



STANDARD OPERATING PROCEDURE

Number	Date	Organization
	10/01/2013	THD REPP

Property Management Process

I. Purpose

Standard Operating Procedure (SOP) provides policy, guidance, responsibilities, and procedures for the overall property management process within the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Technological Hazards Division (THD). The Business Operations Branch, Radiological Emergency Preparedness Program (REPP), Chemical Stockpile Emergency Preparedness Program (CSEPP), or any other organization accountable for Personal Property through THD will adhere to these procedures and guidance.

The Federal Property and Administrative Services Act of 1949 (63 Stat. 378, Public Law 152) is the primary property management statute for Federal agencies. The legislation charges FEMA with providing an economical and efficient system for the procurement and supply of Personal Property, the utilization of available property, the disposal of surplus property, and records management. Further, the Federal Managers' Financial Integrity Act (Public Law 97-255) charges Federal agencies with establishing internal control systems to assure assets are safeguarded against waste, loss, unauthorized use, and misappropriation. Additionally, the Federal Property Management Regulations (41 CFR Part 101) provide policies and procedures that govern acquisition, management, use, excess, and disposal of Government property.

The THD Property Manager is the responsible officer for the equipment and physical property used by THD personnel in the performance of their duties. The THD Property Manager is also responsible for the computer Life-Cycle program.

II. Supersession

This SOP supersedes any other Property Management SOPs or standard guidelines. This document serves as the current and active Property Management SOP.

III. Authorities and References

1) **The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 501 et seq.)**

- I. This legislation provides an economical and efficient system for the procurement and supply of Personal Property, the utilization of available property, the disposal of surplus property, and records management.

- 2) **Federal Acquisition Regulation (FAR), 48 Code of Federal Regulation (CFR) Part 45, “Government Property”**
 - I. This part of the regulation prescribes policies and procedures for providing Government property to contractors, contractors' management, and use of Government property, and reporting, redistributing, and disposing of contractor inventory.
- 3) **DHS Management Directive (MD) 0565, “Personal Property Management”**
 - I. This Directive establishes the DHS policies and procedures for managing Personal Property. It also assigns responsibilities for managing Personal Property.
- 4) **FEMA Manual 119-7-1, “Personal Property Management Manual”, revised April 13, 2011**
 - I. This Manual discusses policy and procedures for the management, accountability, utilization, and disposal of government Personal Property. The manual also requires a complete annual physical inventory of all Personal Property and capitalized property. The revised manual includes a requirement for a 100 percent wall-to-wall inventory of all items located within a facility as of a scheduled date.

IV. Definitions

- 1) **Abandonment**
 - I. The giving up of title in favor of those in possession. To give title to property to a possessor rather than move the property.
- 2) **Accessory Items**
 - I. Property that enhances or improves the function of a piece of equipment but is not essential to its operation.
- 3) **Accountability**
 - I. Property management function, which encompasses the receipt, assignment, record keeping, day-to-day control, physical inventory, and disposition of Accountable Property and certain expendable property which is tracked and accounted for such as, but not limited to, water, Meals Ready to Eat (MREs), cots and other commodities.
- 4) **Accountable Area**
 - I. A jurisdiction that an Accountable Property Officer (APO) or Custodial Officer (CO) is assigned accountability and responsibility for; generally correlates to the FEMA Office or Division level, as defined by the DHS Property Management Officer.
- 5) **Accountable Personal Property**
 - I. Personal property with an initial acquisition cost at, or above, a specific threshold, and items designated as sensitive, that are recorded in the organization's automated control system, which contains, at a minimum, the mandatory requirements set forth in the Joint Financial Management Improvement Program Property Management System Requirements.
- 6) **Accountable Property Officer (APO)**

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- I. An individual designated in writing to maintain the accountability for FEMA property (in use or storage) in accordance with a prescribed system which shows the authorized debits, credits, and available balances on hand or obligated for use in such an activity. An APO must be a FEMA employee (Disaster Assistance Employees, Cadre of On-Call Response/Recovery Employee, and Permanent Full-Time Employees). Contractors may not be used to fulfill the APO roles and responsibilities.

7) Agency DHS Property Management Officer (APMO)

- I. Director, Management Directorate Support Services & Facilities Management Division and is responsible to the Administrator, FEMA, for implementing and managing the Agency-wide Personal Property Management Program.

8) Acquisition

- I. To obtain property through purchase, fabrication, lease or transfer (from other FEMA Offices, DHS Components or Federal Agencies).

9) Acquisition Cost

- I. The original cost, which includes any shipping and/or transportation costs to the Government of an item of Personal Property.

10) Board of Survey

- I. A committee of a varying number of members, representing select FEMA Offices and the FEMA Security Branch that is responsible to investigate incidents of lost, stolen, damaged, or destroyed Accountable Property within FEMA.

11) Consumable Property

- I. An item of supply which is consumed in use (e.g., paint, rations, water, office supplies, cleaning and preserving materials, and fuel) or which loses its separate identity when merged into another entity (e.g., nuts and bolts, repair parts, spares, construction materials, components and assemblies, etc.). Consumables are considered to be expendable when issued and do not require formal accountability after they have been issued from the system of record.

