

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: ADS-18
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		Date: May 22, 2009
Subject: Personal Property Management Program		
Approval: Glenda H. Owens		Title: Acting Director

1. **Purpose.** The purpose of this Directive is to establish a personal property management program that consists of uniform procedures for the utilization, maintenance, tracking, replacement, and disposal of personal property.

2. **Summary of Changes.**
 - a. This Directive aligns the Office of Surface Mining Reclamation and Enforcement's (OSM) policy on personal property management with the Federal requirements in Title 41 of the Code of Federal Regulations, Public Contracts and Property Management, that addresses accountability, receiving, tracking, managing, and disposing of personal property.

 - b. The Personal Property Management Handbook was created to assist employees in implementing the Directive's requirements.

 - c. Chapter 7, Loan of Government-owned Personal Property, of the Personal Property Management Handbook eliminates the need for ADS-17.

 - d. Updated property management definitions are included in the Personal Property Management Handbook.

 - e. This Directive eliminates outdated property forms and provides the Department of the Interior and the General Services Administration forms website links that give users the ability to view, fill, print, and save forms.

 - f. Other minor, organizational, and editorial changes were made for purposes of clarity and consistency.

3. **Definitions.**
 - a. **Personal Property.** All property including IT hardware not otherwise classified as land, land improvement, buildings, and structures. Includes vehicles, furniture, equipment, supplies, appliances, and machinery.

 - b. For other relevant definitions, refer to the OSM Personal Property Management Handbook (Appendix A), Chapter 11.

4. **Policy.**

a. It is OSM's policy to maintain management controls for the systematic accountability, receiving, tracking, managing, and disposing of personal property assets. OSM employees have a personal obligation for the proper use, care, security, and return of personal property entrusted to them or under their control or direct supervision. No OSM employee will use, or permit the use of, Government property for other than official purposes except as permitted by law. The use of property while assisting in major disasters or other emergencies is considered official. OSM employees may be held financially liable for loss, damage, destruction, or theft of personal property assets.

b. The Financial and Business Management System (FBMS) is OSM's single automated personal property management system. FBMS supports the physical and accounting control over OSM's system-controlled and OSM-managed personal property. The system provides information, among other things, on accountability for the initial acquisition, tracking and control, utilization, and disposal of personal property.

5. **Responsibilities.**

a. Assistant Director, Finance and Administration Directorate, is responsible for the overall management of the Personal Property Management Program and is designated the Senior Asset Manager.

b. Chief, Division of Administration, is responsible for overseeing the operation of the Personal Property Management Program and designating a Property Management Officer.

c. Property Management Officer is responsible for the development and implementation of policies, procedures, and guidelines relating to all aspects of the utilization, accountability, management, and disposition of personal property.

6. **Procedures.** The OSM Personal Property Management Handbook provides the process and procedures for receiving, accounting for, inventorying, transferring, loaning, donating, excising, and disposing of personal property. The Handbook guidelines shall be followed by all OSM employees in fulfilling their personal property responsibilities.

7. **Reporting Requirements.** The reports required in support of the OSM Personal Property Management Program are contained in the Handbook.

8. **Effect on Other Documents.** This Directive supersedes Directive ADS-18, Transmittal Number 579, dated October 12, 1989; Directive Change Notice ADS-18-1, Transmittal Number 718, dated April 23, 1992; Directive ADS-17, Transmittal 462, dated August 8, 1988; Directive Change Notice 17-1, Transmittal Number 691, October 24, 1991; and Directive Change Notice 17-2, Transmittal Number 742, August 12, 1992.

9. **References.**
 - a. Public Contracts and Property Management, 41 CFR 102-34 through 102-41
 - b. Interior Property Management Directive, 114-60
 - c. Interior Property Management Directive, 400 DM 1
 - d. OSM Asset Management Plan, June 1, 2006
10. **Effective Date.** Upon issuance
11. **Distribution.** By electronic format
12. **Appendices.** Appendix A: OSM Personal Property Management Handbook

Contact: Finance and Administration Directorate, Division of Administration

OFFICE OF SURFACE MINING RECLAMATION
AND ENFORCEMENT



OSM
PERSONAL PROPERTY MANAGEMENT
HANDBOOK

Table of Contents

Chapter 1	Responsibilities	A-3
Chapter 2	Accountable Property Officer (APO)	A-4
Chapter 3	Custodial Property officer (CPO)	A-6
Chapter 4	Cognizant Employee (CE)	A-8
Chapter 5	Receiving Officer (RO)	A-10
Chapter 6	Report of Survey and Property Survey Boards	A-11
Chapter 7	Loan of Government-owned Personal Property	A-14
Chapter 8	Miscellaneous Personal Property Topics	A-15
Chapter 9	Personal Property Reports	A-23
Chapter 10	OSM-Managed Personal Property	A-24
Chapter 11	Definitions	A-25

Electronic Forms Addresses: Note: Copies of forms are not provided; refer to the following websites for electronic forms that give users the ability to view, fill, print, and save the form.

DOI Forms: http://www.doi.gov/nbc/formsmgt/fm_forms.html

GSA Forms: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>

Chapter 1: Responsibilities

1. Senior Asset Manager (SAM). The SAM is responsible for all OSM business and fiscal resources activities falling within the Personal Property Management Program. The SAM is responsible for designating Accountable Property Officers to ensure accountability of personal property.
2. Assistant Directors, Regional Directors, Staff Office Heads, Field and Area Office Directors, and Regional Supervisory Auditors are responsible for ensuring that all of their subordinate personnel follow the procedures as outlined in this Handbook for accountability, receiving, tracking, managing, and disposing of personal property. They are also responsible for designating Personal Property Specialists.
3. Personal Property Specialist (PPS). The PPS provides assistance to all regional, field, and area offices. The PPS participates in reviews to assess the effectiveness of personal property activities to ensure that sound, economical, and efficient systems and management controls are in place.
4. Accountable Property Officer (APO). The APO is responsible for ensuring effective personal property management within the area for which he/she has been assigned. The APO's responsibilities are provided in Chapter 2.
5. Custodial Property Officer (CPO). The CPO is assigned to a specific APO and is responsible for the immediate physical custody of all personal property under his/her control. The CPO's responsibilities are provided in Chapter 3.
6. Cognizant Employee (CE). The CE is an employee who uses OSM personal property assets and is responsible for security of all personal property under his/her control. The CE responsibilities are provided in Chapter 4.
7. Receiving Officer (RO). The RO is designated in writing by the APO to officially certify receipt of personal property assets. The RO responsibilities are provided in Chapter 5.
8. Contracting Officer (CO). The CO is responsible for ensuring that appropriate property clauses are included in contracts/agreements delineating contractor responsibility and liability for Government property according to Federal Acquisition Regulations, Part 45. The CO is responsible for maintaining inventory lists of property as part of the Official Contract File.
9. Contracting Officer Representative (COR). The COR is appointed by the CO and is responsible for inspecting, certifying, and forwarding receiving reports to the appropriate RO for contracts/agreements involving Government-owned property. Inventory maintenance requirements may be re-delegated to the COR.

