

APPENDIX D
PERSONAL PROPERTY MANAGEMENT HANDBOOK

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1.0 SCOPE

CSOSA has over six thousand items of personal property with an estimated value in the millions in its inventory. A current listing is housed in the Office of Facilities as the CSOSA Agency Wide Inventory.

The purpose of the CSOSA Property Management Handbook is to set forth the policies and procedures for CSOSA employees and contractors to safeguard CSOSA assets against loss and unauthorized use or disposition and to maintain accountability over those personal property assets.

This Property Management Handbook implements Policy Statement 5406, Personal Property Management and shall be used as a guide in the management, accountability, control, utilization, and disposal of Government-owned, leased and/or borrowed property and equipment obtained for and used within CSOSA. This handbook does not apply to contractor furnished equipment that is not purchased or leased by CSOSA.

The Personal Property Management Policy and Handbook is the authoritative reference for the management of CSOSA's physical assets.

1.1 Federal Management Authorities

The processes and procedures referenced in this Handbook are based on the authorities listed in Policy Statement 5406.

1.2 Management Control Reviews

The policy and procedures listed in this Handbook shall be reviewed on an annual basis by the Office of Facilities.

2.0 PERSONAL PROPERTY ADMINISTRATION

2.1 Roles and Responsibilities

All Agency employees are responsible for ensuring proper integrity and internal control of the Agency's personal property and record keeping. The position duties and responsibilities are outlined in detail in the Policy Statement 5406 and outlined in the CSOSA Property Management Organization Chart (Attachment A.1).

2.2 Change in Property Custodian

As stated in Policy Statement 5406, Appendix B, Section I 4, Associate Directors (or their designee), are responsible for notifying the Property Management Officer when there is a change in the Property Custodian. Notification must be in writing and submitted ten (10) days prior to the change.

When there is a change in the Property Custodian, a physical inventory of the designated property list may be performed by the Facilities/OIT staff if; 1) deemed necessary by the Director of Facilities; and/or 2) property records reflect missing or damaged property. Upon completion of the audit, the new Property Custodian shall sign a statement that verifies the accuracy of the inventory list and accepts the list of property in the designated area. The departing custodian must report any damaged, missing, recovered, or stolen property identified as a result of the inventory to the Property Management Specialist for a Report of Survey to be prepared.

2.3 Reporting Requirements

The Property Management Officer must prepare and submit the Physical Inventory Report and the following reports to the Director of Facilities on an annual basis.

1. Non-Federal Recipients Report Due to GSA by December 29th.
2. Exchanges/Sale Annual Report Due to GSA by December 29th.
3. Negotiated Sales Report Due to GSA by November 30th.

All Reports must be submitted to the Director of Personal Property Management Policy Division (MTA), Office of Government wide Policy, GSA, Washington, DC 20405.

The following are required on an "as needed" basis:

1. Report of Survey (Attachment B.2)
2. SF 126 Summary Report of Personal Property Exchange/Sale Transaction (Attach. B.8)
3. Standard Form (SF) 120 Report of Excess Personal Property (Attachment B.6)
4. SF 122, Transfer Order, Excess Personal Property (Attachment B.7)
5. Report of Personal Property Provided to Non-Federal Recipients

2.4 Contractor Use of Government Property

Contractors shall ordinarily furnish all materials for performing CSOSA contracts. However, CSOSA may provide materials to a contractor when necessary to achieve significant economy, standardization, or expedited production, or when it is in CSOSA's interest.

In cases where CSOSA supplies accountable property to a contractor with assigned office space in the same manner and as part of the inventory listing for their area; the Property Custodian of the assigned area will track the assets on their Property Custodian Inventory Listing. In all other cases where the contractor is furnished property, and does not have an assigned office space, the Contracting Officer Technical Representative (COTR) will act as the Property Custodian for the equipment. All accountable property assigned to contractors must be approved by the respective COTR. COTR's are also responsible for collecting accountable property at the end of the contract term.

2.5 Record Keeping

All required documentation for the maintenance of the Agency Property Management System will be retained no longer than six (6) year, three (3) month, General Records Schedule requirement and/or according to the procedures and guidelines of CSOSA Policy Statement 1003, Records Management.

Accountable Property and Property Management Officers

The Property Management and IT Accountable Property Officers are administrators of and are primarily responsible for the Agency Property Management System and the data contained therein. The Property Management Officer is also responsible for maintaining the records of the Board of Survey referrals, findings and determinations.