12) Continuous or Inventory by Exception

- I. Within a specified period of time, all movement of property (transfers, custody receipt changes, etc.) constitutes verification that the item has been touched and is accounted for. At the end of that period, only those items that have not already been touched in that period will have to be physically inventoried.

13) Contracting Officer

- I. A Federal employee with the authority to enter into, administer, or terminate contracts; make related determinations and findings; and appoint Contracting Officer's Technical Representatives. This individual is also authorized, by virtue of position or by appointment, to perform the functions assigned by the Federal Acquisition Regulation and the Homeland Security Acquisition Regulation.

14) Contracting Officer's Technical Representative (COTR)

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- I. A Federal employee designated in writing by the Contracting Officer who is appointed to perform technical functions under the contract, including inspection and acceptance of supplies or services.

15) Contractor Acquired Property

- I. Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title if so provided in the contract.

16) Control

- I. The ongoing function of maintaining physical oversight and surveillance of Personal Property throughout its complete life-cycle, taking into account the environment in which the property is located and its vulnerability to theft, waste, fraud, or abuse.

17) Custodial Area

- I. A subdivision of an accountable area that a Custodial Officer (CO) is assigned responsibility and accountability for; the area could be defined by physical characteristics or based on program requirements.

18) Custodial Officer (CO)

- I. A person designated in writing, to have day-to-day responsibility for the issuance, utilization, maintenance, protection, and disposition of all accountable Personal Property for which the CO is responsible. The CO is responsible for issuing sub-hand receipts for Personal Property and reporting to the APO any changes (acquisitions, transfers, disposals, etc.) affecting the property for their organizational use in a timely manner but not later than 24 hours after a change has occurred.

19) Custodian

- I. A hand receipt holder of Personal Property that has been issued for the holder's personal use. The Custodian has personal responsibility for its proper utilization, maintenance and protection, and may be held financially liable for issued property that has been lost, stolen, damaged or destroyed due to negligence, misconduct, or unauthorized use.

20) Custody Receipt

- I. A signed document by the Custodian acknowledging acceptance of and responsibility for items of property listed thereon that is issued for use and return, if required.

21) Custodial Record

- I. Written or electronic documentation that correlates to the official property record in the Personal Property management system for each item of Accountable Property maintained by an APO or CO; may be in the form of FEMA or General Services Administration (GSA) forms that authorize such transactions as transfers, physical movement, final disposition, or other records such as maintenance reports.

22) Cyclic Inventory

- I. The scheduled counting of a specific portion of an activity's property during a given period of time (e.g., quarterly, monthly) to cover the entire account within a one-year period.

23) Depreciation

- I. The systematic rational allocation and periodic accounting entries made in the financial records to reflect decreases in the value of property through age, wear, deterioration, or obsolescence over its estimated useful life.

24) Disposal

- I. The disposition of excess or surplus Personal Property through donation, sale, abandonment, or destruction.

25) Disposal Condition Code

- I. GSA established standard assigned to a property asset indicating its physical condition.

26) Disposition

- I. Action taken to complete the transfer of property from one hand receipt to another.

27) Disposable Items

- I. Items that are discarded when they become inoperable.

28) Durable Property

- I. An item of supply which is reused until it is no longer capable of use, but which is not considered accountable Personal Property (e.g., computer keyboards, computer mice, small office equipment, furniture). Durables are tracked by informal means when issued, but do not require formal accountability after they have been issued from a stock record account.

29) Equipment

- I. Accountable nonexpendable end items required to perform an organization's or unit's mission; includes property, such as administrative, operating, and household equipment; or property that is mechanized, usually having a manufacturer's serial number affixed.

30) Excess Personal Property

- I. Any Personal Property under the control of a FEMA organization that is not required or needed by that organization to discharge its responsibilities, as determined by the head of that organization. Excess can be offered to other Federal agencies (OFAs) through GSA after screening within DHS. The FEMA PMO or APO in possession of the property will contact the owning entity, or appropriate Distribution Center (DC) that normally furnishes like items, if owning entity is unknown, for disposition instructions for all property procured with Disaster Relief Fund (DRF) (also referred to as Fund 6) monies. Any disposition instructions must be approved in writing by the appropriate owning entity or DC and attached to the item's records.

31) Exchange/Sale Property

- I. Property that has commercial or trade-in value which can be sold or exchanged and the proceeds of the sale or exchange applied to the acquisition of like item replacement property within a prescribed period of time after sale as set forth in the FMR.

32) Expendable Property

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- I. Property which has an expected service life of less than one year and when it is consumed, loses its identity, or becomes an integral part of another item of property. Until these items are utilized, they may be considered Accountable Property and will be barcoded and tracked accordingly. If the item is considered Accountable Property based upon the current criteria, it will be entered into the official system of record.

33) Fair Market Value

- I. The best estimate of the current value/gross proceeds that would be recovered if property were sold through use of competitive bidding.

