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ADS Chapter 518

Personal Property Management (Domestic)

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 ADS 518 – Personal Property Management (Domestic)
 POC for ADS 518: Wayne Witherspoon, (202) 712-1695, wwitherspoon@usaid.gov

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ADS 518 – Personal Property Management (Domestic)

518.1 OVERVIEW

Effective Date: 10/17/2016

This chapter outlines USAID policy directives and required procedures for the acquisition, issuance, and disposal of all government-owned and leased personal property (expendable and nonexpendable) in USAID/Washington (USAID/W) (see [14 FAM 410, Personal Property Management for Posts Abroad](#); [ADS 534, Personal Property Management Overseas](#); and [ADS 535, Real Property Management Overseas](#) for information on managing property overseas).

Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures, which are normally referred to as real property. Please refer to <https://pages.usaid.gov/M/MS/HMD/hmd-services> for more information.

This chapter does not apply to the management of information technology resources or for Agency policy on the management of these resources (see [ADS 545, Information Systems Security](#), [ADS 547, Property Management of Information Technology \(IT\) Resources](#), and [ADS 549, Telecommunications Management](#)).

518.2 PRIMARY RESPONSIBILITIES

Effective Date: 10/17/2016

- a. The **Director, the Bureau for Management, Office of Management Services (M/MS/OD)** is responsible for tracking and oversight of property management.
- b. The **Division Chief, Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD)** is responsible for property management policies, guidelines, and programs applicable to property held in USAID/W.
- c. The **Personal Property Management Officer (PMO)**, in M/MS/HMD, is responsible for establishing internal policies and procedures for the management and control of assigned personal property.
- d. **USAID/W Property Custodians are Administrative Management Specialists** who are responsible for accountability, control, record keeping, inventory, and reporting on all personal property. They are also responsible for exercising surveillance and control over Bureau/Independent Office assigned property.
- e. The **Bureau for Management, Office of Management Services (M/MS)** is responsible for personal property.

f. The **Office of Security (SEC)** is responsible for ensuring the security of personal property at USAID facilities.

g. The **Bureau for Management, Office of Management Services, Information Records Division (M/MS/IRD)** is responsible for approving requests for specialized filing cabinets, safes, and special filing equipment.

h. All **Washington-based USAID staff** is responsible for the appropriate care and efficient use of government property, in accordance with the policies described in this ADS chapter and [41 CFR 101](#).

518.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

518.3.1 Personal Property Management System

Effective Date: 10/17/2016

The Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD) oversees the acquisition, issuance, and disposal of personal property.

M/MS/HMD is responsible for the following:

- a. Ensuring the economical and timely acquisition of property required by the Agency;
- b. Maintaining issuance and accountability records, as required; and
- c. Safeguarding against waste, fraud, loss, and misuse of personal property.

518.3.2 Requesting Personal Property

Effective Date: 10/17/2016

Bureau/Independent Office (B/IO) Administrative Management Staff (AMS) requests regarding personal property must be sent to M/MS/HMD. Requests for personal property must include a justification and must be approved by a senior official or an employee designated by the head of the B/IO. This does not include expendable property.

518.3.2.1 Requesting Expendable Property

Effective Date: 10/17/2016

USAID/W organizations must use the General Services Administration (GSA) SmartPay Purchase Card (Visa) to obtain expendable property (see <http://www.gsa.gov>). All AMS Officers, or their appointed designees, are responsible for inventory and storage and submissions of requests for expendable property.

518.3.2.2 Requesting Nonexpendable Property

Effective Date: 10/17/2016

Requests for acquiring furniture, equipment (excluding IT equipment, filing cabinets, and special equipment), and related services must be submitted to the B/IO approving official.

Requests for acquiring special equipment must include justifications, describing the type of work to be performed, frequency of need, and other pertinent information to assist in the decision to purchase. The following are examples of special equipment requirements and the approval offices:

- a. Requests for filing cabinets, safes, and special filing equipment must be submitted to M/MS/IRD. Within 30 days, M/MS/IRD will approve or disapprove a request. If approved, within five days M/MS/IRD will forward the request to M/MS/HMD for fulfillment, and M/MS/HMD will forward the request to SEC for concurrence. If disapproved by M/MS/HMD, M/MS/IRD will notify the requesting office.
- b. Requests for copiers and printing equipment must be submitted to M/MS/HMD.

518.3.3 Acquisition, Recording, and Property Value

Effective Date: 10/17/2016

M/MS/HMD oversees the acquisition and issuance of personal property acquired by USAID.

518.3.4 Controlling Personal Property

Effective Date: 10/17/2016

All nonexpendable personal property is subject to inventory and financial controls. USAID employees are financially liable for property if stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful actions on the part of the employee.