Property Management Specialist

The Property Management Specialist is responsible for the management and maintenance of the Agency Property Management System. The Property Management Specialist must also verify that purchase orders and invoices are attached to the requisition in the Agency financial management system.

Any adjustment to the Agency Property Management System must have proper documentation to support the transaction. The Property Management Specialist must also submit a bi-weekly report to the Property Management Officer of all property activities noted below. Documentation for the following transactions must be retained by the Property Management Specialist:

- Transfers or relocation of personal property; (Property Relocation Plan);
- Report of Excess Personal Property;
- Unrequired Property; and

- Surveys for lost, damaged, stolen and recovered property (Report of Survey).

The Property Management Specialist will also maintain a file of all annual inventory reports and listings for all Property Custodians. The file will consist of the following:

- Designation of Property Custodian Memorandum;
- Property Custodian Inventory Listing; and
- Supporting documentation for adjustments to the Inventory Listing.

IT Inventory Control

IT Inventory Control will maintain documentation on any adjustments to the Agency Property Management System to support any of the following changes or transactions:

- OIT transfer or relocation of property;
- Report of excess property to Facilities;
- OIT Equipment Property Pass; and
- Receipt of new property.

IT Inventory Control will also maintain listings of IT accountable or sensitive items not in the Agency Property Management System. IT Inventory Control will provide information on these actions to the Property Management Specialist in a timely manner.

Property Custodian

The Property Custodian is required to monitor all accountable property in their assigned area. When a change to a Property Custodian inventory occurs, the Property Custodian must retain documentation to support the change until the annual inventory is complete. As stated above, that may include but is not limited to:

- Assignments, transfers or relocation of property;
- Receipt of new property; and
- Surveying the lost, damage, stolen and recovered property.

All adjustments will be attached to the copy of the Property Custodian's inventory listing and used to reconcile subsequent reviews and/or updates to the inventory listing.

3.0 ACQUISITION PROCEDURES

3.1 Forecasting Property Requirements

The Property Management and Accountable Property Officers will conduct an analysis of personal property and equipment to make recommendation regarding the life cycle, use (short and long term), and replacement costs. They will perform property feasibility studies to make lease versus purchase determinations.

3.2 Use Standards and Property Requirements or Justification

Use Standards are tools used by management to obtain the best balance between property assets and needs. Once established, Use Standards can be applied to justify the replacement or addition of new items of personal property. Current property requirements and justifications for each project, are determined by Facilities, and the Offices of Financial Management, Security, and Procurement in consultation with the Associate Directors of Management and Administration (M&A), Community Supervision Services (CSS), Community Justice Program, and OIT, and in coordination with the Property Management Officer and Accountable Property Officer. They evaluate the specific needs of the activity as they relate to the Agency mission, the existing resources and the availability of funds for acquisition of validated requirements.

3.3 Acquisition Process

All personal property requests must be approved through the appropriate supervisory channels prior to submitting to either the Facilities or IT Helpdesks. The table below indicates which office handles the specific personal property requests:

Standard Property	Submit Request via Outlook to:
Furniture, Safes, Shredders, Appliances (Refrig./Micro./Wash./Dryer) Soft Body Armor, CSOSA Jackets	Facilities Helpdesk
Computer Equipment (Scanners, Fax, Printers, Monitors, CPU's, Laptops, Smart Mobile, Servers, Equip. w/ Data Storage Capacity, Televisions, VCR's, DVD, RSA Token, Air Cards, Software Licenses, USB Drives, Cameras Telephone Equipment, Blackberry® / PDA's/Smartphone	IT Helpdesk
Cell Phones & Copy Machines	Procurement Requests
GPS Monitoring Devices	CSS
Physical Security Equipment	Office of Security

The requestor must identify requests for potential accountable property in their submissions. The final determination of accountable property will be made by the Offices of Financial Management

and/or Procurement. The Office of Finance will provide a report of procured fixed assets to Facilities on a bi-weekly basis. The Office of Procurement will attach copies of all purchase orders for accountable property coded with the appropriate budget object class code in the agency financial system within ten (10) business days after award.

All requests will be reviewed to determine if they can be satisfied from unrequired or excess property prior to purchasing additional personal property, except for physical security equipment. If the purchase of new property is required, the request will be forwarded to the appropriate office's Operating Plan Manager for approval or denial.