34) Federal Information Processing Equipment

- I. Any equipment, such as computers and ancillary equipment or interconnected system or subsystem used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data information.

35) Federal Management Regulation (FMR)

- I. The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally found in the FPMR. However, it does not contain FPMR material that described how to do business with the General Services Administration (GSA).

36) Federal Property Management Regulations (FPMR)

- I. FPMR governs and guides Federal Agencies in prescribing regulations, policies, procedures, and delegations of authority pertaining to the management of property, records, and other programs and activities of the type administered by the GSA. The FPMR is published in the Federal Register in both loose leaf and electronic form, and in 41 CFR Chapter 101 in cumulative form. The FPMR is being replaced incrementally with the FMR, 41 CFR Chapter 102.

37) Federal Recipient

- I. Any executive agency or any establishment in the legislative or judicial branch of the Government (except the Houses of Congress, the Architect of the Capitol, and any activities under their direction).

38) Fixed Facility

- I. FEMA operation conducted out of a facility or location normally expected to be utilized long-term and not tied directly to a specific event. Examples, including but not limited to, Distribution Center, Regional Office, Long Term Recovery Office, National Processing Service Center (NPSC).

39) Fund Code

- I. A 16-digit FEMA financial accounting code.

40) Furniture

- I. Office and household items normally associated with occupancy and use in areas such as offices, conference and reception rooms, waiting rooms, lobbies, libraries, and living areas. Such items include bookcases, beds, buffets, china cabinets, chairs,

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chests, credenzas, desks, filing cabinets and sections, hat and coat racks, tables, telephone cabinets, safes and security cabinets, and wardrobes.

41) **General Ledger**

- I. A fiscal record which is comprised of several control accounts that reflect the dollar value of capitalized Personal Property on hand.

42) **Government Bill of Lading (GBL)**

- I. A Government document used to procure and identify freight and cargo transportation and required services from commercial carriers for the movement of material at Government expense.

43) **Government-Furnished Property (GFP)**

- I. Property in the possession of or directly acquired by the Government, which has title, and which is subsequently made available to a contractor in the performance of a Government contract. GFP is only allowable if stated in the Statement of Work (SOW).

44) **Gross Negligence**

- I. An extreme departure from the course of action expected of a reasonably prudent person (all circumstances considered) accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of that act.

45) **Hand Receipt**

- I. A signed document by the Custodian acknowledging acceptance of and responsibility for items of property listed thereon that is issued for use and return, if required.

46) **Hazardous Property**

- I. Personal Property components or material that are deemed hazardous, chemical substances or mixtures, or hazardous waste as defined under the Hazardous Materials Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act as well as weapons, munitions, explosives. Such items are recognized by material safety data sheets or hazardous material information sheets.

47) **Inventory**

- I. A periodic inspection and count of Personal Property for the purpose of verifying that the quantities actually on hand are in agreement with the quantities shown in the official system of record. Agency automated property management system. LIMS provides materiel management capabilities to support inventory control, property utilization and disposal, logistics provisioning, command and control of assets, and property accountability for both disaster and non-disaster operations. LIMS use is required for all Accountable Property until its successor is implemented.

48) **Logistics Inventory Management System (LIMS)**

- I. Integrated data entry software that serves as the centralized database for FEMA Personal Property. Barcoded assets are recorded and tracked in the system throughout their lifecycle.

49) **Maintenance**

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- I. The act of cleaning, servicing, and repairing equipment to ensure that items are in operational condition.

50) Materials

- I. Property which may be used during construction, manufacture, or repair. Materials may include such items as lumber, paint, raw steel, processed steel, parts, and components.

51) Micro-Purchase

- I. An acquisition of supplies or services using a purchase card, the aggregate amount of which does not exceed the micro-purchase threshold as prescribed in the Federal Acquisition Regulation or the Homeland Security Acquisition Regulations (currently \$3,000).

52) Module

- I. A combination of parts (manufactured and mounted) that can be tested, replaced as a unit, or repaired. The term “module” is normally associated with IT equipment.

53) Movement

- I. Property undergoing a change in physical location and/or change in property Custodian, CO or APO.

54) National Stock Number (NSN)

- I. A 13-digit catalog code consisting of a 4-digit Federal class code and 9-digit national item identification number.

55) Nonexpendable Property

- I. Property which has a continuing use, is not consumed in use, has an expected service life of one or more years, or has an acquisition cost of \$500 or more.

56) Non-capitalized Property

- I. Property that has an acquisition cost below FEMA’s capitalization threshold. Non-capitalized property is not recorded on the FEMA General Ledger.

57) Non-Federal Agency

- I. An activity that receives excess property through a Federal sponsor that is neither a Federal agency nor a donee.

58) Non-reportable Property

- I. Excess property that is not required to be formally reported to GSA, such as perishables, property dangerous to public health and safety, scrap/salvage, property determined to be classified or otherwise sensitive for reasons of national security, as determined by the Administrator, FEMA.

59) Object Classification Codes

- I. A uniform financial classification used in all Federal Government transactions to describe the type of goods or services purchased, (e.g., contractor compensation, supplies, material, and equipment) in order to relate the purchase to the agency's budget.