Chapter 2: Accountable Property Officer (APO)

1. The APO is designated in writing by the Property Administrator (PA). The APOs are Assistant Directors; Regional Directors; Staff Office Heads; Field Office Directors; Chief, Applicant Violator System; Chief, Technical Information Processing System; and Chief, Electronic Permitting.
2. The APO is responsible for ensuring: (1) accountability of personal property assets; (2) maintenance of accurate personal property records; (3) designation of CPOs; and (4) education of all OSM employees regarding their roles and responsibilities with regard to personal property.
3. The APO accepts legal responsibility for personal property assets assigned to his/her geographical area. The APO is responsible for the following:
 - a. Ensures accountability of all personal property assets is entered into the Financial Business and Management System (FBMS) or office inventories;
 - b. Ensures CPOs maintain accurate personal property records;
 - c. Ensures employees are aware of their roles and responsibilities;
 - d. Reviews for improper use or care of assets assigned to employees;
 - e. Ensures organizational compliance with the OSM Personal Property Management Program policies and procedures;
 - f. Provides managerial support for property management personnel in maintenance of accurate property records and the conduct of annual physical inventories;
 - g. May be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the Property Survey Board findings;
 - h. Takes all reasonably prudent precautions to protect Government property;
 - i. Certifies the accuracy and assists in the resolution of discrepancies within 45 days of receipt of annual inventories;
 - j. Accounts for and controls personal property within the accountable property area, as designated by the PA;
 - k. Designates CPOs, in writing, for each accountable property area to assist in the daily control of Government property;
 - l. Assigns multiple CPO designations, as required, if the accountable property area is so large or it is geographically separated into a number of locations;

- m. Ensures compliance with the requirements of the property accountability system established by the Property Management Officer (PMO) and implemented by the PA;
 - n. Ensures record maintenance is documented for all property accountability records in the accountable area of responsibility and provides all required documentation to support entries, changes, and deletions in the FBMS;
 - o. Conducts inspections to ensure property is being used effectively and safeguarded properly;
 - p. Implements procedures for the repair and rehabilitation of property within the accountable property area;
 - q. Coordinates the utilization and disposal of excess personal property;
 - r. Ensures required physical inventories are conducted and manages reconciliation of inventory discrepancies;
 - s. Certifies, in writing, the results of the physical inventory and related reconciliation; and
 - t. Ensures there is a responsible employee assigned as CPO for property within the accountable property area at all times, e.g., prior to employee retirements, transfers, etc.
4. The APO may be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the Property Survey Board findings.

Chapter 3: Custodial Property Officer (CPO)

1. The CPO is designated in writing by the APO. The designation of a CPO may or may not correspond to the individual's official job title. These designations may not be declined.
2. Warranted Contracting Officers will not be designated in writing as either a CPO or to act as a RO on any transaction where the CO has entered into a contract for property (e.g., purchased, leased, or rented equipment).
3. The CPO is responsible for assisting the APO in maintaining accurate property records and conducting annual physical inventories.
4. The CPO may be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the Property Survey Board findings. It is incumbent upon each CPO and other persons responsible for Government property to take all reasonably prudent precautions to protect Government property.
5. The CPO provides the APO documentation, as required, on all actions affecting the personal property within his/her jurisdiction.
6. The CPO is responsible for ensuring that CEs, who are assigned such property, exercise proper use, care, operation, maintenance, and safekeeping of all personal property under their control. Duties of the CPO include:
 - a. Identifying the CEs within the CPO's assigned areas of accountability and keeping appropriate accountability records, such as DI-105, Receipt of Property, as the CE can be held personally liable due to neglect or misuse as determined by a Property Survey Board;
 - b. Completing forms that are necessary to maintain accurate control records and reconciling the property inventory;
 - c. Returning to appropriate property management personnel all personal property for which no known or anticipated need exists;
 - d. Acknowledging receipt of property on appropriate forms and entering into FBMS within 10 business days;
 - e. Furnishing, on request, by direct transfer any excess personal property (controlled or non-controlled) required by another CPO;
 - f. Reporting loss or damage of property to the APO, the Security Officer, and the appropriate property management staff;
 - g. Informing the APO of any activity affecting property within his/her jurisdiction with regard to status, transfer, disposition, or condition of the property and recommending additions or deletions to the property accountability records; and

h. Ensuring the proper use, maintenance, and protection of property issued to or located in the custodial area and submitting a certified annual inventory report to the APO.

Chapter 4: Cognizant Employee (CE)

1. The CE is the employee who uses OSM personal property assets and has been informed of his/her responsibilities for use, care, and safeguarding of their personal property assets. The CE is responsible for the security of all personal property under his/her control.
2. All personal property assets in the FBMS must have a CE assigned. In instances where there is not currently a CE, the CPO will be entered as the CE.
3. When assigned as a CE, an employee accepts that they will be held financially liable if a Property Survey Board investigation into lost, damaged, or destroyed property determines liability. The CE may take the following precautions:
 - a. Place portable items out of sight in desks or cabinets when not in use, or when the work area is unattended, e.g., if docking stations on an employee's desk are not secured with a security device;
 - b. Maintain personal possession of assigned personal property during field work or fire suppression activities, unless an emergency makes this impossible;
 - c. Lock personal property in a container, or at least covered from view, when left unattended at a work site;
 - d. Transport personal property to each new work site unless it is left behind as part of the operation, e.g., a portable radio repeater used with electronic distance measuring equipment;
 - e. Exercise reasonable care when in travel status, e.g., keep laptop computers with you while in airports; lock them in a non-removable storage box in the vehicle; lock them in the trunk of your vehicle; or secure them in your temporary residence, motel, hotel, or cabin;
 - f. When traveling by truck or automobile, lock the vehicle any time it is left unattended unless the keys must be left when using a commercial parking lot;
 - g. Cover with anything available personal property assets that cannot be locked inside a storage box or trunk when the vehicle is left unattended for a short period of time. Never leave portable personal property in open pickup truck beds;
 - i. If a vehicle is to be serviced or repaired by a commercial garage or service station, remove and store any personal property not locked in a storage box;
 - j. Remove and properly store personal property from "pool" vehicles at the end of the workday. This precaution is recommended even if the employee anticipates using the same vehicle the following day;

- k. Operate vehicles in compliance with all laws and regulations in the performance of official business;
- l. Return unneeded personal property promptly;
- m. Use personal property safely, efficiently, and only for official purposes; and
- n. Make a written report to the supervisor in all cases of property loss, damage, destruction, or theft. This report must be made as quickly as possible, i.e., during the next communication with the supervisor.

Chapter 5: Receiving Officer (RO)

1. The RO is designated in writing by the APO to officially certify receipt of personal property assets. This is not the same employee who receives administrative supplies or services. Responsibilities for ROs include:

- a. Receiving, inspecting, and barcoding all personal property received at a specific location, installation, or field office; however, if a CO has appointed an inspector, the RO may be relieved of the inspection responsibilities;
- b. Properly caring and safeguarding all property received;
- c. Providing the required documentation (indicating receipt of property) to the appropriate financial office in order that payments may be processed; and
- d. Providing required documentation, as directed by the APO or PA, to the appropriate property office, in order that the item received can be placed into FBMS accountable records within 10 business days.

2. Receiving Report. The receipt of all personal property will be formally documented within 10 business days of delivery.

- a. Property received will be recorded as received by completing the receiving report portion of the acquisition purchase order.
- b. If the acquisition document is unavailable, Form DI-102 will be used as a receiving report.
- c. Copies of all receiving reports will be provided, as appropriate, to the servicing property management office for entry into FBMS.
- d. Property that is acquired through transfer to OSM will be documented with a transfer document rather than a receiving report.
- e. For OSM Headquarters, a copy of the signed and dated Receiving Report form will be forwarded to the Division of Administration, PMO.
- f. Field offices will send a copy of the signed and dated receiving report to their respective property management office.
- g. After entering the receiving report into FBMS, a copy is sent to the Division of Financial Management.