If the property request is rejected by OIT, Facilities or Procurement, the respective office will provide a response stating the reasons for denying the request. If the Requestor wishes to dispute a rejected request, he or she should send a detailed justification of the request to the respective Office Director for reconsideration.

To cancel a request, the Requestor must send an email to the appropriate office stating the reason for cancellation and referencing the tracking number. The appropriate office will notify the Requestor that the request has been cancelled. The appropriate office will send the Requestor confirmation of their cancellation within 5 business days.

The process for procuring equipment/property is identified in the Equipment Procurement Process Flowchart in Attachment A.2.

Accountable property purchased with a purchase card by OIT or the Office of Security must be reported by the respective offices to the Property Management Specialist within ten (10) business days of purchase. The Property Management Specialist is responsible for updating the Agency Property Management System for Security equipment and IT Inventory Control will update the system for OIT.

3.4 Property Tagging and Scanning

All accountable personal property that requires tagging and bar coding must be tracked and monitored through the Agency Property Management System. The Agency currently uses a bar coding system to tag, track and monitor personal accountable property. To ensure newly acquired accountable personal property is tagged with a bar code and entered into the system the Property Management Specialist must review the documents supplied by the OFM and Procurement to be aware of incoming property included in new purchase orders.

Credit Card orders for accountable personal property placed by any credit card holder must be forwarded to the Property Management Specialist within 5 business days of purchase.

The Property Management Specialist or IT Inventory Control, when appropriate, will review these documents to determine if the items being acquired are accountable property. If so, they will use the documents to track the receipt of property and ensure property is tagged, scanned and entered into the Agency Property Management System.

Property may be received by IT Inventory Control, the Property Management Specialist or shipped directly to the field site Property Custodian/user. When the property is shipped directly to the Property Custodian/user, they must notify the Property Management Specialist when it is received.

Small or individual orders of personal property must be tagged with a bar code, scanned and entered in the system under the appropriate Property Custodian account within ten (10) business days of receipt.

4.0 INVENTORY MANAGEMENT

4.1 Inventory

Inventory is the formal listing or property record of all personal property assigned to an organization; and is the act of sighting/locating, identifying/tagging, counting, describing, recording and reporting the property concerned and reconciling the property recorded and reported with the property records. All capitalized and accountable property shall be inventoried on an annual basis.

As stated in the Glossary of Terms, accountable property is property and equipment that has a life expectancy of 2 years or greater and; 1) an acquisition cost of \$1,000 or more, 2) a high theft potential, 3) sensitive items (soft body armor vests, CSOSA Jackets, etc.) Accountable property includes but is not limited to DVD players, VCRs, and televisions, camera equipment, BlackBerry®, personal digital assistants (PDAs), laptops (including Smart Mobile), CPUs, computer monitors and all other physical security equipment, software licenses, Technical Investigative Equipment, and leased equipment. Accountable property also includes government owned or leased vehicles that will be tracked and maintained through a separate inventory listing in the Agency Property Management System. Sensitive items, as described above, will also be tracked in separate inventory listings in the Agency Property Management System.

Items to be inventoried include, but are not limited to the following:

Information Technology Equipment		General Items	Non Barcoded Items
Central Processing Units (CPUs)	Digital Camera	Refrigerators	OIT Software Licenses, Air Cards, RSA Tokens, USB Drives, Smartphones
Monitors	Televisions	Microwave Ovens	
Printers	Physical Security Equipment	Exercise Equipment	CSS GPS Monitoring Devices
Scanners /Fax Machines	VCR's / DVD Players	Safes	FACILITIES CSOSA Jackets Government Vehicles
Laptops/Smart Mobile	Servers/Equip w/Data Storage Capacity	Copy Machines	
Personal Digital Asst (PDA's)		Shredders Soft Body Armor	
		Cell Phones	

The separate inventory listings for non-bar coded items are managed by the offices identified in the last column. Items such as USB drives are only procured and issued by OIT. As such, OIT is responsible for monitoring the control and use of this item.

Results from the annual inventory are entered into the Agency Property Management System to

maintain accurate accounting of property and to determine the correct amount of property on hand. This system is designed to be of maximum assistance in filing the Federal Property Management Regulation (FPMR) requirements for property management; for identification of property that is no longer required; and for recording its use, transfer, or disposal in accordance with federal regulations.

The Agency Property Management System requires the following information on each personal property item contained therein. In addition to the below data, Facilities will issue separate data elements requirements as needed for OIT and Facilities in updating and maintaining the Agency Property Management System.