60) Obligation

- I. A legal reservation of funds based on a known or estimated dollar amount which will require payment. An obligation is established as a result of an order placed, contract awarded, service received, or other type of transaction that will require the disbursement of Government funds.

61) Operating Equipment

- I. Reproduction and printing equipment, automobiles, trucks, lift trucks, machine tools, woodworking tools, power lawn mowers, power cleaning equipment, and other items.

62) Organizational Element

- I. A function, unit, or activity within FEMA that has property management responsibilities.

63) Personal Property

- I. Tangible and intangible property that can be physically moved from place to place.

64) Personal Property Management System

- I. Computer database used to record relevant data for accountable Personal Property; some systems also allow the user to perform other Personal Property management-related functions (e.g., transfer).

65) Personally Charged Property

- I. Property that is in the temporary possession of authorized persons.

66) Physical Inventory

- I. A periodic inspection and count of Personal Property for the purpose of verifying that the condition and quantities actually on hand are in agreement with the condition and quantities shown in the official system of record.

67) Property Administrator (PA)

- I. Designated and properly trained property management professionals who serve as liaisons between contractors and FEMA.

68) Property Management

- I. Those functions of the Government which deal with the acquisition, control, protection, utilization, and disposal of Government property.

69) DHS Property Management Officer (PMO)

- I. An individual designated in writing to manage the Personal Property (in use or in storage) assigned to an organization or activity under the PMO's jurisdiction.

70) Purchase Card

- I. Used by purchase cardholders to make micro-purchases (under \$3,000) in accordance with DHS Management Directive 0760, "Government Purchase Card Program."

71) Purchase Cardholder (P-Cardholder)

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- I. A Government employee who is a warranted Contracting Officer or authorized Ordering Official under the purchase card program, and who holds a Government Purchase Card.

72) Receiving Officer (RO)

- I. An individual designated in writing, and specifically trained to receive, inspect, certify the identity, quantity, and condition of items delivered to an organization. This individual is also responsible for ensuring that receipts are accurately recorded on receiving documents before such documents are passed to the APO for posting to the official system of record.

73) Recycling

- I. The recovery of raw materials from property for the purpose of using them again.

74) Reconciliation

- I. The process of getting individual property records in the Personal Property management system fully consistent with the actual status of the Personal Property, including the asset's physical location, actual acquisition cost, etc.

75) Reportable Property

- I. Excess property that must be reported promptly to GSA on a SF120 with descriptions in sufficient detail to permit transfer or sale without further reference to the holding agency, such as information systems equipment, furniture, or vehicles.

76) Residual Personal Property

- I. Excess, surplus, salvage, or scrap property which may result from engineering changes, parts, and components remaining after completion of production at a contractor's facility, or excess parts caused by economic order quantities that exceed actual requirements.

77) Responsibility

- I. The obligation of a person for the proper custody, care, and safekeeping of Government property in or under their possession or supervision.

78) Review Board

- I. A group of employees who have management oversight of the property management program and conduct reviews during the Report of Survey process.

79) Sensitive Items

- I. Those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuses, or due to national security export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability. Includes spare equipment items held as replacement spares for equipment in current use in FEMA or DHS programs.

80) Special Inventory

- I. A scheduled physical inventory of selected items for a specific purpose.

81) Spare

- I. An individual part, assembly, subassembly, or component supplied for the maintenance or repair of systems or equipment. Until these items are utilized, they may be considered Accountable Property and will be barcoded and tracked accordingly. If an item is considered Accountable Property based upon the current criteria, it will be barcoded and entered into the official system of record.

82) Spot Inventory

- I. An unscheduled physical inventory conducted to determine the accuracy of agency records.

83) Stock Record Account

- I. The records of property held by an activity.

84) Supplies

- I. All property that is:
 - a) Consumed or expended within one year after being put to use;
 - b) Converted in the process of construction or manufacturing;
 - c) Used to form a major part of another item of equipment or fixed property; or
 - d) Of limited value, such as calendar standards, carafe sets, pen sets, telephone list finders, and waste receptacles.

85) Surplus Personal Property

- I. Any Personal Property that is determined by GSA to have no Federal requirements.

86) Survey

- I. The process by which a determination is made as to how property was lost, stolen, damaged, or destroyed.

87) Survey Board

- I. Three or more FEMA employees (must be odd number) who have been selected to conduct impartial investigations and/or causative research into the facts surrounding the loss, theft, damage, or destruction of Government property.

88) Survey Official

- I. FEMA employee who has been selected to conduct impartial investigations and/or causative research into the facts surrounding the loss, theft, damage, or destruction of Government property.

89) Temporary Facility

- I. FEMA operation conducted out of a facility or location normally expected to be shut down upon conclusion of an event or as soon as practical. Examples include, but not limited to, Interim Operating Facilities, Incident Support Bases, Joint Field Offices, and Disaster Recovery Centers.

90) Transfer

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- I. A change in accountability jurisdiction, through change in property Custodian to another DHS Component, Federal agency or FEMA location.