The Chief, M/MS/HMD must establish mechanisms to control the acquisition, storage, and issuance of expendable property. M/MS/HMD must carry out the following control mechanisms:

- a. Maintain a receipt and disbursement log for each type of expendable property;
- b. Ensure that property issued to staff and contractors is properly accounted for;
- c. Review requests for the acquisition of new expendable property and establish procedures for ordering, storing, and issuing all property;
- d. Ensure that the Personal Property Specialists keeps the inventory database current; and

- e. Establish procedures for the accountability of property by each organization's Property Custodian.

518.3.4.1 Missing, Lost, or Damaged Property

Effective Date: 10/17/2016

The AMS official or senior designated official must notify the Chief, M/MS/HMD in writing immediately upon discovering any missing, lost, or damaged property. The report must state the items that are missing, lost, or damaged, and the facts surrounding the loss or damage by using the [AID 534-1, Personal Property Disposal Authorization and Report](#).

- a. For missing, lost, or damaged property valued at \$50 or less, no further action is required. The AMS must file the report with the official property records.
- b. For missing, lost, or damaged property valued at more than \$50 but less than \$500, the Personal Property Specialist within the organization and the Chief, M/MS/HMD must determine the action to be taken against the responsible party.
- c. For missing, lost, or damaged property valued at more than \$500, the M/MS/HMD Property Specialist must submit a report to the Office of Security (SEC). The report must include complete details of the incident, a description of the equipment, serial numbers, and the name and telephone number of the person reporting the incident.

The Chief, M/MS/HMD must review the Missing, Lost, or Damaged Property Report and submit a final report to the Director, M/MS with recommendations relative to the recovery of any losses or changes in procedures. In cases involving employee liability, the Agency's property management regulations can be found in [15 FAM 100](#) apply. If the Property Survey Board determines that the loss or damage resulted from carelessness, negligence, or other employee misconduct, the employee will be required to pay the cost of repair or replacement of the property.

See [ADS Chapters 545](#), [547](#) and [549](#) for guidance on reporting missing, lost or damaged IT equipment such as computers, phones, or communications equipment.

518.3.4.2 Disposal of Excess or Worn-Out Property

Effective Date: 10/17/2016

SEC provides appropriate disposition instructions for any worn or excess security equipment in [ADS 562.3.8](#).

The Chief, M/MS/HMD, or designee, must review all USAID/W property on a semi-annual basis. If property is not being used or is underused, M/MS/HMD must take immediate action for the transfer, redistribution, or excessing of the property.

The M/MS/HMD Personal Property Specialist is responsible for monitoring and disposing all equipment, furniture, and supplies that the M/MS/HMD Division Chief determines to be excess, worn out, or surplus in accordance with USAID policy and governmental regulations.

518.3.4.3 Inventory of Personal Property

Effective Date: 10/17/2016

The M/MS/HMD annual inventory is a reconciliation of the previous inventory against all acquisitions, disposal, and other property changes that have occurred throughout the year. In addition to previous inventory records, the Personal Property Specialist (M/MS/HMD) is required to maintain all purchase orders, receiving reports, transfer documents, and disposal documents to ensure that all changes have been entered into the computerized inventory database.

M/MS/HMD must inventory nonexpendable items that each have a value of \$500 or more. Other types of property may be included in the inventory database at the discretion of the Property Specialist or the Chief, M/MS/HMD.

As part of the inventory process, M/MS/HMD must:

- Verify the presence and condition of all property,
- Match verified property against the existing property inventory database, and
- Complete final inventories and necessary changes in the property management database.

Each Property Custodian must take an inventory at least every two years, counting each item to verify that all property is on hand and accounted for.

518.3.5 Acquisition of Nonexpendable Property

Effective Date: 10/17/2016

The Agency may obtain nonexpendable property in four ways:

1. Through the excess program,
2. By transfer from another agency,
3. By purchase, and
4. By leasing.

518.3.5.1 Nonexpendable Property from the Excess Program

Effective Date: 10/17/2016

Excess property must be the first choice of acquisition when requirements for nonexpendable property are identified. The excess property program provides lists of available property government-wide.

M/MS/HMD reviews all excess listings, inspects the property available, and makes the determination when it is appropriate to utilize this program.

518.3.5.2 Purchase of Nonexpendable Property

Effective Date: 10/17/2016

M/MS/HMD may only purchase nonexpendable property through direct purchase when properly justified items are unavailable from the excess program.

518.3.5.3 Lease of Nonexpendable Property

Effective Date: 10/17/2016

M/MS/HMD may only lease nonexpendable property when a project manager or COR completes a cost-benefit analysis that indicates it is cost-efficient to do so. Examples of when leasing might be practical are: for short-term, emergency requirements; and when purchase through excess or direct purchase is not feasible due to financial reasons.