- a. Item name
- b. Model number
- c. Manufacturer
- d. Serial number
- e. Total acquisition cost
- f. Date of acquisition
- g. Date received
- h. Date in service
- i. Purchase order number
- j. Location
- k. User name
- l. Information required to support the financial accounts
- m. Capital asset identification

4.2 Inventory Process

Physical inventories are necessary to validate the official property record and are part of the overall property management process. They are used to verify that property carried on the record is physically located in the custodial area where assigned, that all accountable property is included on the property record, and provide information on the utilization of property.

Actual physical inventories must be conducted by two or more personnel designated by the Property Management Officer. Property Custodians shall assist the Property Inventory team in conducting the inventory. However, Property Custodians cannot conduct or record the inventory of property for which their own areas of assignment. This is to ensure the separation of duties for internal control purposes.

Inventory plans and procedures should be developed and notice should be given to the affected parties at least two (2) months prior to conducting the inventory. Written plans will include but are not limited to the following points:

- Schedule and notification of training of personnel involved in the counting, recording and reconciliation of inventory results;
- Personnel assigned to each site with detailed responsibilities (who is responsible for scanning, data entering; etc.);

- Procedures developed to ensure items are not counted twice;
- Date and time of inventory by field site (to minimize disruption of regular program activities);
- Items in possession of third parties/contractors are physically accounted for;
- Items counted in the physical inventory are included in the appropriate property control records;
- Damaged items are identified and reported as part of the inventory verification. Follow up procedures should ensure these items are repaired or removed from inventory (after proper approval) and processed for disposal; and
- Inventory summaries are checked for accuracy of quantities, prices and totals.

4.3 Reconciliation

The data results from the physical inventory will be compared with the information recorded in the Agency Property Management System. Any differences between the inventory quantities and location must be promptly reconciled and adjusted. Information regarding the actual cost for each item must be confirmed in the Agency Property Management System during the reconciliation process.

Reconciliation and adjustments of the Agency Property Management System must be completed within one hundred and twenty (120) days after the physical inventory. Appropriate follow-up action must be taken to locate property identified as missing or stolen within forty-five (45) days of the physical inventory. The process will include a reconciliation of inventoried capitalized assets with OFM to ensure consistent data in the Agency Property Management System and the integrated financial management system.

Additionally, an analysis should be made to determine the reason for the discrepancies and new property management procedures should be developed and implemented to reduce inventory inaccuracies in the future and to ensure compliance with the personal property policy and procedures.

4.4 Inventory Report

After the physical inventory, reconciliation and adjustment process is completed, the Property Management Officer must certify in writing that the inventory is complete and the property records reflect actual quantities, locations and costs of items on hand. This report should also include a Report of Survey for lost, damaged or stolen property. The Inventory report must be submitted through the Director of Facilities to the Associate Director of Management and Administration.

5.0 PROPERTY RELOCATIONS (TRANSFERS)

5.1 Moves/Relocations

The relocation of property from one office to another must be tracked and documented. A relocation of property occurs when an employee moves or there is a change in function/duties of an employee. A request for property relocation must be used to:

- Move property between Property Custodians;
- Relocate property within the Property Custodian's area;
- Process items to or from Facilities or OIT; and
- Relocate employees.

A property relocation request can be in the form of a memorandum but must include the following information:

- Date of request;
- Type of move:
 - Employee move (include number of employees moving); or
 - Repair, replacement or return of property, (see Page 15, Section 5.4);
- Requestor's name, office location and phone number
- Requestor's team number, if applicable;
- Requested move date (See below table for submission requirements); and
- Approval by Associate Director or Operating Plan Manager

CSS requests for staff moves must be processed through the CSS Office of the Associate Director to ensure Union review and approval (via the Office of Human Resources) is obtained prior to scheduling the move date.

An approved personnel transfer request must be submitted to the Office of Facilities via email to FACILITIESHELPDESK@CSOSA.GOV.

Property relocation requests will also be used to track the gaining and losing of assets within the Agency Property Management System. Property relocation requests for repair, replacement or return of property can only be submitted to the Facilities Helpdesk or OIT Customer Support.

To ensure resources are adequately provided for personnel moves, the following schedule should be used in planning:

Number of Employees	Submit Request to Facilities Helpdesk
One (1) to five (5)	10 business days before requested move date
6 or More	20 business days before requested move date
Individual move requests will be consolidated as needed.	