91) Useful Life

- I. The normal operating life of an asset in terms of utility to the owner.

92) Utilization

- I. The identification, reporting and transfer of excess Personal Property among Federal Agencies to fill current or future authorized requirements instead of filling them through use of procurements of new items.

93) Wall-to-wall Inventory

- I. Complete counting of all items within a site/facility as of a scheduled date.

V. Responsible Office

1) THD Property Manager

- I. The THD Property Manager will be the responsible officer for the equipment and physical property used by THD personnel in the performance of their duties. The THD Property Manager will also be responsible for the computer Life-Cycle program.

2) THD Director

- I. The THD Director will appoint a THD Property Manager using FEMA Form 119-7-1-102 Property Officer Designation Memorandum. The THD Property Manager will maintain a FEMA Form 119-7-1-102 Property Officer Designation Memorandum in the records.

VI. Requirements for THD Property Manager

1) Training

- I. The purpose of the Property Management training courses is to provide Accountable Property Officers (APOs) with the knowledge and skills for cost effective and efficient management of Agency assets. The primary foundation for the curriculum is the Personal Property Manual 119-7-1. The following courses are available online through the FEMA Emergency Management Institute Online listing (<https://training.fema.gov/IS/crslist.aspx>). These courses are required to certify any new Property Manager and are required before any Property Manager, APO, or Property Custodian is appointed to the Office:
 - a) IS-23 Custodial Officer Training (COT) Course
 - b) IS-25 Basic Property Management Training
- II. The DHS Property Office and DHS APO certify new Property Managers who have completed the courses and maintain certification documentation in the DHS Property Office. There may be additional ad-hoc training required by FEMA or THD throughout a Property Manager's tenure. It is the responsibility of the THD Property Manager to maintain his or her certifications and meet all training requirements.

2) THD Property Manager Responsibilities

- I. Ensure that all Personal Property is properly accounted for, maintained, and protected.
- II. Ensure that all members of the organization are informed and periodically reminded of their individual responsibility for properly using, maintaining, and reporting the loss, theft, damage, or misuse of Government property.
- III. Validate the need for the acquisition of Personal Property by a requesting activity, ensuring that the need is justified in writing and determining which source of supply shall be used to acquire the property.
- IV. Ensure that requisitions and/or purchase orders for Personal Property are not filled or an order placed prior to confirming that property does not exist in THD or FEMA inventory to satisfy the need.
- V. Verify that all Personal Property received from the DHS Property Office is barcoded so that it can be readily identified and tracked in the Logistics Inventory Management System (LIMS).
- VI. Report excess property for screening within FEMA, DHS, and GSAXcess.

VII. Standard Operating Procedures

1) Ordering Process

- I. Anyone (Regional and Headquarters staff members as well as contractors) needing Personal Property will complete a FEMA Form 143-0-1 and submit it to the THD Property Manager. The form requires product specifications and a detailed justification for the request. Requestors are also required to obtain their supervisor's approval on the FEMA Form 143-0-1 to validate the request.
- II. The THD Property Manager will review the FEMA Form 143-0-1 and ensure that all required fields have been completed, including the wet-ink approval signature from the requestor's supervisor. The THD Property Manager will convert the form to Portable Document Format (PDF) for his or her records.

Note: The Requestor concurrently sends the form to the THD Property Office where it is stored in hardcopy in accordance with the current FEMA Records Management schedule. Additional information on the document requirements and retention schedule can be found in the THD Records Management SOP.

- III. The THD Property Manager will check the inventory listing in LIMS and the storage location to see if the Personal Property is in the current THD inventory.
- IV. If the Personal Property is available in the current THD inventory, the THD Property Manager will use a FEMA Form 69-1 Hand Receipt to issue the Personal Property. He or she will also update the Logistics Inventory Management System (LIMS) electronic inventory record to reflect the transfer of accountability to the requestor.

Note: The THD Property Manager will maintain this FEMA Form 69-1 for the life of the property. It is also the requestor's responsibility to maintain his or her copy of the form with the asset.

Note: Additional training courses are offered through FEMA EMI on LIMS and the THD Property Manager's process for maintaining this system.

- V. If the Personal Property is not available in the current THD inventory, the THD Property Manager will research the fair-market value of the Personal Property through LIMS and the FEMA approved vendor listings. If the Personal Property value is less than \$3,000, the Purchase Card process will be followed. This process is explained in further detail in Section 7.2 Acquisition of Personal Property under \$3,000– Purchase Cards.

Note: The purchase card cannot be used for communication equipment of computers. Procedures for purchasing and replacing computers and electronics are provided in Section 7.2 Acquisition of Personal Property under \$3,000 – Purchase Cards.

- VI. If the Personal Property is not in the current inventory and is greater than \$3,000, the FEMA Form 40-1 process will be initiated. This process is explained in further detail in Section 7.3 Acquisition of Personal Property over \$3,000 – 40-1 Requisition Process.

