
CHAPTER 3. PERSONAL PROPERTY MANAGEMENT

3-1 ACQUISITION OF PERSONAL PROPERTY.

- A. The Headquarters Property and Supply Branch (P&SB) and Regional Administrative Services Division/Administrative and Management Services Division (ASD/AMSD) must determine whether personal property requirements can be met through the use of available HUD-owned furniture and office machines before procuring new items. New acquisitions shall not be made to improve appearance, office decor, status, or to satisfy a desire for the latest design or more expensive lines. Acquisitions are to be limited to the more economical lines that meet functional requirements.
- B. Acquisition of furniture or office machines is generally authorized only when:
 - 1. Requirements arise from increases in staffing levels.
 - 2. Requirements arise which are necessary to preclude impairment of program efficiency.
 - 3. The Accountable Property Office (APO) determines that items are not economically repairable and must be replaced.
 - 4. Occupancy reductions in office space are accomplished through use of more convenient or smaller size furniture.

3-2 REDISTRIBUTION, REPAIR, OR REHABILITATION. Prior to acquiring new furniture and office machines, the Department must fulfill its needs through redistribution, repair, or rehabilitation of HUD-owned property. Personal property may be transferred between offices within a Region, between Regions, and between Headquarters and Regions. All such transfers require the prior approval of the appropriate Regional Director, ASD/AMSD, or the Chief, P&SB. APOs and Working Property Officers (WPOs) must continuously review inventories to determine which items can be economically repaired or rehabilitated. Items which are no longer required must be reported promptly as excess. The P&SB and Regional Offices should exchange information for the redistribution of excess personal property whenever economically feasible.

3-3 DISPOSITION OF PERSONAL PROPERTY.

- A. Disposition of personal property will be accomplished through the following means:
 - 1. Transfer between HUD offices.
 - 2. Excess to GSA (FPMR, Chapter 101-43).
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3. Transfer to other Federal agencies (not to exceed \$5,000 FPMR, Chapter 101-43).
 4. Donation to non-Federal agencies (FPMR, Chapter 101-44).
 5. Sale (FPMR, Chapter 101-45).
 6. Report of Survey for property lost, damaged, or stolen (See Chapter 9).
- B. Regional Offices are to promptly dispose of unusable or damaged office furniture and equipment which cannot be economically repaired.
- C. Field Offices must report excess or unusable personal property available for disposal to the Regional Director, ASD/AMSD, for review and approval of disposition actions. The appropriate APO must determine and recommend the transfer, disposal, or other action for such items. The Director, ASD/AMSD notifies the APO of actions to be taken concerning the excess property and provides appropriate copies of any excess, transfer, or survey documents and handling instructions.
- 3-4 SALE OF PROPERTY TO EMPLOYEES. Government-owned personal property may not be sold, transferred, or donated directly to HUD employees. Property that is excess to the needs of HUD must be reported to GSA Regional Offices for disposal. HUD employees may purchase Government property in GSA sales (FPMR, Chapter 101-45).
- 3-5 USE STANDARDS FOR OFFICE FURNITURE, FURNISHINGS, AND EQUIPMENT.
- A. Office furniture and related furnishings are assigned in accordance with the use standards prescribed herein and the work station allowances listed in Space Management Handbook 2216.1. Carpeting and window covering for Headquarters offices shall be assigned in accordance with Appendix 20 of this Handbook. Items from stock shall be furnished, whenever possible. The purchase of new carpeting and window coverings shall be limited to fair-wear-and-tear replacements and those where stock is not available to meet a justified requirement. Flags, seals, autopens, and televisions for Headquarters and Regional Offices shall also be assigned in accordance with Appendix 20 of this Handbook. The standards, criteria, and allowances specified in Handbook 2216.1 and in Appendix 20 represent limitations. However, assignment of lower levels or lesser quantities than those indicated is permissible.
- B. Secretaries and staff assistants whose duties are in direct support of executives and who are located in space contiguous to those executives may be assigned similar or matching office

furniture. Other staff and support personnel in space not contiguous to the executives are to be provided furniture commensurate with their work station allowance as indicated in Handbook 2216.1.

- C. Contemporary steel, general steel, and general wood furniture may be issued in lieu of wood unitized furniture if the latter is not available. Full consideration shall be given to the provisions of paragraphs 3-1 and 3-2 in determining other courses of action.
- D. Systems or modular furniture may be issued in lieu of conventional wood or metal furniture if the resulting space reduction offsets acquisition costs within a maximum eight (8) year payback period. Requests for funding for systems furniture must be approved by the Assistant Secretary for Administration.
- E. Requests for the issue of office furniture and equipment for use by special project teams must be approved by the appropriate APO and countersigned by the principal project officer.

3-6 REMEDIAL EQUIPMENT AND DEVICES. The Rehabilitation Act of 1973, Public Law 93-112, requires agencies to make reasonable accommodation to the known physical limitations of a qualified handicapped employee to facilitate functional performance of duties. The types of accommodations which can be made may include acquisition or modification of equipment or devices. Decisions on what constitutes a reasonable accommodation must be made on a case-by-case basis by analyzing the work to be done and the type and cost of accommodation required. Remedial equipment and/or devices may be acquired or modified after the analysis is completed. Remedial equipment and devices include, but are not limited to:

- A. Braille typewriter.
- B. Teletypewriter/telephone devices for the deaf (TTY/TDD).
- C. Equipment to magnify typed copy.
- D. Orthopedic chairs.