518.3.6 Property Acquired by a Contractor

Effective Date: 10/17/2016

Property acquired by a contractor is governed by the terms of the contract, the [Federal Acquisition Regulation \(FAR\), Part 45](#), and the [USAID Acquisition Regulation \(AIDAR\), Part 745](#).

518.3.7 Personal Property Received as a Gift, Decoration, or Donation

Effective Date: 10/17/2016

USAID employees must follow proper procedures for accepting gifts or donations from domestic sources and from foreign governments. These procedures can be found at: <https://pages.usaid.gov/M/MS/HMD/reporting-foreign-gifts>.

a. Gifts From Domestic Sources

Employees must not accept anything having a value of more than \$20 per occasion, not to exceed \$50 during a calendar year, from a single domestic individual, firm, or organization that does business with the Agency. The Standards of Conduct, which govern employee responsibilities and include reports about the acceptance of gifts, entertainment, and favors, can be found at: <https://pages.usaid.gov/M/MS/HMD/reporting-foreign-gifts>.

b. Gifts and Decorations from Foreign Governments

All USAID employees are required to notify M/MS/HMD, in accordance with [Federal Property Management Regulations \(FPMR\)](#) and [41 CFR 101-49](#), if they receive a gift or decoration (such as medals or awards) from a foreign government.

Employees may keep a gift from a foreign government if the gift is of minimal value. "Minimal value" currently means that it has a retail value in the U.S. of \$375 or less. Employees who accept a gift valued at more than the minimal value must transfer it to GSA through M/MS/HMD within 60 days of acceptance. With the approval of the Director, M/MS, the employee may deposit it for official use at a designated location in USAID/W or at a specified Foreign Service post overseas. When transferring or depositing the gift, the employee must file a statement with the designated depository office (M/MS/HMD) that contains the information required by [22 CFR 3](#).

When the gift is personal property, the Director, M/MS must determine whether the gift will be retained by USAID for official use or transferred to GSA (see [41 CFR 101-49](#)).

518.3.8 Valuing and Recording Property

Effective Date: 10/17/2016

The Agency's property must be valued and recorded as described in **518.3.8.1** and **518.3.8.2**.

518.3.8.1 Computation of Acquisition Cost

Effective Date: 10/17/2016

Personal property must be recorded by the receiving party on property records in U.S. currency. When documentation is missing or incomplete, the M/MS/HMD Division Chief will determine the estimated property value. The personal property or equipment acquisition cost includes shipping costs paid by the vendor or the U.S. Government (even if shown separately on the invoice). Government discounts, GSA surcharges, and shipping costs of items acquired through the excess property program, and gifts or other transfers must be included in the computation of acquisition cost. Prompt payment discounts must not be included in computations of acquisition cost.

518.3.8.2 Procedures for Separating and Transferring Employees

Effective Date: 10/17/2016

Employees separating from USAID, transferring to a USAID position overseas, or transferring to work at another USAID facility in Washington must complete [AID 451-1](#) (Exit Clearance Form) and return any personal property to the B/IO AMS Officer (see [ADS 451, Separations and Exit Clearance](#)).

518.4 MANDATORY REFERENCES

518.4.1 External Mandatory References

Effective Date: 10/17/2016

- a. [14 FAM 410, Personal Property Management for Posts Abroad](#)
- b. [14 FAM 420, Domestic Personal Property Management](#)
- c. [22 CFR Part 3, Chapter I, Gifts and Decorations from Foreign Governments](#)
- d. [41 CFR Part 101-43 through 49, Federal Property Management Regulations](#)
- e. [Federal Acquisition Regulation \(FAR\) Part 45, Government Property](#)
- f. [USAID Acquisition Regulation \(AIDAR\) Part 745](#)

518.4.2 Internal Mandatory References

Effective Date: 10/17/2016

- a. [ADS 251, International Disaster Assistance](#)
- b. [ADS 331, Small and Micro Procurement in USAID/W](#)
- c. [ADS 451, Separations and Exit Clearance](#)
- d. [ADS 519, Building Services](#)
- e. [ADS 534, Personal Property Management Overseas](#)
- f. [ADS 535, Real Property Management Overseas](#)
- g. [ADS 545, Information Systems Security](#)
- h. [ADS 547, Property Management of Information Technology \(IT\) Resources](#)
- i. [ADS 549, Telecommunications Management](#)
- j. [ADS 562, Physical Security Programs \(Overseas\)](#)
- k. [ADS 565, Physical Security Programs \(Domestic\)](#)
- l. [ADS 629, Accounting for USAID Owned Property](#)

518.4.3 Mandatory Forms

Effective Date: 10/17/2016

- a. [AID 451-1, Exit Clearance Form](#)

- b. [AID 5-7, Supplies/Equipment/Services Requisition](#)
- c. [AID 530-3, Credit Card Purchases Transactions](#)
- d. [AID 534-1, Personal Property Disposal Authorization and Report](#)

518.5 ADDITIONAL HELP
Effective Date: 10/17/2016

There are no Additional Help documents for this chapter.