2) Acquisition of Personal Property under \$3,000 – Purchase Cards

- I. If the Personal Property request is for less than \$3,000, the requestor will submit the completed FEMA Form 143-0-1 to a THD Purchase Card holder.
- II. The Purchase Card holder will review the FEMA Form 143-0-1 and ensure that all required fields have been completed, including the wet-ink approval signature from the requestor's supervisor.
- III. The Purchase Card holder will order the requested asset through the DHS market site - DHS Advantage, accessible via the FEMA Intranet.
- IV. When the vendor fulfills the order, all new assets are first routed through the DHS Property Management Office before being distributed to the requestor. The DHS Property Management Office will receive the property from the vendor and will mark the Personal Property with a bar code identification tag with a FEMA inventory control number. This creates a record for the asset in LIMS.
- V. The DHS Property Management Office will send the asset(s) to the THD Property Manager.
- VI. When the asset is transferred to the THD Property Manager, he or she will issue the assets to the requestor using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the property to the requestor.

Note: For additional information on this process, please see the THD Purchase Card SOP in the references section.

3) Acquisition of Personal Property over \$3,000 – 40-1 Requisition Process

- I. Any new requests for Personal Property not available in the current THD inventory in excess of \$3,000 are required to follow the 40-1 Requisition process, outlined in detail in the 40-1 Requisition Process SOP. In accordance with the FEMA Form 40-1 Requisition process, the FEMA Acquisitions Office will purchase the Personal

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Property. Upon receipt, the DHS Property Management Office will mark the Personal Property with a bar code identification tag with a FEMA inventory control number, creating a record for the asset in LIMS.

Note: For more information on the 40-1 process, please see the 40-1 SOP in the References.

- II. The DHS Property Management Office will send the asset(s) to the THD Property Manager.
- III. When the asset is transferred to the THD Property Manager, he or she will issue the assets to the requestor using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the property to the requestor.

4) Life-Cycle Process

- I. FEMA has established a Life-Cycle replacement program for computers, printers, and monitors. Desktop and laptop computers will be replaced every three years, and printers and monitor will be replaced every five years, or as needed. The THD Property Manager is responsible for managing the Equipment Life-Cycle Plan that establishes the replacement schedule for all THD computers and computer equipment. He or she is charged with ensuring that issued computers and computer equipment as well as assets that are still in storage are tracked and replaced in a timely fashion. The Life-Cycle Plan is managed through Microsoft Excel.
- II. The THD Property Manager will coordinate with the THD budgeting authority in June to ensure funding is available for annual Life-Cycle replacement. The THD Equipment Life-Cycle Plan includes all THD branches and all estimated equipment costs for the current Fiscal Year, two years prior, and two years projected. This coordination ensures that the THD budget has funding set-aside on future Spend-Plans for equipment replacement costs.

Note: Each FEMA Region maintains a Life-Cycle Plan for Personal Property at the Regional level. The FEMA OCIO provides enterprise-wide equipment specifications as part of the One-One-One program (discussed further in Section 7.7 One-One-One Program Process), in an effort to synchronize equipment purchasing at Headquarters and within the Regions.

- III. The THD Property Manager will make a bulk requisition for Life-Cycle items ready for replacement at the beginning of each Fiscal Year. The THD Property Manager will use the FEMA Form 40-1 process for ordering Life-Cycle computers.
- IV. The DHS Property Management Office will receive the property from the vendor and will mark each Personal Property asset with a barcode identification tag with a FEMA inventory control number. This creates a record for the asset in LIMS.
- V. The DHS Property Management Office will send the asset(s) to the THD Property Manager.

Note: Any software or hardware that is not considered standard will first be routed through IT for configuration and user training.

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- VI. When the asset is transferred to the THD Property Manager, he or she will issue the assets to THD personnel receiving a Life-Cycle replacement item using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the asset to the recipient.

Note: The THD Property Manager will consider any out-of-cycle requests on a case-by-case basis.

5) Computer Request Process

- I. Requestors may submit a FEMA Form 143-0-1 for out-of-cycle computer requests. The form requires product specifications and a detailed justification for the request. Requestors are also required to obtain their supervisor's approval on the FEMA Form 143-0-1 to validate the request.
- II. The THD Property Manager will review the FEMA Form 143-0-1 and ensure that all required fields have been completed, including the wet-ink approval signature from the requestor's supervisor. The THD Property Manager will convert the Form to PDF for his or her records.

Note: The Requestor concurrently sends the form to the THD Property Office where it is stored in hardcopy in accordance with the current FEMA Records Management schedule.

- III. The THD Property Manager will check the inventory listing in LIMS and the storage location to see if the Personal Property is available in the current THD inventory. If the Personal Property is available, the THD Property Manager will issue the asset using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the property to the requestor.
- IV. If the Personal Property is not available in the current THD inventory, the requestor and DHS Property Management Office will follow the FEMA 40-1 Process, discussed in Section 7.3.
- V. The DHS Property Management Office will receive the property from the vendor and will mark the Personal Property with a bar code identification tag with a FEMA inventory control number. This creates a record for the asset in LIMS.
- VI. The DHS Property Management Office will send the asset(s) to the THD Property Manager.

Note: Any software or hardware that is not considered standard will first be routed through IT for configuration and user training.

