

---

 CHAPTER 4. FURNITURE AND EQUIPMENT MGMT INFO SYSTEM (FEMIS)

- 4-1 GENERAL. The Furniture and Equipment Management Information System (FEMIS) is a decentralized microcomputer system which has the capability to identify and track accountable personal property throughout the Department. Equipment is tracked by item. The system includes an equipment maintenance module and a custody receipt module. FEMIS incorporates bar code technology which partially automates the physical inventory and reconciliation processes. The purpose of FEMIS is to:
- A. Provide an automated data processing system for the inventory control and accountability of specific categories of all equipment and furniture with an acquisition value of \$500 or more.
  - B. Report the organizational location of each item of equipment by bar code number, acquisition cost, depreciation value (if capitalized), maintenance cost, and other related accounting information captured by FEMIS. Report the organizational location of equipment items in excess of \$500 or more.
  - C. Produce reports to facilitate annual reconciliation of capitalized property and accounting records for Headquarters and Regional Offices.
  - D. Produce reports for Accountable Property Officers (APOs) and Working Property Officers (WPOs) to use for property management control.
  - E. Produce capitalized equipment depreciation reports for the Office of Finance and Accounting (OFA) and Regional Accounting Divisions (RADs).
- 4-2 SYSTEMS OVERVIEW. The Office of Administrative and Management Services (OAMS), the Office of Finance and Accounting (OFA), and their Regional and Field counterparts are the primary users of FEMIS. FEMIS is used to administer property management to achieve physical and financial accountability for HUD personal property.
- A. The Personal Property Organizational Structure is listed in Appendix 21. The Departmental Property Management Officer (DPMO) administers control over all personal property and coordinates accounting matters with OFA.

- B. The APOs are responsible for all Departmental personal property transactions within their assigned areas of responsibility.
  - C. The Working Property Officers (WPOs) assist the APOs and may be assigned one or more FEMIS accounts for which they are responsible for reporting all transactions affecting personal property to the APO.
  - D. In Headquarters, the Property and Supply Branch (P&SB) prepares documents reporting property transactions as they occur. P&SB staff is responsible for monthly input of transaction data into FEMIS.
  - E. In Regional and Field Offices, APO/WPO's forward documents reporting property transactions to ASD/AMSD as they occur. ASD/AMSD staff are responsible for monthly input of all Regional and Field transaction data into FEMIS.
  - \* F. FEMIS uses two subsystems, one for furniture, and one for equipment to process property acquisitions, disposals, transfers, and adjustments. The Furniture and Equipment Activity Reports and Equipment Listing are inventory control reports. These reports are distributed by P&SB/ASD/AMSD staff to each APO for annual verification. The Furniture/Equipment Activity Report, Capitalized Equipment Activity Report, and Depreciation Report are also accounting control reports. These reports are distributed by P&SB or the ASD/AMSD in the Regions to OFA, or RAD in the Regions, at least annually for accounting verification and reconciliation. P&SB also retains a Departmental database for centralized management information and review.
  - G. FEMIS tracks serialized equipment with an acquisition value of over \$500 by item. Equipment is bar coded for unique identification. \*
  - H. FEMIS uses two additional subsystems for tracking maintenance data and custody receipt records.
- 4-3 PERSONAL PROPERTY DOCUMENT FLOW. An orderly document flow must be maintained to account for and control the acquisition, disposal, transfer, or repair of personal property. Form HUD 21018, Furniture and Equipment Management Information System Data Worksheet (Appendix 18), is used to record all property movement within FEMIS. It is also used to record maintenance data.
-

A. Acquisitions. Since FEMIS tracks furniture and telephones in aggregate totals by generic class, the cost of new acquisitions is not entered. Average unit costs are calculated for each generic class and entered into the FEMIS Furniture and Telephones Category Tables. The cost of items tracked in the equipment subsystem is entered into FEMIS. The cost of equipment includes the actual purchase price, transportation, installation, and related costs of placing the item in use. Where the actual cost is unknown, the value should be determined from GSA catalogs or a reasonable estimate should be made by comparing the item with similar equipment on record. Unrealistic prices should not be used.

1. Forms used for acquisitions are:

- a. Standard Form 26, Award/Contract (Appendix 2).
- b. Standard Form 33, Solicitation, Offer, and Award (Appendix 3).
- c. Standard Form 344, Multiuse Standard Requisitioning/ Issue System Document (Appendix 8).
- d. Form HUD 10.4, Requisition for Supplies, Equipment, Forms, Publications, and Procurement Services (Appendix 11), used by HUD offices to request purchase and/or issue of personal property.
- e. Form HUD 24001, Order for Supplies and Services (Appendix 19).