518.6 DEFINITIONS
Effective Date: 05/09/2018

See the [ADS Glossary](#) for all ADS terms and definitions.

accountable property

Accountable property for USAID is: (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing \$100.00 or more exclusive of shipping, packing, and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse; and (d) any leased or borrowed nonexpendable property regardless of cost. (**Chapters 518, [534](#), [547](#)**)

accountable property records

Formal records of personal property that assign specific responsibility for control to an individual. (**Chapter 518**)

acquisition of personal property

Property acquired through purchase, donation, excess from other agencies, or transfer upon completion of a contract. (**Chapter 518**)

capitalized personal property

Capitalized personal property is nonexpendable personal property that has an invoice cost of \$25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. For USAID, vehicles with a basic acquisition cost of under \$25,000, including shipping costs, are not capitalized. (**Chapters 518, [534](#), [547](#)**)

contractor inventory

Government property in the possession of a contractor under contract terms where title is vested in the government. There are two types: Contractor Acquired Property (CAP) cost reimbursement and Government Furnished Property (GFP) contract cost reduction. Property purchased by a recipient under a grant or cooperative agreement is governed by the terms of the agreement and 2 CFR 200. (**Chapter 518**)

control

The function of maintaining management accountability and oversight of personal property throughout its complete life cycle using various property management tools and techniques. (**Chapter 518**)

disposal

Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (**Chapter 518** and [536](#))

excess property

Property under control of a Federal agency, which is no longer required by the Agency for its needs. (**Chapter 518** and [547](#))

expendable personal property

Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are office supplies, automobile tires, machine parts, and desk trays. (**Chapter 518** and [534](#))

expendable supplies

A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to being tracked by established inventory systems. (Examples of such supplies are pens, pencils, paper products, diskettes, tape, etc.) (**Chapter 331** and **518**)

fair market value

Fair market value is the monetary value that an agency could reasonable expect to receive for an asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale. (**Chapter 518** and [534](#))

furnishings

Office furniture and accessory items such as lamps, trash receptacles, carpets and rugs, mirrors, and curtains or drapes. (6 FAM 700) (**Chapter 518**)

government-held real property

Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (6 FAM 700) (**Chapter 518** and [535](#))

government office equipment

Government office equipment and information technology includes, but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and email. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment. (**Chapter 518** and [541](#))

information technology (IT)

As defined in [M-15-14: Management and Oversight of Federal Information Technology Resources](#), Information technology includes:

- a. Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency; where
- b. such services or equipment are “used by an agency” if used by the agency directly or if used by a contractor under a contract with the agency that requires either use of the services or equipment or requires use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product.
- c. The term "information technology" includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources.
- d. The term "information technology" does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment.

([Chapters 300, 518, 519, 552](#))

negligence

Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of government property. Gross negligence is failure or omission on the part of the responsible employee(s) of a greater degree than simple negligence and deemed to be misconduct or willful, wanton, or reckless disregard for government property resulting in loss, damage, or destruction. (**Chapter 518**)

nonexpendable personal property

Property such as furniture, office machines, information technology (IT) equipment, and communications equipment that is: (1) complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with an anticipated useful life of over two years. (**Chapters 518, 534, 629**)

personal property

Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures, which are normally referred to as real property. (Chapters 518, [534](#), [629](#))

personal property management

The management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposal of such property. (Chapter 518 and [527](#))

Personal Property Specialist

Official appointed by Agency Personal Property Management Officers who is responsible for nonexpendable property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. (Chapters 518, [532](#), [547](#))

property custodian

The official responsible for day-to-day oversight, control, and safeguarding of property (furniture and equipment) in USAID Bureaus/Offices. (Chapter 518)

Property Disposal Officer (PDO)

The official designated in writing by the Property Management Officer. The Property Disposal Officer must NOT be the Personal Property Specialist in order to minimize the vulnerability of property to fraud or abuse. (Chapter 518 and [547](#))

real property

A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities. (6 FAM 700) (Chapters 518, [535](#), [629](#))

real property acquisition

The act of acquiring real property either by lease or purchase. (Chapter 518 and [527](#))

receiving agent

The official appointed by the Personal Property Specialist who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. (Chapter 518)

security property

Property provided for the protection/security of personnel, facilities, or national security information. (Chapter 518)

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