- VII. When the asset is transferred to the THD Property Manager, he or she will issue the assets using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the property to the requestor.

6) Communication Equipment Request Process

- I. Anyone requiring Personal Property communications equipment will complete a FEMA Form 143-0-1 and submit it to the THD Property Manager. The Form requires

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product specifications and a detailed justification for the request. Requestors are also required to obtain their supervisor's approval on the FEMA Form 143-0-1 to validate the request.

- II. The THD Property Manager will review the FEMA Form 143-0-1 and ensure that all required fields have been completed, including the wet-ink approval signature from the requestor's supervisor. The THD Property Manager will convert the Form to PDF for his or her records. The THD Property Manager will maintain the Form for the life of the asset or until it is removed from the THD inventory in LIMS.

Note: The Requestor concurrently sends the form to the THD Property Office where it is stored in hardcopy in accordance with the current FEMA Records Management schedule.

- III. The THD Property Manager will review the inventory listing in LIMS and the storage location to see if the Personal Property is available in the current THD inventory.
- IV. If the Personal Property is available, the THD Property Manager will use a FEMA Form 69-1 hand receipt to issue the Personal Property and update the LIMS inventory record to reflect the transfer of accountability to the requestor.
- V. If the Personal Property communication equipment is not in the current THD inventory, the THD Property Manager will contact the FEMA Mobile Service Center (MSC), FEMA-MSC@dhs.gov, to place the order.
- VI. The DHS Property Management Office will receive the property from the vendor and will mark the Personal Property with a bar code identification tag with a FEMA inventory control number. This creates a record for the asset in LIMS.
- VII. The DHS Property Management Office will send the asset(s) to the THD Property Manager.

Note: Any software or hardware that is not considered standard will first be routed through IT for configuration and user training.

- VIII. When the asset is transferred to the THD Property Manager, he or she will issue the assets using a FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge. The THD Property Manager will update the LIMS inventory record to reflect the transaction and note the transfer of the property to the requestor.

7) One-One-One Program Process

- I. One-One-One is an Office of the Chief Information Officer (OCIO) initiative to support FEMA's mission requirement for a mobile and effective workforce. FEMA OCIO also provides enterprise-wide equipment specifications in an effort to synchronize equipment purchasing at Headquarters and within the Regions. Through the One-One-One Program, all new employees are issued one laptop computer, one smartphone device, and one Ironkey encrypted flash drive for secure data portability when they join the Agency during the onboarding process. All issued items will have barcodes to identify the assets in LIMS.
- II. All new THD employees will report to the THD Property Manager with their issued items once the onboarding process is complete. The THD Property Manager will update the LIMS inventory record for each item to reflect transfer of accountability to the individual.

- III. The THD Property Manager will also update the inventory record tracking information in the Life-Cycle replacement database.

8) Decommissioning and Disposal Process

- I. The Report of Survey process is used to document lost, stolen, damaged, or destroyed Personal Property assets. The THD Property Manager will initiate the Report of Survey process and complete a FEMA Form 119-7-1-1 Report of Survey if Personal Property is lost, stolen, damaged, or destroyed. This also includes assets that are required to be disposed of in accordance with the Life-Cycle replacement program. THD personnel are responsible for reporting all lost, stolen, damaged, or destroyed equipment to the THD Property Manager.
- II. Upon notification that THD equipment has been lost, stolen, damaged, or destroyed, the THD Property Manager will submit the asset (if available) and the Report of Survey form to the Report of Survey Officer in the DHS Property Management Office. The THD Property Manager will update the LIMS inventory record as directed.
- III. The DHS Property Management Office and DHS IT department will inspect all damaged computer equipment.
- IV. If the computer can be fixed it will be repaired and returned to the THD Property Manager for inventory. The THD Property Manager will update the LIMS inventory record as directed and return the asset to the storage location.

Note: Out-of-cycle replacements are considered on a case-by-case basis. Serviceable assets that are replaced out-of-cycle are considered “excess inventory” and cannot be returned to the regular THD storage. If the asset is considered serviceable, the THD Property Manager will complete a FEMA Form 119-7-1-7, FEMA Excess Property Form and return the asset to the DHS Property Office. The DHS Property Office will update the location code to remove the asset from the THD inventory and document the transfer of accountability.

- V. If the computer cannot be fixed, the IT department will return the asset to the THD Property Manager where he or she will complete the FEMA Form 119-7-1-9 Accountable Property Recycle, Abandon, or Destroyed Report. The THD Property Manager will update the LIMS inventory record to reflect disposal of the asset and send the computer to the DHS Property Management Office who will dispose of the computer.
- VI. When an employee retires or leaves THD, he or she will out-process his or her Personal Property through the THD Property Manager.
- VII. The employee will take all Personal Property in his or her accountable possession and the associated FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge to the THD Property Manager.
- VIII. The THD Property Manager will annotate the FEMA Form 119-7-1-3 Custody Receipt for Government Property on Personal Charge indicating that the Personal Property has been returned, give the employee a copy, and retain a copy for the THD Property Manager records.