To process a property relocation request for an employee transfer(s):

- The Requestor will prepare the property relocation request with the above stated information and forward it to the Associate Director and/or Operating Plan Manager for approval;
- Once approved the request is submitted to the Facilities Helpdesk.
- The Facilities Helpdesk will create a ticket for the move, and send the request to a Space Management Officer to be reviewed for validation with copies to the Requestor and the Move Manager.
- Validation of a move request includes preparation of the Property Relocation Plan, when warranted, determination of proposed new locations (building and room numbers) and coordination a move date with OIT and the Move Coordinators.
- Validation of large move requests involving new teams or new buildings may require an additional review and approval from the requesting Operation Plan Manager and/or Associate Director.
- Move Manager will process the request with the Move Coordinators and provide Move Instructions (Attachment B.9) to the Requestor and affected staff.
- Individual move request dates will be consolidated as needed.
- If the request involves IT equipment, Facilities will provide OIT at least 10 business days notification prior to the move date.
- OIT will coordinate the transfer of equipment as stated:
 - Log and track all move requests.
 - Open a ticket for telephone support.
 - Provide network connectivity at new location.
 - For moves involving 1 to 5 persons, OIT will be responsible for the disconnection, moving and reconnection of the equipment, when warranted.
 - For moves involving 6 or more persons OIT will be responsible for the disconnection and reconnection of the equipment. Facilities will be responsible for moving the equipment.
 - Transfer files of moved user to new directory.
- The Move Manager will track the move and when complete, will close the ticket. The Move Manager will notify the Facilities Helpdesk of the closed ticket and forwards completed Property Relocation Plan to the Property Management Specialist.
- Facilities Helpdesk will then create a ticket for Facilities Building Management to update any employee signage based on the completed Property Relocation Plan.

- Facilities Helpdesk will also create a ticket for the Property Management Specialist for inputting the relocation information in the Agency Property Management System based on the completed Property Relocation Plan.
- The Property Management Specialist is responsible for the scanning, uploading and validation of the property changes in the Agency Property Management System and notifying the Helpdesk to close the ticket when complete.
- The Property Management Specialist will compile the transfer documents, retain the original in the Transfer Property File.
- The Property Custodian will attach the copy of the property relocation request to their Inventory Listing or the Quarterly Reconciliation.
- If an item is found without a tag, the Property Management Specialist will retag the item or issue a new tag and input the information into the Agency Property Management System.

5.2 Property/Equipment Distribution

When OIT and Facilities distribute property or equipment from their assigned area, they are responsible for tagging and scanning the equipment with the new location information and updating the Agency Property Management System.

5.3 Property/Equipment Loan

The IT Equipment Loan Program provides laptops, and other electronic equipment. CSOSA staff may upon approval of their immediate supervisor/manager and Associate Director, request equipment for loan by sending an email to the ITHELP@CSOSA.GOV or by calling the OIT Customer Support at 220-5377, at least 3 working days prior to the requested pick-up time or 5 working days for additional software request.

For loans of laptops, projectors, or wireless cards, employees must contact the OIT Customer Support for assistance. Employees must obtain and complete an CSOSA Equipment Property Pass (Property Pass), (Attachment B.4) each time equipment is loaned-out or if a portable computing device is assigned for use while the requestor is employed by the Agency.

- Loan is based on equipment availability.
- OIT reserves the right to deny a request based on availability of equipment or lack of supervisory approval.
- Loaned equipment must be used for official government business and /or for purposes within Agency guidelines only.
- Users must complete a Property Pass with supervisor's signature.
- The original Property Pass must be submitted to OIT when the employee picks up the equipment. Equipment will not be released until this property receipt is submitted.
- Users must check out and return equipment at the OIT office at 633 Indiana Avenue, 7th Floor.
- Users are responsible for the equipment during the loaner period and must notify the OIT Customer Support of problems or for loan period extension requests.

- The equipment is due back to OIT on or before the Property Pass expiration date or date of separation from Agency. (The employee's supervisor is responsible for ensuring the return of loaned IT equipment upon the employee's involuntary separation from CSOSA.)
- Users must copy any needed data from equipment prior to equipment return. All data will be erased from the equipment once it is returned to OIT. Any data left on the equipment will be lost.
- OIT and the equipment recipient must maintain a copy of the completed Property Pass.
- It is recommended, Employees keep a copy of the Property Pass in their possession when removing or returning property from a CSOSA site.
- OIT must also update the Agency Property Management System on all equipment loans and returns within ten (10) business days.