Chapter 6: Report of Survey and Property Survey Boards

1. Property Survey Boards (Board). The Assistant Director, Finance and Administration, and each Regional Director will appoint a standing Property Survey Board and provide it with written guidance. This guidance can be found in the Interior Property Management Directive (IPMD) 114.60. An exception to appointing a standing Property Survey Board is to appoint a Traveling Survey Officer, who will process any personal property losses, damages, or stolen personal property assets.

a. When a 3-person board is used rather than a Traveling Survey Officer, the members will be appointed in writing for a term of one year, renewable annually.

b. The APOs and CPOs may not be members of the Board.

c. The Board will consist of three members, one alternate, and a non-voting Board Chairperson who is usually someone with property management responsibilities for the region.

d. Under no circumstance will an employee with any responsibility for the property be a member of the investigating Property Survey Board (in these instances, use the alternate).

e. The Chairperson will conduct the meetings, be a non-voting member, be available to give guidance to the members, and assist the members in reaching a decision.

f. It is incumbent upon the Board Chairperson to convene Board meetings at the earliest practicable time, not exceeding 30 days from the loss, damage, or destruction of Government property.

g. The Board is responsible for ensuring that a complete and thorough investigation of the loss, damage, or destruction of property is conducted; examining and verifying all evidence presented and developed; documenting findings; making written recommendations as to whether the employee has committed simple or gross negligence; making written recommendations for disposition of damaged or unusable property; arriving at findings regarding financial liability as indicated by the results of the investigation; and submitting a signed Report of Survey to the proper approval authority.

h. The Board will conduct objective, comprehensive, and thorough investigations. Every effort will be made to determine the location of missing property. Members will be diligent in utilizing every available source of information, including reviewing records and interviewing employees or other persons. They will call for all evidence obtainable and will not limit inquiries to evidence or statements presented by parties with an interest. They will examine and verify all evidence presented and available and arrive at findings consistent with the circumstances and conclusions disclosed by such examination.

i. Investigation reports will document the last known location of missing property, the last known custodian, the events surrounding the loss, damage, or destruction, the results of

the personal interviews and review of records, and other efforts made by the Board to ascertain facts leading to conclusions and supporting any findings.

j. When additional data or proof is required, including investigation by local law enforcement personnel to fully support a finding, it will be developed by the Board through impartial investigation where the interests of the Government are completely protected. Findings must be supported by logical written determinations. Facts, circumstances, conclusions, and findings must be clearly stated and fully documented, particularly when it is determined that an employee has been responsible for simple/ordinary or gross negligence, and subsequently it is determined that an employee should be held financially liable. Complete data regarding the investigation and findings must be available in the event an employee appeals the Board's determination. Appeal procedures are found in 370 DM 550.

k. The Board should carefully examine property being surveyed. Where the Board finds that property has further usefulness, either in its present condition or after necessary and cost-justifiable reconditioning, it may recommend that the property continue in service. If an employee is found to be financially liable for property loss, damage, or destruction, the Board will determine the amount of financial liability, taking into consideration such factors as original acquisition cost, current fair market value of the item(s), expected useful life, depreciation, credit for salvage, and value to Government.

l. Findings of the Board will be final and are not subject to change or modification by the Reviewing Authority. The Reviewing Authority in OSM is the PA as defined in this Handbook.

m. The Reviewing Authority may return a Report of Survey to the Board for reasons of technical insufficiency or inadequate documentation.

n. If the Reviewing Authority disagrees with the Board's finding and determinations, he/she will prepare a written statement outlining reasons for such disagreement, which will become an attachment to and a part of the Report of Survey. The Report of Survey, along with the Reviewer Authority's statement, will be forwarded to the PMO for resolution.

o. When property irregularities are suspected, there are additional requirements above and beyond Property Survey Board actions that must be adhered to. Examples of property irregularities include: (1) Loss or damage to Government property in excess of \$10,000; (2) Repetitive losses of a particular type of property or recurring losses at the same location; (3) Losses of a suspicious nature; (4) Evidence of serious misconduct (fraud, falsification of records, etc.); and (5) Known, suspected, or alleged misappropriation of Government property.

p. If, in its investigation, the Board finds evidence of irregularities as outlined in IPMD 114-60, or irregularities as stated above, those findings will be referred to the PMO for review and possible submission to the Office of the Inspector General.

q. If the PMO determines that property irregularities, as defined in IPMD 114-60, exist, the Board's initial findings and all the pertinent documentation will be forwarded to the

Assistant Inspector General for Investigations, Office of the Inspector General (OIG), for review. The Board will also forward a copy of the documentation to the Director, Office of Acquisition and Property Management (PAM), for review. No further investigation or disciplinary action will be taken by the Board pending the OIG's decision. The OIG will report its findings and recommendations to OSM and PAM. If the OIG determines an investigation is not appropriate, OSM and PAM will be promptly notified.

2. Determination of Liability. When Government property is lost, damaged, or destroyed, the Property Survey Board will determine whether the employee(s) involved was (were) responsible for the loss, damage, or destruction. The Board will use the guidelines delineated in IPMD 114-60 in arriving at findings pertaining to the financial liability of an employee.

Chapter 7: Loan of Government-owned Personal Property

1. Procedures for Loaning Government Personal Property Assets. An organizational copy of the loan agreement will contain, or have attached thereto, a signed receipt for the property. Form DI-105, Receipt for Property, will be executed and affixed to the memorandum agreement.

a. The cognizant CPO of the OSM organization loaning the property will retain a copy of this documentation and relieve the CPO of responsibility until the property is returned.

b. A copy of the documentation will be sent to the loaning APO for inclusion in the accountable property records.

c. OSM must document receipt for any personal property paid for by OSM. Such property will be tagged, identifying it as Government property, except for Technical Information Processing System (TIPS) equipment.

d. The CPO is responsible for tagging the official accountable property records and ensuring that the records reflect the current property assignment. To accomplish this, the CPO will ensure that the requestor completes a form DI-105, Receipt for Property, at the time a loan action is initiated. The CPO will forward the DI-105 form to the respective OSM official responsible for inclusion into FBMS.

2. Annual Inventory Requirements on Loaned Assets.

a. The Contracting/Grants Officer, or other responsible CPO, will ensure the accomplishment of the annual physical inventory of loaned Government-owned personal property and the reconciliation of any discrepancies revealed by such inventory.

b. The designated CPO is responsible for providing the APO with an annual certified inventory of all loaned property.

c. Within thirty (30) days following completed inventories, certified reports will be provided to the Regional Offices by the Contracting/Grants Officer or other respective APO.

3. Applicant Violator System (AVS) and TIPS Loaning Protocols.

a. Property may be loaned to states in support of the AVS.

b. Electronic Permitting equipment may be loaned to states.

Chapter 8: Miscellaneous Personal Property Topics

1. Purchase Request (PR) for Acquisition of Government Property. A PR form will be used to acquire personal property assets with a value greater than \$3,000. The originating office will assign both an account number and a budget object classification code to every asset being ordered. The four-digit budget object classification code is a critical link between the property records and the finance and accounting general ledger. The requisition form will also identify the intended CPO. A copy of each acquisition document for Government property will be provided to (1) the RO and (2) the servicing property management office at the time the document is signed by the CO.
2. Data Entry Input Procedures. Personal property assets will be delivered to a central receiving point location. Property management staff at the central location or at the servicing office will ensure that the necessary documents are processed and that data is entered into FBMS. The following steps will provide a systematic method of transmitting information needed to capture personal property acquisition in the FBMS.
 - a. The personal property specialist will ensure that acquisitions for personal property assets that cost more than \$3,000 are entered into FBMS. This entry will result in the development of a skeleton pending receipt record, which is called an asset master record in FBMS.
 - b. When an asset is received, the property management staff will enter the remaining data elements into the Asset and Equipment Master Records.
 - c. For motor vehicles, warranty, and other specific data will be entered into the Equipment Master Record. Serial number, model, vehicle identification numbers, and the date the vehicle was received are critical and must be entered accurately.
 - d. For items with a value of less than \$3,000, the local PPS will ensure that the proper documentation is entered into FBMS at the time of the purchase.
3. Bar Codes. A bar code will be affixed on the property asset and released to the CPO. The CPO will sign and acknowledge receipt and accept responsibility thereof.
 - a. For very small, delicate, or precision equipment to which complete bar code labels cannot be permanently affixed, the label will be cut down to contain only the bar code strip and number affixed wherever possible.
 - b. For those items on which a label cannot be affixed, the assigned number will be recorded on a separate listing in the APO/CPO records and will be contained in the automated FBMS.
4. Replacement or “Add-On” Items. There will be times when a purchased item will become an integral component of other equipment, either as a replacement part or an “add-on”

part. In such cases, the item being purchased will not be controlled separately since its individual identity will be lost upon installation. It is important to differentiate between replacement and add-on. A replacement item merely serves to keep in operation a given piece of equipment. An add-on item enhances the value of a given piece of equipment, and this added value will be reflected in the financial records. Therefore, one of the two following statements must appear on the requisition, in addition to the information outlined above:

- a. For Replacement Parts, DO NOT CONTROL; item is a replacement part.
- b. For Add-On/Integral Part(s), DO NOT CONTROL; item is an add-on and will become a component of (describe item, include Property ID Number).

By following these steps, the replacement or add-on item will not be recorded as a separate entity in the FBMS, and it will not be charged to an APO/CPO as a separate piece of property. Only the cost of the add-on/integral part(s) will be added to the main component. All persons responsible for property management can increase/decrease the valuation of items on the FBMS records. Documentation supporting such value changes must be maintained.

- c. Peripheral items such as keyboards for computers or other integral components that become a part of other equipment (and would not be complete without the basic components) will not be entered into the property system (FBMS) as individual pieces.

5. Bar Code Labels and Inventory Relationship. OSM uses property (bar code) label technology to account for personal property. While conducting physical personal property inventories, the CPO is required to physically walk through the assigned property asset locations and read the information from the property (bar code) label. The use of a property (bar code) label reader is optional when conducting physical inventories.

- a. The information collected from the property (bar code) label is then matched against the existing inventory records in the FBMS, resulting in an “exceptions” listing. Items on the exceptions listing must be reconciled by the property management staff.
- b. This annual physical personal property inventory listing is then provided to the appropriate property management staff to reconcile the differences, if any, that were discovered during the physical inventory.
- c. After making requested deletions or changes, the respective PPSs from Headquarters, Regional, Field, and Area Offices will notify the requesting office of the completed operation and provide written documentation.
- d. The annual physical personal property inventory listing will include the following four types of differences:

(1) An exception indicates the item was not found via physical inventory. A Report of Survey may be required if the item cannot be located.

(2) Records indicate accountability by another CPO. In this case, two options are available: (1) return equipment to correct CPO, or (2) prepare a Form DI-104, Transfer of Property, to correct the accountability for that item.

(3) The item was found and inventoried but the label is unreadable or missing.

(4) If an item does not appear in the master property file but is found during a physical inventory, add the item into FBMS using the original identification number if records are available. When using this procedure, depreciation, acquisition cost, etc., must be correct.

6. Reconciling Property Inventory Assets. The CPO is responsible for reconciling the Exception Listing. The CPO signs and dates the property inventory listing. The APO is responsible for certifying the CPO's reconciled inventory and forwarding all inventories to the PMO.

7. Property Asset Retirements. Only Property Managers may delete property or change the value of property within FBMS.

a. For deletions of property or change in value of property, copies of supporting documentation will be maintained to account for the deletion from FBMS.

b. For capitalized property, a copy of the documentation authorizing value change or deletion from the FBMS will be sent to the Division of Financial Management by the individual who makes the change in value of deletion in the FBMS.

8. Transferring Equipment From One APO or CPO to Another. Equipment transfers within OSM can only be accomplished by transferring accountability to another APO or CPO. In order to transfer accountable personal property from one APO or CPO to another, Form DI-104, Transfer of Property, must be prepared, signed, and dated by both the sending and receiving APO and CPO. The Property Manager is responsible for entering property transfers into the FBMS.

9. Transfer of Equipment between Cognizant Employees. OSM personal property transferred among offices should use a DI-104, Property Transfer Report, and/or you may notify your respective personal property management staff by email. This applies for personal property that is moved under the same CPO. The property management staff when notified by email will make the change in FBMS based on that notification, rather than a formal DI-105. (Refer to DI-105, Receipt for Property.) Also, notify the property management staff whenever there has been a CE change. Timely submission of the DI-105 or email notification will ensure that the CE field is always current in FBMS.

10. Transfer of Entire Inventory. On a case-by-case basis, it may become necessary to transfer the entire inventory of a CPO to another CPO. In such cases, the outgoing official should perform a physical inventory, reconcile any differences, and sign the inventory certifying its accuracy. The incoming official will accept legal responsibility for all Government-owned/leased or loaned property involved in the transfer by co-signing the certified inventory.

In the event the incoming CPO is unavailable, accountability in the interim period will be transferred to the next highest level of supervision until the new CPO is appointed.

11. Transfers outside the OSM. These are transfers of property to other bureaus of the Department of the Interior (DOI) or any other Federal agency of the U.S. Government. First consideration should be given to OSM requests. Property transferred from OSM must be removed from the property records listings and the general ledger account, if applicable. Keeping this in mind, there are priorities in the chain of events leading to transfers of accountable personal property.
12. Reports of Excess. Make sure property that is excessed by the program office has been screened for possible re-utilization within OSM. This includes screening OSM/VISTA Watershed needs for transferring title of computer packages and/or equipment, such as CPU, monitor, keyboard, mouse, and speakers. Copy your Reports of Excess, SF-120, and send to General Services Administration (GSA) and to all other property management staffs within OSM. Make sure that property that is no longer needed by the program office has been screened for possible re-utilization. If there is no known or anticipated need for the property within OSM, the property can be directly transferred between DOI agencies.
13. General Services Administration GSAXcess®. The method for reporting OSM excess personal property assets is through the GSAXcess® website. If an agency of another department of the Federal Government has a known need for OSM excess property reported to GSAXcess®, then the Federal agency who needs the excess asset will place a request for the asset.
 - a. There is a 21-day time limit for inter-agency screening excesses.
 - b. Contact the OSM PMO for current regulations for screening computer equipment.
 - c. When outside transfers of property have been arranged and agreed upon between OSM and another department of the Federal Government, a signed SF-122, "Transfer Order Excess Personal Property," is returned to the transferor in OSM and becomes the authorization for removal from FBMS.
 - d. A copy of this documentation will be sent to the respective Regional Office or Headquarters servicing property management staff for removal of the item from FBMS. A copy of the SF-122 for capitalized property must be generated by the reconciliation report from DFM.
14. Excess Request Determinations. Requests from other DOI bureaus or from other Federal agencies for the loan of OSM equipment to assist in their operations without any OSM participation may be honored provided that all of the following conditions are met:
 - a. A determination is made, through contact with both acquisition and program managers, that the loaning facility is not in the process of procuring similar equipment and that the loan will not be a significant detriment to OSM programs. This determination will be made by the OSM official authorized to execute the inter-agency loan agreement.

b. A representative of the borrowing agency signs an inter-agency loan agreement committing the borrower to the return or replacement of the property in good, usable condition at completion of the agreement period. The date by which the property is expected to be returned will be specified, with earlier return provided upon 30-days written notice to the borrowing agency. The loan period may not exceed one year, renewable annually.