2. Headquarters

- a. The Chief, Property and Supply Branch, is responsible for establishing procedures to ensure FEMIS is updated when furniture and equipment is issued from stock or newly purchased.
- b. The Chief, Telecommunications Branch, will establish procedures to ensure FEMIS is updated when telephone changes are made.

3. Regional Offices.

The Director, Administrative Services/Administrative and Management Services Division is responsible for establishing procedures to ensure FEMIS is updated when furniture, telephones, or equipment are issued from stock or newly purchased to Offices within their jurisdiction.

---

---

2235.7 REV-2

---

4. Field Office

Field Office Managers are responsible for implementing Regional procedures for reporting inventory changes to the Regional Office, Administrative Services Division/Administrative and Management Services Division.

- B. Internal Transfers. FEMIS must be updated when property is transferred between HUD organizational account codes. All transfers within Headquarters and from Headquarters to Field Offices are the responsibility of P&SB. In Regional and Field Offices, APOs are responsible for all transfers within their assigned areas.

1. Forms used for internal transfers are:

- a. Form HUD 55, Property Transfer Report (Appendix 15), used to document transfers between Headquarters and Regional Offices and between Regional Offices.
- b. Form HUD 55.1, Turn-in Record of Supplies and Equipment (Appendix 16), used to document all transfers from HUD offices to stock.
- c. Form HUD 21018, Furniture and Equipment Management Information System Data Entry Worksheet (Appendix 18), used to input transfer transactions into FEMIS record.

- C. External Transfers. The receipt of property from or transfer to an agency other than HUD must be documented in official records and FEMIS. All transfers to or from Headquarters are the responsibility of P&SB. In Regional and Field Offices, APO's are responsible for all transfers within their assigned areas.

1. Forms used for external transfers are:

- a. Standard Form 122, Transfer Order, Excess Personal Property (Appendix 5), used to transfer GSA-held property to HUD.
- b. Standard Form 123, Transfer Order, Surplus Personal Property (Appendix 6), used to transfer property between HUD and other agencies.
- c. Form HUD 21018, FEMIS Data Entry Worksheet (Appendix 18), used to input external transfer transaction into FEMIS record,

2. Headquarters. Upon receipt of personal property from or transfer to an Agency other than HUD, P&SB will prepare or receive the pertinent transfer document, Standard Form 122 or

---

123. One copy of the transfer document will be maintained for three years. FEMIS will be updated to reflect the appropriate transaction.

3. Regional and Field Offices. Upon receipt of personal property from or transfer to an Agency other than HUD, the APO will prepare or receive the pertinent transfer document, Standard Form 122 or 123. One copy of the transfer document will be maintained for three years. Notification will be made to the ASD/AMSD for updating FEMIS.

D. Disposals.

1. Forms used for disposals are:

- a. Standard Form 120, Report of Excess Personal Property (Appendix 4), used to report to GSA items which are excess to the needs of the Department.
- b. Standard Form 126, Report of Personal Property for Sale (Appendix 7), used to report nonreportable property to GSA that is excess to the needs of the Department.
- c. Form HUD 21018, FEMIS Data Entry Worksheet (Appendix 18) used to input excess transactions into FEMIS records.

2. Disposal of personal property through GSA. P&SB, ASD/AMSD or Field Office APO prepares form HUD 21018 and processes it through FEMIS to adjust property accountability records, once the property has been physically transferred to GSA. FEMIS input also enables the system to compile the annual GSA reports related to excess property activity. A copy of the disposal document is maintained by P&SB or ASD/AMSD for three years.

3. Disposal of personal property under agency delegation. P&SB, ASD/AMSD or Field Office APO prepares form HUD 21018 and processes it through FEMIS to adjust property accountability records once the property has been exchanged, sold, or otherwise transferred to an eligible recipient. FEMIS input also enables the system to compile the annual GSA reports related to excess property activity. A copy of the disposal document is maintained by P&SB or ASD/AMSD for three years.

E. Maintenance and Repairs

The service costs for maintenance and repair of HUD-owned office equipment is documented through the FEMIS maintenance module or through an appropriate manual system in the Regional or Field Office. Maintenance costs should be used as a guideline for

---

2235.7 REV-2

---

making repair versus replacement decisions. Generally, if repair costs exceed fifty percent (50%) of the acquisition cost of the item, the equipment should be replaced.

F. Custody Receipts.

FEMIS also has a module for recording and reporting active custody receipts. Policy for maintaining sensitive items by custody receipt is discussed in Chapter 5, Government Property on Personal Charge.