Remote network access computer users are issued a password encryption device known as an "RSA Token". These devices will be distributed by OIT using a RSA Security Token Property Receipt (Attachment B.5). This form must be completed and remain on file in OIT while the employee retains remote network access to the Agency's system.

5.4 Property Repair, Replacement or Return

When OIT or Facilities receive a request for property or equipment repair, replacement, or returns, each office is responsible for tagging and scanning any moved or received property and updating the Agency Property Management System. OIT Customer Support must forward information from the request/ticket or any action taken as a result of the ticket to OIT Inventory Control. OIT Inventory Control must update the Agency Property Management System and forward a report of the replacement/return tickets to the Property Management Specialist monthly. The Property Management Specialist will forward the appropriate information to the respective Property Custodian(s).

All requests for repairs, replacement or returns must include the following:

- Name of requestor.
- Tag number or serial number.
- Current location of equipment (and new location if moved).
- Description of property.

5.5 Separation From CSOSA: Returning Government Issued Property to the Agency

When an employee separates from the Agency, all CSOSA issued personal property must be returned to the appropriate offices and any Report of Survey investigations resolved. The employee must obtain the requisite signatures on the Employee Clearance Form. The employee must also have their immediate supervisor's signature on the CSOSA Employee Clearance Form. Failure to complete this form may result in a delay of the processing of the employee's final paycheck.

When an employee is involuntarily separated, their immediate supervisor must collect all accountable property and ensure the items are returned to the appropriate office as indicated on the Employee Clearance Form. The program office must also notify OFM and Procurement of the

termination so OFM can determine if a Hold Payment Action on the employee's last payroll is warranted.

6.0 LOST, DAMAGED, STOLEN OR RECOVERED PROPERTY

6.1 Report of Survey

If property is lost, damaged, stolen or recovered, the employee must notify their supervisor immediately. Lost or stolen credentials (i.e. badge/ID cards) must be reported immediately to the Office of Security (Security). A Report of Survey is not required for this item. If the lost or stolen property is a laptop or items with personal identifiable information, in addition to completing a Report of Survey, employees must follow the reporting requirements outlined in Management Instruction 2058, Breach Notification Standards and Procedures for CSOSA Business and Mission Critical Systems.

Employees are required to complete a Report of Survey for lost, damaged or stolen property assigned to them. The report must be reviewed and signed by their immediate supervisor and forwarded to the Property Management Specialist within five (5) business days of the incident. The Property Management Specialist will assign a survey number and forward a copy to the Property Custodian and, if appropriate, to IT Inventory Control.

The Report of Survey form should explain the circumstances causing the property damage/loss/recovery. When the incident involves the police or other law enforcement agency, copies of the police report and any other documentation should be attached to the Report of Survey. The Property Management Specialist will review the submitted form and attachments for completeness then forward them to the Property Management Officer for processing. When notified of lost or stolen property, Security will review the circumstances, conduct an investigation and complete an Incident Report. Security will forward a copy of the report to Facilities and also to IT Inventory Control if necessary.

Note: The scope of the Security investigation will be limited to obtaining facts, retrieving reports/documents, conducting source interviews, and determining compliance with Agency and Federal policies.

The Property Management Officer will compile and review the reports then forward them to the Director of Facilities for approval and possible referral to the Board of Survey. If no further action is required, the Property Management Officer will sign and return the Report of Survey to the Property Management Specialist who will complete any final corrective action. If a referral is determined, the Property Management Officer will gather any additional information or documentation to prepare the matter for presentation to the Board of Survey for a liability determination.

All Report of Survey records will be maintained by the Property Management Specialist. Once the Report of Survey for missing, damaged or stolen property is approved, the property will be placed into a "retired" status in the Agency Property Management System with the assigned survey number noted.

6.2 Board of Survey - Financial Liability

When Government property is lost, damaged, or destroyed, the Board of Survey will determine whether the employee involved was negligent, and whether such negligence resulted in the loss, damage, or destruction of Government property. The Board of Survey will review each Report of Survey on a “case by case” basis. If the Board determines there is no fault on the part of the responsible employee no additional actions are required.