15. Transfer of Property Title. TIPS equipment is not loaned, but the equipment is transferred directly to the recipient. Federally owned property (primarily computer-related technical equipment) will be transferred directly to the primacy state office or coal producing Indian tribe to use in technical decision-making processes related to the Surface Mining Control and Reclamation Act of 1977. The annual appropriation law provides the administrative provision for OSM to transfer title for computer hardware, software, and other technical equipment to the state and tribal regulatory and reclamation programs. Therefore, it is necessary to review the current appropriation law to verify that the provision is available prior to the transfer of property.

a. Federally owned property (primarily computer-related equipment) may be loaned indefinitely to any primacy state office for use in accessing the AVS.

b. A properly executed cooperative agreement and/or memorandum of understanding (MOU) is required to accomplish an indefinite loan of Federal property. As long as the cooperative agreement or MOU is in effect, the property loan may be in effect.

16. AVS Designations. The Chief of the AVS office in Lexington, Kentucky will serve as the APO for all property loaned to state offices for use in the AVS program.

a. The AVS user in each state office will be appointed by the APO as the CPO.

b. An employee of the AVS office in Lexington, Kentucky, will be appointed as the property coordinator.

c. The AVS program coordinator is responsible for maintaining the master listing of property that is loaned to state offices for the AVS program, by location; for updating FBMS for currency; for ensuring that annual property inventories are conducted and reconciliations accomplished; and for coordinating the required Property Survey Board actions with the PMO in Washington, D.C.

17. TIPS Designations. The Regional Director, Western Region (WR) will serve as the APO for TIPS equipment.

a. Upon title transfer to the recipient, the APO will be relieved of accountability.

b. The Chief, Technology Management Division in the WR, is appointed as TIPS property coordinator.

c. The TIPS program coordinator is responsible for maintaining the master listing of property that is transferred to state or Indian tribe offices, by location; for updating the FBMS for currency; and for ensuring that annual property inventories are conducted, as required for TIPS equipment that has not been transferred and is still in OSM control.

d. Property Survey Board actions are required for any OSM TIPS personal property assets where there is no title transfer to another non-OSM entity and cannot be accounted for.

18. Property Utilization and Disposal. No officer or employee of OSM will authorize use of Government-owned property for other than official purposes. Non-Government-owned personal property will not be installed in, affixed to, or otherwise be made part of any Government-owned personal or real property. Employee-owned property may not be used in performance of official duties, unless specific authority is granted by the head of the employing bureau, office, or designee.

19. Safeguarding Equipment. APOs, CPOs, or CEs may be held financially liable for property loss, damage, or destruction in the amount prescribed according to the Property Survey Board procedures. Typewriters, computers, and other freestanding office equipment, which reasonably cannot be locked in cabinets overnight or when not in use, will be maintained in a generally secure office or storage space. Small items deemed OSM-managed in nature due to their higher risk of loss or theft, such as binoculars, cameras, pocket calculators, and portable recorders, will be stored in locked containers when left unattended. This applies while the item is in the office or in the care of an employee on travel status in hotels, in Government vehicles, etc.

20. Property Passes. To control the removal and/or return of property from OSM office buildings (regardless of ownership), Form DI-1934, Property Pass, is required.

a. The DI-1934 form is designed for 90 days; but you may extend for 180, 270, or 360 days when crossing out the DI and inserting OSM; i.e., OSM-1934.

b. Semi-annual reviews are required.

c. This form will thoroughly describe the asset, including the bar code number and the serial number.

d. Each OSM office location will maintain a list of OSM employees who are authorized to approve and issue the DI-1934.

e. It is the responsibility of the designated CPO to approve requests for OSM employees authorized to issue the DI-1934.

21. Abandonment and Destruction. Public Contracts and Property Management, (Title 41 of the Code of Federal Regulations) will be applied for all personal property assets requiring abandonment and destruction. The four main premises behind abandonment and destruction are:

a. The property has no commercial value either as an item or scrap;

- b. The cost of care, handling, and preparation of the property for sale would be greater than the expected proceeds (estimated fair market value);
- c. A law, regulation, or directive requires abandonment or destruction actions; or
- d. Abandonment or destruction of property will be directed through written instructions of a duly authorized Federal official.

22. Procedures to Effect Abandonment and/or Destruction. Unless immediate abandonment and/or destruction are authorized, a notice of proposed abandonment and/or destruction must be advertised within the local area in which the property is located, which will also include an offering of the property for sale. To accomplish an action requiring abandonment and/or destruction, the procedures below are to be followed:

- a. Certificate of Unserviceable Property. When property has become unserviceable through normal use without any apparent mishandling or irregularities, a DI-103A, Certificate of Unserviceable Property Form, will be prepared to authorize disposal through abandonment, destruction, or donation. Upon completion of the form, the subject property may be disposed of immediately in accordance with the recommendations and provisions of the Certificate.

- b. Report of Survey. For lost, stolen, or damaged personal property with a depreciated value of more than \$5,000, a DI-103, Report of Survey, must be processed. A Report of Survey is required for all damages (regardless of cost) to any OSM fleet motor vehicle.

- c. Destroyed and/or Abandoned Property. According to current regulation, an employee must witness the abandonment/destruction of the property. A witness must sign the respective abandonment/destruction authorization and submit the documentation to the servicing property management staff for processing and removal of the item(s) from the FBMS.

23. Employee Exit Clearance. Prior to separation, transfer, or reassignment, an employee must obtain a signed property clearance from the property management staff and a special physical inventory must be taken of all personal property in the employee's custody. When all personal property is satisfactorily accounted for, an employee's exit clearance can be signed off by the respective property management staff. When an employee is separated or transferred out of OSM, certification for final salary payment must be held until clearance is obtained. (IPMD 114-60.206)

24. File and Records Maintenance. All files and records will be maintained and disposed of in accordance with current guidelines. Public records will be maintained to provide up-to-date information.

25. OSM, DOI, GSA Forms. Refer to table of contents for electronic web addresses.

- a. DOI forms will be used in carrying out the provisions of IPMD 114-60 and ADS-18.

b. GSA forms will be used in carrying out the provisions as outlined in 41 CFR 102.

26. Internal Control Review (ICR). The PMO is required to conduct a minimum of 25 percent on-site ICR for personal property, fleet, and energy at regional, field, and area offices every year. When there are budget or staffing limitations, reviews may be conducted using an electronic survey as developed by DOI or the PMO.

27. Personal Property Management Reporting Requirements. OSM is required to submit recurring reports to the DOI and the GSA. Accomplishment of the reporting requirements is an important function that requires full participation of all OSM regional, field, and area offices. Decisions made by Congress, the General Accounting Office, the Office of Management and Budget, the GSA, the DOI, and other regulatory authorities are frequently based upon these reporting requirements. Each report has a direct impact upon all OSM and DOI programs and activities.

Chapter 9: Personal Property Reports

Report Title	Due Date to PAM	Format	Authority
PERSONAL PROPERTY REPORTS			
Personal Property Furnished to a Non-Federal Recipient - Report Control No. 0154-GSA-AN	12/15	Letter - Negative reports are required.	FMR 102-36.300(a and b)
Foreign Gifts and Decorations Report	01/31	Letter - Negative reports are required.	Public Law 95-105
Gifts Given to Foreign Individuals - Report Control No. 034-DOS-AN	10/15	Letter - Negative reports are required.	Public Law 95-105
Motor Vehicle Inventory - Report Control No. 1102-GSA-AN	12/01	FAST Report (SF 82)	FPMR 101-38.9
Annual Property Management Review Schedule	01/15	Letter	OMB Circular A-123
Copies of Bureau/Office Approved Report of Surveys for property losses over \$50,000.	Whenever it occurs	Letter and copy of DI-103, Report of Survey w/documentation	IPMD 114-60.803-3
Bureau/Office Annual Property Inventory Certification	10/31	Letter	IPMD 114-60.304
Exchange/Sale Report - Report Control No. 1528-GSA-AN	12/01	Letter	41 CFR FMR 102-39.75
Internal Control Review	06/01	ICR Report	Federal Manager's Financial Integrity Act of 1982

Chapter 10: OSM-Managed Personal Property

(Note: Systems-controlled and OSM-managed personal property assets require a bar code to be affixed to the asset).

