services available to the overseas location. When making maintenance decisions, Systems Managers must consider whether systems are considered obsolete or cost-effective to repair.   Systems Managers who have elected to participate in the worldwide maintenance contract must notify the M/IRM Maintenance Coordinator if the vendor is not performing or problems are not resolved.

d.   M/IRM/TSI must maintain a maintenance log to track the maintenance process. The IT Specialist/Systems Manager must enter the following information into the log before calling M/IRM or the maintenance vendor:

- Bureau/Office symbol or number;

- Description of the problem;

- Manufacturer, type, model, and serial number of the equipment;

- Location of the equipment;

- Name of the user; and

- Call date and time.

e.   Upon arrival, the service technician must enter the following information in the log:

- Maintenance Control Number or Activity Report Number (assigned by the vendor and used on invoices);
- Field Service Reports and the monthly repair log submitted by the vendor;
- Name of the technician; and
- Arrival date and time.

f.   Upon departure, the service technician must enter the following information in the log:

- Closed date and time; and
- All appropriate comments.

The Accountable Property Manager must retain the log as an official file for a minimum of two years.

g.   When the service call is completed, the service technician must provide a Field Service Report or Activity Report to the IT Specialist/Systems Manager. The report must include the following information:

- Maintenance Control Number or Activity Number;

- Date and time of arrival;

- Repair completion date and time;

- Manufacturer, type, model, and serial number of the equipment;

- Location of the equipment;

- Description of the malfunction; and

- A list of parts replaced.

547.3.9   Disposition/Redisposition of IT Resources
Effective Date: 07/10/1998

When the end-user abandons obsolete software, M/IRM/TSI deletes it from the hardware. IT Specialists destroy source disks, manuals, and licenses are destroyed by IT Specialists concurrently with the property disposal action conducted in the inventory system.

*547.3.10   Excess Capitalized Property
Effective Date: 07/25/2002

*M/IRM must report all excess capitalized property in USAID/W or overseas to M/CFO, via a completed copy of Form **AID 534-1, Property Disposal Authorization and Report**, for adjustment to the General Ledger. [Note: This document is only available on the USAID Intranet (**http://inside.usaid.gov/forms/a534-1c.doc**) Please contact **ads@usaid.gov** if you need a copy].

547.4   MANDATORY REFERENCES
Effective Date: 07/25/2002

*547.4.1   External Mandatory References
Effective Date: 07/25/2002

a.   Clinger-Cohen Act of 1996 (ads17/PL104-106.doc)

*b.   14 FAM 411

*c.   15 FAM 100

*d.   Federal Acquisition Regulation (FAR), Part 1, Subpart 1.3, Agency Acquisition Regulations

*547.4.2   **Internal Mandatory References**
Effective Date: 07/25/2002

*a.   **ADS 518, Personal Property Management (Domestic)**

*b.   **ADS 534, Personal Property Management Overseas**

*c.   **ADS 546, Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources**

*d.   **ADS 549, Telecommunications Management**

*e.   **ADS 629, Accounting for USAID-Owned Property and Internal Use Software**

*547.4.3   **Mandatory Forms**
Effective Date: 07/10/1998

*a.   AID 534-1, Personal Property Disposal Authorization and Report   [Note: This document is only available on the USAID intranet site (**http://inside.usaid.gov/forms/a534-1c.doc**). Please contact **ads@usaid.gov** if you need a copy.]

*b.   OF-7, Property Pass   [Note: This document is only available on the USAID intranet site (**http://inside.usaid.gov/forms/of7.pdf**). Please contact **ads@usaid.gov** if you need a copy.]

547.5   **ADDITIONAL HELP**
Effective Date: 07/10/1998

*547.6   **DEFINITIONS**
Effective Date: 01/12/2006

The terms and definitions listed below have been included into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

*An asterisk next to a definition indicates that either the term is new or the definition has been revised.

*accountable property
Accountable property for USAID is (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing $200 or more, exclusive of shipping, packing and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse; and (d) any lease or borrowed nonexpendable property regardless of cost. (Chapters 534, 547)

Accountable Property Officer (APO)
Official(s) appointed by Agency Property Management Officers who are responsible for IT property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all Federal Information Processing (FIP) resources records and reports within the accountable area. (Chapters 532, 547)

*Acquisition Manager
The designated official who is responsible for procuring IT services and supplies with appropriated funds. (Chapter 547)

Agency organizations
In USAID/Washington this includes bureaus and independent offices. Overseas this includes USAID Missions, USAID Offices, USAID Sections of Embassy, Offices for Multi-country Programs, Offices for Multi-country Services, etc. (See also Functional Series 100). (Chapters 541, 542, 543, 547)

capitalized personal property
Capitalized personal property is nonexpendable personal property that has an invoice cost of $25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. State vehicles are capitalized property regardless of cost. For USAID, vehicles with a basis acquisition cost of under $25,000, including shipping costs, are not capitalized. (Chapters 534, 547)

commercial property
Property that is available through lease or purchase in the commercial market. (Chapter 547)

excess property
Property under control of a Federal agency, which is no longer required by the Agency for its needs. (Chapter 547)

Information Technology
(A) The term 'information technology', with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

(B) The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and

related resources.

(C) Notwithstanding subparagraphs (A) and (B), the term `information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. (Source: Clinger-Cohen Act) (Chapters 541-548, 552)

property custodian
The official responsible for day to day oversight, control, and safeguarding of IT property in USAID. (Chapter 547)

Property Disposal Officer (PDO)
The official designated in writing by the Property Management Officer (PMO). The Property Disposal Officer must NOT be the Accountable Property Officer (APO) in order to minimize the vulnerability of property to fraud or abuse. (Chapter 547)

Property Management Officer (PMO)
The overseas official (EXO or principal official), who is responsible for all Nonexpendable Personal Property (NXP) management functions. The official responsible for all personal property management functions including establishing internal policies and procedures for management and control of assigned personal property, ensuring implementation of such policies and procedures, and compliance with Agency and government-wide authorities and guidelines. (Chapter 547)

Remedy
Remedy – application used for the purpose of tracking the hundreds of service request processed on a daily basis by many of USAID support organizations. Remedy, also supports related tasks such as Asset Management – all assets purchased for agency use can be logged into the system and their location and primary users maintained in the database for reference. (See irmtcoweb.usaid.gov/services/remedy.html)

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