3-7 CONVENIENCE ITEMS.

- A. Convenience items are those that may be considered essential or highly desirable by a particular employee or group of employees to perform assigned duties but may not be essential to the transaction of official business from the Government's standpoint.
- B. The items may primarily serve the needs of an individual or specific group of individuals, who have requirements not shared

by the majority of other employees. The desired equipment should

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reasonably be expected to be furnished by the employees themselves in order to overcome personal problems which they feel hamper the accomplishment of their official duties.

- C. The purchase of convenience items for the personal benefit of an employee shall not be made with public funds.
- D. Convenience items include, but are not limited to:
 - 1. Commercial desk accessories not available through GSA Supply Schedules.
 - 2. Radios and desk clocks.

3-8 PRIVATELY-OWNED PROPERTY PLACED IN OFFICIAL USE.

- A. Items available through normal supply channels should be sufficient to meet the official requirements of all HUD personnel. "Privately-owned" items, such as furniture, equipment, accessories, and furnishings, shall not be placed in official use except under special circumstances and only after approval by the Director, Facilities Operations Division, in Headquarters, the Director, Office of Administration, in the Regional Offices, or their designees. Requests to place such items in use must be submitted in writing by the appropriate supervisor or Administrative Officer, and include a justification outlining the circumstances and listing the property items involved. The approving official shall approve or disapprove the requests in writing.
- B. Supplies and services necessary for the proper operation or function of privately-owned property (except for motor vehicles, which are excluded) may be provided in the same manner as if it were Government-owned property for as long and to the extent that such property is in officially approved use.
- C. Items of privately-owned and other nongovernment-owned property must be readily identifiable to avoid inclusion in inventories.
- D. Claims may be filed against the Government for loss, theft, or damage to privately-owned property officially approved for use under the provisions of the following as applicable:
 - 1. Claims Against Government Under Federal Tort Claims Act (24 CFR Part 17 Subpart A).
 - 2. Claims Under the Military Personnel and Civilian Employees Claims Act of 1964 (24 CFR Part 17, Subpart B).

3-9 PERSONAL PROPERTY FINANCIAL ACCOUNTS.

- A. Headquarters. The total inventory value of personal property is recorded in the Salaries and Expenses Fund (S&E) and Working Capital Fund (WCF) general ledger accounts maintained by the Office of Finance and Accounting.
- B. Regional and Field Offices. The total inventory value of personal property in HUD Regional and Field Offices is recorded in the S&E fund general ledger accounts maintained by the Regional Accounting Division.

3-10 PROPERTY RECORDS.

- A. For the purpose of accountability and recordkeeping, personal property is divided into the following categories.
 - 1. Capitalized property refers to office furniture and equipment with an acquisition cost of \$5,000 or more for each item, and estimated service life of 2 years or greater. Annual reconciliation with accounting records is required for all acquisitions and disposals of these items in accordance with Chapter 7.
 - 2. Noncapitalized property refers to office furniture and equipment with an acquisition cost of less than \$5,000 for each item.
 - 3. Accountable property is all capitalized and nonexpendable furniture and equipment with an acquisition cost in excess of \$500 or more for which records are to be maintained in the FEMIS. Descriptions of commonly used equipment shall be reported in accordance with Appendix 1.
 - 4. Nonaccountable property is any item of personal property not included in 3 above. Nonaccountable items include, but are not limited to: Office desks and other office furniture, the cost of which is less than \$500.00, desk and table lamps, pen sets, ash trays, desk trays, pencil sharpeners, calculators, etc. These items are considered to be expendable and should not be included in the FEMIS. It should be noted that the average desk used by government employees is
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acquired at a cost of less than \$500.

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- B. Property transactions are documented and controlled through the automated FEMIS. All property management personnel share a responsibility for ensuring proper documentation input of data, and distribution of reports from the system. Specific instructions for entering and updating inventory data are described in the FEMIS User's Manual.
- C. The P&SB and the ASD/AMSD retain primary responsibility for property accountability for Headquarters and Regions, respectively. Accountable Property Officers (APOs) must maintain documentation of all property transactions and ensure that these transactions are input into FEMIS.
- D. APOs must promptly notify the Chief, P&SB, or the appropriate Director, ASD/AMSD, of acquisitions, disposals, or transfers of owned and/or rented personal property under their purview.
- * E. Inventory and accountability records must be maintained for all property if the item is expected to be in service for more than one year, and if the acquisition cost exceeds \$500. Items having an individual cost of \$5,000 or more must be recorded as capitalized property.

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3-11 RECORDS OF EXPENDABLE SUPPLIES. Supplies are considered expended when issued. The recordkeeping, as prescribed herein for personal property, does not apply to supplies. Offices should, however, avoid accumulation of supply items in excess of normal operational needs. All personnel are responsible for the protection of expendable items against fire, theft, deterioration, and misuse.

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