A	J	S
ADAPTER ETHERNET	JUKE BOX	SAFE 4 DRAWER
ALARM PORTABLE GAS	L	
ALIDADE	LAMINATOR PLASTIC	SCALE MAILING MACHINES
AUGER SOIL	LAPTOPS	SCALE POSTAGE ELECTRIC
AUTOMATED EXTERNAL DRIVES	LASER ADVANTAGE RANG	SCALE WEIGHING POSTAL
B	LASER POINT BAR	SCANNER MIRROR STEREO
BEACON ON BELT	LEVEL AUTOMATIC W/TR	SCANNER, DIGITAL
BINDING SYSTEM	M	SCOOTERS
BINOCULARS NIGHT VISION	MAIL VOICE SYSTEM	SEISMOGRAPH
BLACKBERRY	MANNEQUIN	SERVER
C	MAPPING SYSTEM GLOBAL	SHREDDERS
CAMCORDER, DIGITAL	METER, GAS	SOUNDSTATION CONFERENCE
CAMERA, VIDEO/DIGITAL	METER, WATER LEVEL	STACKABLE HUB 24 PORTABLE
CASE CARRYING SEISMOGRAPH	MICRO COMPUTER	STARTALK, VOICE MAIL
CD DUPLICATORS	MIXER DIGITAL AV	STEREOSCOPE
CELL PHONES	MONITOR BLAST W/BATTERY	SUPERSTACK
COLORIMETER	MONITORS, ALL TYPES	SWITCHING HUB
CONCENTRATORS	MULTI-GAS DETECTOR	SYNC GENERATOR
CONF MIKE, TRANSMITTERS	N	SYS PORT BLADDER PUMP
CONTROLLER EDITING	NEOPOST POSTAL SCALE	T
CONVERTER GROUND FLOOR	NOTEBOOKS	TABLET, GRAPHICS
COPIERS/DUPLICATORS	P	TAPE DRIVE CASSETTE
COPYBOARD ELECTRIC	PDA	TELEPHONE CONFERENCE
	PERSONAL COMPUTERS	THEODOLITE W/TRIPOD
D	PLOTTERS	TIME BASE CORRECTOR
DATA COLLECTORS	POWER SUPPLY	TRANSIT
DESKTOP COMPUTERS	PRESSURE TRANSDUCER	TYPEWRITER
DETECTOR GAS	PRINTERS	V
DIGITAL VCR	PRINT BOARD ELECTRON	VECTORSCOPE W/ MONITOR
DRAWING BOARD DIGITAL	PRINTER LASER	VIDEO CAMERA
DRIVER AIR/COMPRESSORS	PRINTER VIDEO COLOR	VIDEO RECORDERS
DUAL SPEED HUBS	PROJECTORS	VIDEO WRITER
E	PRO AIR SCUBA W/TANKS	W
EDITING CONTROLLERS	PUMP GROUNDWATER	WATER MONITORING
ELECTRONIC DISTANCE	PUNCH ELECTRIC W/BIN	Y
ETHERNET SERIAL ROUTERS	MAIL VOICE SYSTEM	YSI SYSTEM METER
F	R	
FAX MACHINES	RADIO TRUNKED MOBILE	
FLOW METER W/ROD	READER MICROFICHE	
G	RECORDER/PLAYER VIDEO	
GAS, DETECTOR DEVICES	ROUTERS	
GPS, ALL TYPES		

Chapter 11: Definitions

1. Abandoned or Other Unclaimed Property: Personal property that is found on premises owned or leased by the OSM that may be retained for official use or processed for utilization disposal.
2. Accountable Area: A region, field, or area office within the OSM.
3. Accountable property: Personal property with a useful life of two years or more for which accountability or property control records are maintained and which may or may not be charged to a general ledger control account. Accountable property includes system-controlled, OSM-managed, capitalized, non-capitalized, sensitive, leased, and contractor-held property.
4. Acquire: To procure, purchase, or obtain in any manner, including transfer, acquisition from excess, lease, loan for a period of six months or more, donation or forfeiture, manufacture, or production at any facility.
5. Acquisition Cost: The amounts paid to acquire assets including handling, storage, packing, shipping, transportation, installation, and related costs of obtaining the assets in their current form and place, less prompt payment, or other discounts. All of these amounts are included along with the original acquisition cost for capitalized personal property. For items received as a result of donation without reimbursement then a Fair Market value (FMV) or actual value at the time of receipt will be established. The Net Book Value (NBV) method is used for assets transferred from other Federal agencies. FMV or NBV, plus any other related costs included above, will represent the acquisition cost, e.g., the amount paid to third parties (private, commercial, or Government) for a new or used asset and any additional costs to bring the asset to an operational status.
6. Acquisition Cost of Equipment: The net invoice unit price of the property, including the cost of modification, attachments, accessories, or auxiliary apparatus, necessary to make the property usable for the purpose for which it is intended. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, will be included if these costs are listed on the same invoice. Spare or replacement parts, regardless of cost, will be classified as materials or supplies and not included in the acquisition cost.
7. Acquisition Date: The date an asset is placed in service or is first available for use.
8. Addition: Modification to an existing asset that adds value to the asset. An item is to be capitalized if the total construction cost exceeds the capitalization threshold of \$15,000 per asset.
9. Asset Type Look-up Table: This FBMS Look-Up Table lists all the current asset types using 20 character positions within the data field to provide a short description, which relates to a particular asset class. It also allows the assignment of a depreciation schedule for a capitalized asset as the asset type. The PMO is responsible for adding, changing, and/or deleting asset type descriptions.

10. Board of Survey (Property Survey Board): The Board of Survey (Property Survey Board) consists of three or more disinterested individuals and one chairperson appointed in writing by the APO for one year to: (1) review and investigate all circumstances surrounding lost, stolen, damaged, or destroyed Government property; (2) make impartial decisions concerning the disposition of the property; and (3) arrive at findings and make determinations as to financial liability.
11. OSM-Managed Personal Property: Personal property with an original acquisition cost of less than \$4,999.99 per asset will be reported. (Refer to Chapter 10 for list of OSM-managed personal property assets.) In addition, sensitive assets (regardless of cost) will be recorded as bureau-managed personal property.
12. Bureau/Office: This refers to all departmental bureaus, as well as the Office of the Secretary and OSM.
13. Capital Leases: Capital leases are contracts or agreements for Plant, Property, and Equipment (PP&E) that possess the characteristics of a purchase. A capital lease is defined as one that transfers substantially all the benefits and risks of ownership to the lessee. Capital leases are capitalized if the present value of the payments during the lease term exceeds the capitalization threshold. Contact the PMO for assistance.
14. Capitalized personal property: Non-expendable property, with a useful life of two years or more, and an acquisition cost at or above the capitalization threshold of \$15,000 per asset. The capitalization threshold for software systems costing more than \$100,000 is capitalized property. It does not include property acquired through loan or museum property. Property converted to ownership at the end of a lease period may be capitalized. Capitalization is recording the total acquisition cost of an item in the General Ledger of an agency's financial accounts. As the capitalized personal property ages the capital financial record depreciates in value. Capitalization and depreciation records are kept as part of the subsidiary ledger to the general ledger in the Denver Finance Office. Capitalized items initially are identified based on their acquisition cost (including delivery and installation charges) and estimated service life.
15. Contractor inventory: Any property (including Government-furnished property) acquired by or in the possession of a contractor or subcontractor under a contract, grant, cooperative agreement, concessions contract, or MOU, pursuant to terms where title is vested in the Government. Contractor records of Government property established and maintained under the terms of an agreement are the Government's official property records. When a contractor does not account for Government personal property, then the respective property management staff is required to do so. Refer to the terms of a contract. Capitalized personal property must be reported on the general ledger financial accounts.
16. Depreciation Accounting: Depreciation accounting is the systematic and rational allocation of the recorded cost of depreciable (limited-life) capitalized assets over their estimated useful lives.

