

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive

MRP 5000.2

7/18/06

SENSITIVE PROPERTY MANAGEMENT

1. PURPOSE

This Directive states the Marketing and Regulatory Programs (MRP) policy for sensitive property management within the Agricultural Marketing Service (AMS), Animal and Plant Health Inspection Service (APHIS), and Grain Inspection, Packers and Stockyards Administration (GIPSA).

2. AUTHORITIES

The authorities for managing personal property are contained in:

- a. Federal Property Management Regulations (FPMR), Chapter H, Part 101-35;
- b. Agriculture Management Regulations (AGPMR), Part 104-35;
- c. Property and Administrative Services Act of 1949, as amended;
- d. General Accountability Office Manual for Guidance of Federal Agencies, Title 2, Chapter 2, Section 2.15; and
- e. Code of Federal Regulations, 7 CFR Section 2.75.
- f. AMS Directive 3300.1, Use of Government Equipment.

3. OBJECTIVES

The Personal Property Management program is designed to ensure that all items of personal property are acquired and utilized to the fullest benefit of the Agency. It provides uniform policy, guidelines, and procedures on the acquisition, use, maintenance, tagging, recordkeeping, and disposal of personal property. Sensitive property is a separate classification of personal property which adheres to the same policies and procedures as personal property. The only exception may be in a unique tagging and tracking process.

4. POLICY

It is MRP policy that sensitive property items may be used only:

- a. In accordance with functions authorized by law,
- b. When approved by the Administrator, or
- c. When required due to emergency situations either natural or manmade that threaten the loss of life or property. Employees are not authorized to use any sensitive property acquired with Government funds for personal use.

5. UNAUTHORIZED USE PENALTIES

Persons who intentionally use, or authorize the use of Government sensitive property for reasons other than performing official duties are subject to disciplinary actions. AMS employees operating under AMS Directive 3300.1, Use of Government Equipment, are also subject to disciplinary actions if use is outside of the restrictions listed in the Directive. Disciplinary actions may include a range of penalties ranging from Letters of Warning to Removal in accordance with applicable case law in light of specific circumstances of the infraction.

6. SENSITIVE PROPERTY

- a. Sensitive property, regardless of its acquisition cost, requires special accountability and is subject to more stringent rules because it is considered to be susceptible to theft, loss, misuse, or conversion to personal use. The following items have been identified as sensitive property:
 - (1) Laptop computers.
 - (2) Firearms.
 - (3) Two-way radio equipment as defined in APHIS Directive 3330.1.
http://www.aphis.usda.gov/library/directives/pdf/3330_1.pdf
- b. **Sensitive property management** includes the following:
 - (1) Utilizing the best and most cost effective appropriate methods in acquiring sensitive property.
 - (2) Ensuring that all acquisitions are complete and that all parts are included and free from damage and malfunction upon receipt.
 - (3) Ensuring that sensitive property is appropriately used for official purposes and not misused.

- (4) Maintaining items in good operation condition by providing preventive maintenance and repairs.
- (5) Taking appropriate measures to safeguard sensitive property and protect it from loss, theft, and misuse.
- (6) Maintaining records on receipt, description, location, condition, custody, serial number, model number, bar code number, cost, and disposal.
- (7) Ensuring that procedures are developed and adhered to for storing and issuance of property.
- (8) Identifying and reporting sensitive items that are no longer useful by an employee or organization.
- (9) Ensuring that reports for damaged, lost, stolen, and disposed of sensitive property are generated when necessary.
- (10) Ensuring that departing employees return any and all issued sensitive property.
- (11) Ensuring that excess, unserviceable, and damaged sensitive property is properly disposed of.

c. **Accountability.** Employees must be informed of their responsibility for sensitive property management. Employees, supervisors, and AOs (accountable officers) must ensure that Government sensitive property is:

- (1) Used only for official purposes;
- (2) Protected from loss, theft, misuse; and
- (3) Disposed of following proper procedures when it becomes excess or unserviceable.

Employees will be held financially liable for the loss, theft, misuse, or damage to Government sensitive property if used carelessly or negligently.

d. **Acquisition.**

- (a) Sensitive property will be acquired only when a current or foreseeable need exists. Sensitive property must meet the minimum requirements for performance function (i.e., size, capacity, range). Only items that will be needed to meet program emergencies may be acquired and held for future use.

- (b) Excess sensitive property data must be screened to determine if the items are available within the Agency, the Department, or another Government organization before they are purchased as new items. Excess sensitive property must be used if it is economically feasible to refurbish it or to pay the cost of shipping and handling.
- e. **Identification/Tagging.** All Government-owned sensitive property must be uniquely identified to display ownership. This identification may be on paper or metal decals, bar codes, etched or engraved into the property.
- g. **Tracking.** All Government-owned sensitive property must be recorded in the property (PROP) system (soon to be converted to the Corporate Property Automated Information System (CPAIS)) as sensitive property with a budget object code of 3141. The PROP system and CPAIS will contain pertinent fields of data such as model number, serial number, description, cost, acquisition date, custodian, location, tagging, condition, and disposal information.
- g. **Maintenance and Refurbishment.** Agency property will be repaired and/or refurbished when necessary and cost effective. Any sensitive property that requires periodic maintenance must be serviced according to the manufacturer's recommendations and kept in proper operating condition.
- h. **Disposal of Sensitive Property.** Disposal procedures of sensitive property are the same as personal property and must comply with the guidelines contained in the Personal Property Manual. The AO must report all excess, damaged, or unserviceable property to MRPBS (before any disposal action may be taken).
- i. **Employee-Owned Sensitive Property.** Employees should not bring personally owned sensitive property to the workplace unless absolutely necessary. The agency is not responsible for the loss, theft, damage, or misuse of personally owned sensitive property and will not reimburse or replace any such property.

7. RESPONSIBILITIES

- a. **Marketing and Regulatory Programs Business Services (MRPBS), Administrative Services Division (ASD), Accounting and Property Services (APS), Property Section, will:**
 - (1) Administer the operational aspects of sensitive property, including the development of procedures and reconciliation of inventory records for sensitive property.
 - (2) Develop the policy and the overall management of the sensitive property program.

- b. **AOs.** Each program area must designate a management official as the AO for sensitive property. AOs are responsible for the control, use, assignment, maintenance, recordkeeping, reporting, and safeguarding all sensitive property within their areas of jurisdiction. These records provide audit trails and provide status of items from receipt until final disposal.
- c. **Supervisors.** Supervisors are responsible for ensuring that their area of responsibility maintains all official property records on the PROP system,(soon to be replaced by CPAIS). This is an automated database management system that provides managers with property inventory control and accountability.
- d. **Custodian.** Each employee is custodian of any sensitive property in which he/she uses in the performance of official duties. The custodian is responsible for safe and proper use and the safeguarding of issued property.

8. SENSITIVE PROPERTY MANAGEMENT TRAINING

Accountable Officers or their designees, involved with the acquisition, use, inventory, and disposal of sensitive property must receive a minimum of 2 hours training within 12 months after receiving these responsibilities. The training is provided through the MRPBS, APHIS, ASD, APS, Property Section.

9. INQUIRIES

This Directive can be accessed on the Internet at www.aphis.usda.gov/library and at www.ams.usda.gov/issuances.

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