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- IX. The THD Property Manager will update tracking information in the Life-Cycle replacement database. The asset(s) will either be returned to storage or decommissioned, based on the Life-Cycle replacement listing.
- X. If the Personal Property is a computer, the THD Property Manager will send the computer to the FEMA IT department to check for serviceability.
- XI. The IT department will inspect the computer and return it to a serviceable condition, if possible.
- XII. The IT department will return the computer to the THD Property Manager, who will update the LIMS inventory record and return the computer to storage.
- XIII. If the computer is unserviceable, the IT department will return the THD Property Manager, who will update the LIMS inventory record and send the computer to the DHS Property Management Office for disposal.

9) Annual Inventory Process

- I. The THD Property Manager will conduct an annual wall-to-wall inventory of THD Personal Property assets in LIMS and in THD inventory storage that will coincide with the Life-Cycle replacement program. This inventory is performed in conjunction with the facility-wide inventory. THD shares a building with other FEMA components; however there is a Property Manager for the entire facility who conducts an annual inventory for the entire facility. All barcoded assets are scanned and verified against the record in LIMS as part of the facility-wide inventory process. The THD Property Manager will verify his or her LIMS records for the items issued to THD personnel and in THD storage.
- II. If the THD Property Manager leaves or is reassigned, an ad hoc wall-to-wall inventory will be conducted with the replacement to document the transfer of accountability.
- III. Transfer of property/inventory responsibility will be documented on FEMA Form 119-7-1-5 Accountability Statement for Transfer of Personal Property. A copy of the form will be given to the outgoing THD Property Manager and a second copy will be kept with the inventory records.

10) Controlled Access to the THD Property Room

- I. The THD Property Room is currently secured via keyed entry. Only the THD Property Manager has access. No personnel will have access to the THD Property Room without the THD Property Manager, or his or her designated representative, being present.

Note: The SF-702 Security Container Check Sheet will be used to document each time the THD Property Room is accessed. The date, time, and personnel accessing the THD Property Room will be annotated on the form.










VIII. Forms and Resources

- 1) All forms and resources listed below, including any updated versions, can also be found on the FEMA Intranet. This SOP will also be reviewed annually to validate the above processes, and to ensure that the forms and resources listed below are current.

Forms Prescribed

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Forms Prescribed

FEMA Form 40-1 <i>Requisition and Commitment for Services and Supplies</i>	The 40-1 requisition process will be initiated for Personal Property purchases exceeding \$3,000. Please see the FEMA 40-1 Process SOP for additional information on this process.	 FEMA 40-1.pdf
FEMA Form 143-0-1 <i>Requisition for Supplies, Equipment, Services, Personnel, and/or Teams</i>	The FEMA Form 143-0-1 is required by anyone requesting Personal Property. The Form requires product specifications and a detailed justification, as well as a supervisor's approval signature. The Property Manager will review this form before processing any Personal Property requests.	 FEMA 143-0-1.pdf
FEMA Form 119-7-1-1 <i>Report of Survey</i>	A <i>Report of Survey</i> form is completed to document lost, stolen, damaged, or destroyed property. The THD Property Manager will complete a <i>Report of Survey</i> form for Life-Cycle replacement assets as well.	 Report of Survey.pdf
FEMA Form 119-7-1-3 <i>Custody Receipt for Government Property on Personal Charge</i>	When delivering an asset to the requestor, the THD Property Manager will issue a custody receipt to document the transfer of accountability. The form is carbon copied and the Property Manager and requestor will retain copies for their records.	 FEMA 119-7-1-3.pdf
FEMA Form 119-7-1-5 <i>Accountability Statement for Transfer of Personal Property</i>	This document notes the transfer of property/inventory responsibility to a new THD Property Manager following an ad-hoc inventory.	 FEMA 119-7-1-5.pdf
FEMA Form 119-7-1-7 <i>FEMA Excess Property Form</i>	Serviceable assets that are replaced out-of-cycle are considered "excess inventory" and cannot be returned to the regular THD storage. If the asset is considered serviceable, the THD Property Manager will complete a FEMA Form 119-7-1-7, <i>FEMA Excess Property Form</i> and return the asset to the DHS Property Office.	 FEMA 119-7-1-7.pdf
FEMA Form 119-7-1-9 <i>Accountable Property Recycle, Abandon or Destroyed Report</i>	The THD Property Manager will complete this form to document the disposal of any assets that are lost, stolen, destroyed, or damaged beyond repair.	 FEMA 119-7-1-9.pdf
FEMA Form 119-7-1-102 <i>Property Officer Designation Memorandum</i>	The THD Director will use this form to designate the THD Property Manager.	 FEMA 119-7-1-102.pdf
SF-702 <i>Security Container Check Sheet</i>	The SF-702 Security Container Check Sheet is used to document the date, time, and personnel each time the THD Property Room is accessed.	 FEMA SF-702.pdf
THD Purchase Card SOP	TBD	
THD 40-1 Requisition Process SOP	TBD	
THD Records Management SOP	TBD	

IX. Process Flow Maps



Property
Management Process