The Board will hold employees financially liable for lost, damaged or destroyed government property when the Board determines that the:

- (1) Property was lost, stolen, damaged, or destroyed as a result of its being used for other than official purposes; or
- (2) Loss, damage, or destruction was due to simple neglect or negligence; or
- (3) Loss, damage, or destruction was due to gross negligence,

When the Board of Survey finds that an employee should be held liable for property loss, damage, or destruction, the Board will determine and specify in writing the exact dollar amount of financial liability for which the employee should be held liable. The amount of liability assessed the employee shall be determined as follows:

A. Simple Negligence (Excluding Motor Vehicles). The amount of financial liability assessed the employee by the Board of Survey in cases where property loss, damage, or destruction was the result of simple or ordinary negligence, shall be:

1. **Damage.** The estimated or actual cost of repairs for damage that was a direct result of the incident, regardless of whether or not the property is repaired; or the replacement cost for a comparable item, whichever is less. Consideration will be given to original acquisition cost, current fair market value, expected useful life, depreciation, condition, and age, and value to the Government, as compared to replacement costs for a comparable item. In no case will the employee be assessed more than one month's disposable pay.
2. **Loss or Destruction.** The amount of liability for property which was lost or destroyed as a result of simple negligence will be the value of the property lost or destroyed, based upon the original acquisition cost, current fair market value, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of its loss or destruction. Replacement costs will also be considered if the cost of a comparable replacement item is less than the original acquisition cost of the property lost or destroyed or the depreciated value of the property in question. In no case will the employee be assessed more than one month's disposable pay.

B. Gross Negligence. When a Board of Survey finds that an employee should be held liable for property loss, damage, or destruction resulting from gross negligence of the employee, the amount of liability shall be determined as follows:

1. **Damage.** The amount of financial liability for property damage shall be the estimated or actual cost of repairs for damage that was a direct result of the incident, regardless of whether or not the property is repaired. The amount of financial liability for which the employee is held liable shall be the full amount of the loss suffered by the Government, taking into consideration such factors as original acquisition cost, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of damage.
2. **Loss or Destruction.** The amount of financial liability for property loss or destruction shall be the estimated or fair market value of the property taking into consideration such factors as original acquisition cost, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of its loss or destruction. The amount of financial liability for which the employee is held liable shall be the full amount of the loss suffered by the Government.

6.3 Relief From Liability

Employees may appeal the determination of the Board of Survey by submitting a written appeal to the Office of General Counsel via email to generalcounsel@helpdesk@csosa.gov within five (5) business days of notification. The appeal should state clearly the circumstances of the case and why they should be relieved of the financial liability.

Relief from responsibility and financial liability will be denied when loss, damage or destruction is the result of intent to defraud, simple or ordinary neglect or negligence, gross or willful or wanton negligence or misconduct, or failure to follow standards or procedures prescribed and disseminated by written or oral means by the Agency.

Financial liability shall not be imposed on employees who produce evidence and information which, in the Board's opinion, substantiate that circumstances beyond the employee's control impaired the custody, protection, and control of such property.

In the case of missing property where the employee is unable to produce the property and is unable to explain the circumstances, the Board shall determine whether the employee acted in a reasonable or prudent manner in the care and protection of Government property. In cases where the Board finds the employee acted in a reasonable or prudent manner in the care and protection of Government property, the Board should recommend that the employee be relieved of financial liability.

6.4 Reimbursement to the Government

1. When it is determined by the Board of Survey that an employee should be held liable for Government property loss, damage, or destruction, the Board of Survey will notify the

employee of the liability determination by forwarding its written decision to the employee, OFM and OHR. OFM will bill the employee for the amount due.

2. When it is determined that an employee is financially indebted to the United States Government, the employee will pay the amount by a check or money order made out to the Court Services and Offender Supervision Agency and submit it directly to the Director of OFM. Cash will not be accepted.
3. If an individual retires or resigns, or if his/her employment or period of active duty ends before collection of the amount of indebtedness is completed, deduction shall be made from subsequent payments of any nature due the individual from the agency.

7.0 UNREQUIRED AND EXCESS PROPERTY

7.1 Unrequired Property

Unrequired property, property that is no longer needed for a specific office, will be stored for reuse or until it is determined excess property. To minimize the procurement costs of new property, CSOSA will redistribute and reutilize unrequired property whenever possible.

The Property Management Officer and IT Inventory Control shall use the Agency Property Management System as an effective system for redistribution of unrequired property within the Agency prior to declaring the property as excess. At a minimum these procedures shall provide for:

- Continuous efforts to promptly identify property that is no longer needed by the current office.
- Prompt and accurate reporting and screening of property that is available for reassignment.
- Controls to ensure that new property is not acquired when suitable equipment can be reassigned.