17. Disposable Pay: That part of the pay of any individual remaining after deductions from those earnings of any amounts required by law to be withheld.
18. Disposition (also abandonment/destruction/recycling/disposal): Equipment with no commercial value or sensitive information may be disposed at the least cost to the Federal Government and in a safe, secure, and environmentally sound manner. For more information about recycling electronic equipment, please see the Federal Electronic Challenge End-of-Life management tools at: <http://www.federalelectronicschallenge.net/eolmngt.htm>
19. Donation: If the excess personal property can no longer be used within the Federal Government, it will either be transferred using transfer title procedures or recycled when computer equipment is obsolete or no longer serviceable condition. However, another disposal method available is to report serviceable excess computers to the GSA. When this occurs, GSA provides State Agencies for Surplus Property (SASP) an opportunity to bid for them. GSA defines surplus as equipment that no longer meets the needs of any Federal agency. SASPs accept responsibility for the surplus property and serve a wide variety of non-Federal public agencies and private non-profit organizations and institutions, such as educational activities or programs for the elderly and homeless. If this disposal method through GSA is used, an SASP accepts the surplus equipment rather than OSM transferring title to local schools or OSM Watershed Programs with OSM field locations; then schools have lost preferential consideration at this point and are subject to a service fee as levied by the SASP.
20. Donee: This definition explains who a donee can be. OSM transfers title, recycles, or uses GSA as disposal methods. Some examples of donees are: a service educational activity; a state, political subdivision, municipality, or tax supported institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, and public safety, and eligible nonprofit tax exempt educational or public health institution or organization; the American Red Cross; a public body; or any state or local government agency; and any nonprofit organization or institution, which receives appropriated program funds for older individuals under the Older Americans Act of 1965, as amended under Title IV or Title XX of the Social Security Act, or under the Economic Opportunity Act of 1964 and the Community Services Block Grant Act. The authority for the donation (transfer of title) of computer equipment is the Stevenson-Wyler Technology Innovation Act.
21. Exchange or Sale Determination: The holding agency must determine if exchange or sale will obtain the maximum return to the Government, including administrative and overhead expenses. If exchange is impractical or sale proceeds are estimated to be less than \$300, the property should be declared excess. Replacement transactions may involve more than one organizational unit of a Federal agency, i.e., the items to be replaced may be excess to the needs of one unit, but a new similar item is being acquired elsewhere in the agency.
22. Excess Personal Property: Personal property that is no longer needed for its mission. When items are no longer needed by an agency, they are determined to be excess in accordance with FMR 102-36 and are reported to GSA for possible transfer to other Federal agencies.

Government regulations mandate that Federal agencies use excess personal property as the first source of supply in meeting agency requirements. Transfers between Federal agencies are normally made without charge for the property itself. For transfers to project grantees, however, the sponsoring Federal agency must pay the U.S. Treasury 25 percent of the original acquisition cost of the property unless the project grantees are specifically exempt by law. Care, handling, and transportation are paid by the receiving agency. Federal agencies may determine what property is available for transfer in a variety of ways. Agency property officers may screen GSA's nationwide inventory of excess and surplus property electronically by accessing the "SCREEN" module of the Federal Disposal System (FEDS) (see FEDS: <http://www.GSAXcess.gov>). GSA Area Property Officers are field representatives that screen and inspect excess property and assist in the donation and sales processes. GSA Area Property Officers for your geographical location maybe contacted using the following website: <http://www.gsa.gov/apo/>

23. Exempt Property: Tangible personal property acquired in whole or in part with Federal funds, where the Federal-awarding agency has statutory authority to vest title in the recipient without further obligation to the Federal Government. An example of exempt property authority is contained in the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6306) for property acquired under an award to conduct basic or applied research by a non-profit institution of higher education or non-profit organization whose principal purpose is conducting scientific research.
24. Expendable Property: Expenditures for goods acquired for the purpose of current operation. These items are consumable, perishable, or short lived and are subject to material change. Also included are items of a durable nature with an anticipated useful life of less than one year or with a unit acquisition cost of less than \$300. It is usually consumed in the normal course of its use or becomes an integral part of another item.
25. Financial Business and Management System: FBMS will standardize administrative business processes within DOI and all bureaus. DOI requires implementation of FBMS by all bureaus over a multi-year schedule. FBMS will provide DOI with standard business practices supported by a single, integrated finance and administrative system across all bureaus. FBMS is an integrated suite of software applications that will help DOI manage a variety of business functions.
26. Fair Market Value (FMV): The price that an asset could be purchased or sold in an arms-length transaction. FMV is often used as the acquisition cost for donated assets.
27. Foreign Gifts: Foreign gifts with a unit value at over \$260, if not retained for official use, must be reported to the OSM PMO; in turn, it is reported to DOI and to GSA/FSS Property Management Division, 1941 Jefferson Davis Highway, Crystal Mall Building 4, Arlington, Virginia 22202. Contact the PMO for assistance.
28. Gift: A tangible or intangible present or donation (other than a decoration) tendered by or received from individuals, institutions, or a foreign government.

29. Gifts not required by OSM: Gifts not required for Federal use or sold to the recipient are made available to the SASP for donation to public agencies and eligible nonprofit, tax-exempt activities. Requests for donations are submitted on a SF-123, Transfer Order of Surplus Personal Property.
30. Government-Furnished Property: Government property that a contracting officer authorizes a contractor to use for performance of a Government contract, grant, agreement, memorandum of agreement, etc.
31. GSA's Auctions: GSA's auction process, which entails electronic "e-bay" like features.
32. Hazardous Materials: Hazardous materials must be handled and used in accordance with current Occupational Safety and Health Administration regulations, transported in accordance with current Department of Transportation regulations, and disposed of in accordance with current Environmental Protection Agency regulations.
33. Holding Agency: A Federal agency having accountability for Government property. This term applies when a Federal agency has authority to take possession of, assign, or reassign the property regardless of which agency is using the property.
34. Informal Personal Property Accountability: These are personal property assets that are low cost with less than one year useful life. These assets do not meet the requirements for formal accountability within FBMS. These assets are controlled by the CPO who may have used an excel spreadsheet or similar software for inventory tracking purposes.
35. Loss/Property Loss: The terms "loss" and "property loss" mean the loss of, theft, damage to, or destruction of personal property of the United States and other personal property under the control of OSM, including inventories of contractor-held Government personal property.
36. Materials and supplies: Consumable items for the construction, maintenance, operation, and support of governmental activities without distinction regarding use for administrative or operational purposes.
37. Neglect and Negligence: Includes both simple and gross negligence. Simple negligence is the failure to exercise that degree of care that a prudent person would exercise under like circumstances. Gross negligence is an act of omission that constitutes misconduct in accordance with 370 DM 752, or a wanton and reckless disregard for the personal property.
38. Net Book Value (NBV): The recorded cost of an asset less accumulated depreciation. For assets transferred to OSM from other Federal agencies, the NBV at the time of transfer is used as the recorded cost. It is very important to contact the losing agency to determine the FMV prior to entering it into FBMS.
39. Non-Capitalized Property: Personal property with an acquisition cost below the approved capitalization threshold (acquisition cost per asset is \$14,999.99 or less).