CSOSA's unrequired property will be determined as excess when it is no longer required by the Agency as determined by the Director of Facilities. This property must be reported to GSA using one of three methods; Standard Form (SF) 120, Report of Excess Personal Property, Federal Disposal System (FEDS) or any other electronic program approved by GSA. All computer equipment must be sanitized prior to leaving the Agency pursuant to the Information Technology Security Policy Statement 2036, CSOSA Business and Mission Critical Systems and Management Instruction # 2046, Media Protection for CSOSA Business and Mission Critical Systems.

7.2 Excess Property

Excess property is any personal property under the control of a federal agency that is no longer required for its needs. This property is available for transfer from CSOSA through GSA Federal Supply Service (FSS), or FEDS. To minimize the procurement costs of new property, CSOSA will acquire excess property whenever possible and the property meets the Agency requirements.

All movement or transfers of unrequired, excess, exchanged or sold property must be tracked in the Agency Property Management System by the Property Management Specialist. The property will be noted as "retired" in the Agency Property Management System with a reference to the associated SF-120, SF-122 or SF-126. The discharge of unrequired or excess property is determined by the Property Management Officer and reported to GSA.

7.3 Transfers to Other Federal Agencies

Property that is no longer needed may be transferred directly to another federal agency without reporting to GSA, provided that the transfer is approved by the Director of Facilities and the acquisition cost does not exceed \$10,000 per line item. This is done with the Standard Form 122 (SF-122) Transfer Order Excess Personal Property, which may be initiated by either the holding or

gaining organization. A copy of the SF-122 must be submitted to GSA within ten (10) business days from the date of the transaction.

Costs incurred for transfers of excess property outside the Agency, including handling and transportation, will be the responsibility of the receiving agency.

7.4 Donations

Federal agencies are allowed to transfer excess computer equipment and software directly to educational institutions under Executive Order (EO) 12999. EO 12999 encourages federal agencies to assist schools in their efforts to connect to the information superhighway.

Schools interested in obtaining Federal computers should be registered on the nationwide Computers for Learning website, www.computers.fed.gov.

Non-profit institutions must complete a certification that they are eligible to participate in the program. There are specific criteria listed on the certification including but not limited to the following:

- Current tax exempt status pursuant to section 501(C) of the U.S. tax code, AND
- Serve some portion of the pre-kindergarten through grade 12 population, AND
- Operate exclusively for the purpose of education.

All computer equipment scheduled to be transferred must be certified by OIT that they do not contain sensitive or classified data. An SF-122 approved by the Property Management Officer is used to transfer the equipment to the institution. The Agency must ensure an equitable distribution of computer equipment is made among the eligible institutions.

7.5 Sale/Exchange of Replaced Equipment and Trade-Ins

Property sold, exchanged or traded in must be “like for like” and “one for one”. Six copiers cannot be traded in for one copier unless the one copier is replacing all six or a waiver is issued by GSA. Certain types of property are ineligible for trade-in. These items include but are not limited to hand tools, clothing, individual equipment and insignia. Trade-ins must be negotiated at the time of acquisition of a new item.

Replacement property can only be purchased from Federal Supply Service contracts with a trade-in allowance for the replaced item when specified in the original purchasing contract. The old item will be exchanged and the trade-in allowance will be applied to the purchase of the replacement item.

When accountable property is exchanged, replaced or used as a trade in, the requestor is responsible for notifying the Property Management Specialist of the above transactions within ten (10) business days. The notification must include a list of the equipment that was exchanged, replaced or traded in. The property Management Specialist will then obtain and process a ticket from the Facilities Helpdesk to update the Agency Property Management System.

7.6 Storage

Accountable property that is stored, (e.g., held in a warehouse/holding area), shall be recorded in the Agency Property Management System. At a minimum, records shall reflect barcode number, serial number, item name/description and the date the asset was placed in storage.

7.7 Disposal

Abandonment or destruction of personal property is the final step of the disposal process that will result in the removal of equipment from the Agency Property Management System. Property that cannot be utilized, transferred, donated or sold by the Agency shall be abandoned or destroyed. This process must be documented by an approved Report of Survey to provide a clear audit trail of the sequence.

Property that is dangerous to public health or safety should not be disposed of without making it harmless, providing adequate safeguards, or properly advising the recipient of the hazardous or dangerous nature of the property.