40. Non-Controlled Equipment: Equipment that is categorized as non-sensitive and non-capitalized.
41. Non-Expendable Property: Property which has a continuing use; is not consumed in use; is of a durable nature with an expected service life of two or more years.
42. Operating Leases: Operating leases are contracts or agreements for PP&E where the benefits and risks of ownership do not accrue to the lessee. Operating leases are not capitalized.
43. Personal Property: Includes all equipment, materials, and supplies. It does not include property that is incorporated in, or permanently affixed to, real property.
44. Physical Inventory: The act or process of physically inspecting and counting personal property items.
45. Placed in Service Date (Acquisition Date): This is the date when an asset is available for use by OSM. For constructed assets, the placed-in-service date is when the asset is beneficially occupied, or otherwise is available for use, even though not all requirements attendant to the construction project have been fulfilled, such as receipt of a certificate of occupancy, closeout of construction contracts, or final payments to contractors.
46. Plant, Property, and Equipment, General: General PP&E consists of tangible assets that meet all of the following criteria: (1) an estimated useful life of two years or more; (2) not intended for sale in the normal course of operations; (3) acquired or built with the intention of being used by the OSM; (4) an acquisition cost, or when applicable, an NBV or FMV that exceeds the applicable OSM capitalization thresholds; and (5) does not qualify as stewardship assets.
47. Property Accountability: This is the assigned responsibility and liability associated with the management of Government property. It includes the responsibility for establishing and maintaining property records, safeguarding property, and ensuring its proper use, as well as submitting required reports. It also includes the liability associated with loss, theft, damage, or destruction of Government property.
48. Reconciliation: To settle or resolve differences between or among records, ledgers, and/or actual inventories.
49. Recorded Cost: The recorded cost of a capitalized asset is the cost or value recognized for financial reporting purposes. It is determined based on the method of acquisition, as well as ancillary costs incurred to transport and condition the property for its intended use. For assets donated to the OSM, the recorded cost is the FMV of the asset at the time of transfer. For assets transferred to OSM from other Federal agencies, the recorded cost is the NBV of the asset at the time of transfer.

50. Replacement: The process of acquiring property to be used in place of property that is still needed but no longer adequately performs the tasks for which it is used or does not meet the agency's need as well as the property to be acquired.
51. Replacement Cost: Acquisition value inflated to present day value, or more specifically, the current cost required to replace an asset, including costs associated with code compliance, without modification or improvement to existing functionality.
52. Reportable Personal Property: Any personal property that has been determined to be in excess of the needs of DOI and is required to be reported to the GSA in accordance with Federal Management Regulations 102.
53. Retired Asset: An asset that is no longer used in service operations but has not been destroyed or otherwise disposed of.
54. Sale: After all material has gone through the donation phase, GSA gives individuals and businesses an opportunity to buy property the Federal Government no longer needs. GSA sells personal property from Federal agencies via sealed bids, fixed price, auction, spot bid, and negotiated sales. To find out more about this process please see: <http://pub.fss.gsa.gov/>
55. Salvage: Personal property having a value greater than its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or other Federal agency), and its repair or rehabilitation for use as a unit is clearly impracticable. Repairs or rehabilitation estimated cost in excess of 65 percent of acquisition cost would be considered "clearly impracticable:" for purposes of this definition.
56. Scrap: Personal property that has no value except for its basic material content.
57. Screening Period: For reportable excess personal property as defined in 41 CFR 102, the calendar days from the day following receipt of a report in the appropriate GSA Area office to and including the days specified as the surplus release date. For non-reportable excess personal property as defined in 41 CFR 102, the calendar days from the day following the date of the determination by the holding agency that the personal property is available for screening as excess, to and including the day specified as the surplus release date.
58. Sensitive Personal Property: Assets that are controlled, regardless of value, by detailed personal property accountability records and are determined to be sensitive because of a high probability of theft or misuse, misappropriation, or because they have been designated as sensitive by management.
59. Selling Functional Equipment: Selling functional computer equipment can encourage proper reuse and discourage improper disposal. Once a Federal agency determines it has unneeded property, that property is declared to be excess property. It is available for transfer to any other Federal agency. If no agencies want the excess property, it is declared surplus to Federal needs. It may then be donated to state or local governments or selected non-profit organizations, or it may be sold through public auctions.

60. Similar: Where the acquired item and replaced item are identical; are designed and constructed for the same purpose; constitute parts or containers for identical or similar end items; or fall within a single Federal Supply Classification group of property that is eligible for handling under the exchange/sale authority.
61. Surplus Personal Property: Any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the GSA Administrator.
62. Surplus Release Date: The predetermined date on which Federal utilization screening of excess personal property is terminated. The date signifies the transition of the personal property from excess to surplus status. This term is equivalent to “Automatic Release Date” or “ARD”.
63. Survey action: Official action taken by a Property Survey Board or a Survey Officer involving the investigation into the loss, theft, damage, or destruction of Government property; or the determination of un-serviceability of Government property.
64. System-Controlled Property: Property with an original acquisition cost of \$5,000 or more. System-controlled property must be recorded and controlled in a bureau/office property management system.
65. Tagging (Bar Code Label): Each item of personal property will be assigned a unique property inventory number. The recipient of the property will provide the purchase order number in order to have the asset tagged with a bar code label. The recipient from the office receiving the property will need to sign a copy of the purchase order or a receiving report in order to verify that the asset has been properly tagged and the information collected is correct.

The information that needs to be verified will be the inventory number, description of the item, serial number, building, room number, user (if applicable) and office. No OSM office may replace a new piece of property with a unique property inventory number previously assigned to another piece of property, even if the previous item has been deleted from the inventory.

When a new systems-controlled or capitalized item is received, it is the property management staff's responsibility to enter the asset into FBMS. It is preferred that the equipment be placed under the office that will be using the equipment, rather than the office that is buying it.

66. Transfer Excess Personal Property to a Federal Agency: Excess property can be transferred directly between Federal agencies without prior GSA approval provided the total acquisition cost of the excess property does not exceed \$10,000 per line item. In this situation, SF-122, Transfer Order: Excess Personal Property, must be completed for the direct transfer and signed by an authorized official of the receiving agency. A copy of the SF-122 must be provided to the appropriate GSA Personal Property Management Office (generally the one closest to your geographic location) within 10 business days from the date of the transaction. Excess personal property exceeding the \$10,000 per line item limitation may also be transferred provided contact is first made to the appropriate GSA Personal Property Management Office for verbal approval

of a prearranged transfer. An SF-122 must be prepared annotating the name of the GSA approving official and the date of the verbal approval. A copy of the completed SF 122 must be provided to GSA within 10 business days from the date of transaction.

67. Transferred-In Assets: Assets transferred to OSM from another DOI bureau or Federal agency. (Assets obtained from state, local, or tribal governments are considered donated assets.) These assets are to be recorded at the NBV on the books of the transferring agency if the NBV exceeds the bureau's capitalization threshold.

68. Transferred-Out Assets: Assets transferred from OSM to another DOI bureau or Federal agency. OSM is to provide the receiving agency with the NBV of the asset at the time of transfer.

69. Unconditional Gifts: Any unconditional gift that is accepted immediately becomes the property of the Federal Government. If the receiving agency has specific statutory authority to do so, it may use the gift.

70. Useful Life: The expected economic life of a type of asset. DOI has established estimated useful lives for the different major categories of capitalized real property and personal property for depreciation accounting purposes.

71. Utilization: Identifying, processing, reporting, and transferring excess personal property among Federal agencies.

72. Voluntarily Abandoned Personal Property: Personal property abandoned in such a manner as to vest title in the Federal Government. Such personal property is subject to the provisions of FMR 102. It may be retained by the seizing agency for official use or reported for utilization and disposal by GSA.