

CHAPTER 9

PERSONAL PROPERTY MANAGEMENT

1. INTRODUCTION

The Department of Housing and Urban Development (HUD) Personal Property Handbook (PPH) is the single authoritative reference for the Department's management of personal property. The PPH should be consulted to determine department-wide policies and procedures governing all personal property. The PPH contains departmental policy and procedures for the management of personal property that is owned by, leased to, or loaned to or by the Department. The PPH implements and supplements those portions of the Federal Management Regulation (FMR) which pertain to the acquisition, management, utilization, and disposal of personal property. It incorporates relevant regulations of control agencies such as the Office of Management and Budget (OMB), General Services Administration (GSA), and the General Accounting Office (GAO). Material is based on existing laws, Executive Orders, and mandatory regulations of control for agencies. All HUD employees must adhere to the policy and procedures set forth in this manual when executing personal property management functions on behalf of the Department.

2. POLICY OBJECTIVES.

- A. Provide equipment, furniture, supplies, and related services necessary to operate department efficiently, effectively, and at minimum cost.
- B. Ensure accountability for and the security of the Department's personal property against waste, loss, theft, damage, fraud, unauthorized use, and mismanagement.
- C. Maximize the use of suitable excess Government personal property.
- D. Ensure implementation of and compliance with regulatory requirements governing personal property.

3. FUNCTIONAL ORGANIZATIONS.

A. Office of Administration.

1. Office of Chief Administration Officer (OCAO). The Space and Asset Management Division (SAMD) oversees the Department's personal property management policy development, implementation, and administration. SAMD also provides property management training to Headquarters Accountable Property Officers. The Chief, Property Management Branch (PMB), serves as the Department's Personal Property Management Officer (DPMO) and is responsible for departmental policy and program review and evaluation. The Chief, Property and Supply Branch is responsible for coordinating the Headquarters physical inventory of personal property, maintaining accountability through the inventory and reconciliation processes, and reporting excess headquarters personal property to the General Services Administration (GSA). The Deputy Director (DCAO), serves as the Headquarters Appellate official for reviews of and decisions on appeals made in

Headquarters property survey actions.

2. Office, Chief Procurement Officer (OCPO). OCPO is responsible for assisting and/or informing OCAO regarding the procurement of all accountable personal property. OCPO ensures that all contracts awarded follow the Federal Acquisition Regulation (FAR), the Federal Management Regulations (FMR), and Section 1 paragraph 5 and Section 4 paragraph 3 of this chapter. OCPO is responsible for developing and implementing all procurement policy related to the acquisition of personal property.

3. Office of Field Support Services (OFSS). OFSS Regional Support Managers (RSM) oversee Field Office personal property management policy implementation and administration. The OFSS Director serves as Field Appellate Official for reviews of and decisions on appeals made in Field property survey actions.

4. Regional Support Managers. RSM serve as Accountable Property Officers (APO) for their immediate offices. RSMs are responsible for conducting property management training of Field Office property management staff; coordinating physical inventories of personal property in the Field; maintaining inventory accountability; and reporting excess personal property directly to GSA.

5. Administrative Officers (AO)/APOs (Accountable Property Officers). Administrative Officers serve as Headquarters or Field Office APOs, as applicable. As a personal property manager, an APO may designate a Property Custodian (PC) to assist property management. However, assignment of a PC does not re-delegate the functional responsibility of the APO.

6. Managers and Supervisors. Department managers and supervisors are responsible for ensuring the appropriate use and security of property assigned to their offices and subordinates.

7. Employees. Employees must safeguard and maintain the government property assigned to them and use such property only in the performance of official duties. Employees must promptly report unused and unneeded property to their supervisors.

4. REGULATORY AUTHORITIES.

A. The Federal Property and Administrative Services Act of 1949, Section 202(b), amended.

B. Public Law-863, Section 2, Budget, and Accounting Procedures Act of 1950, as amended.

C. The Federal Managers, Financial Integrity Act of 1982, 31 U.S.C. (B) and (C).

D. General Accounting office Policy and Procedures Manual for Guidance of Federal Agencies, Title 2.

E. Comptroller Generals Statement of Accounting Principles and Standards for Federal Agencies, B-115398.

F. 5 CFR, Part 2635, Office of Government Ethics.

G. 48 CFR, Chapter 1, Federal Acquisition Regulation (FAR) System, Part 45.

H. 41 CFR, Chapter 102, Public Contracts and Property Management

I. Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710(i) et seq.).

J. Executive Order 12999, "ensuring Opportunity for all Children in the next Century".

K. FMR 102-35.20

5. PRIVACY ACT CONSIDERATIONS. None.

6. CONTRACT REQUIREMENTS. See Section 1 paragraph 5 and Section 4 paragraph 3.

7. RECORDS RETENTION/DISPOSITION REQUIREMENTS.

A. See HUD Handbook. HUD Records Disposition Schedules, Schedule 3 Item(s) 20, 67, Schedule 1, Item 100; HUD Handbook 2228.02, General Records Schedules, Schedule 4, Schedule 11, Item 4, Schedule 18, Item 12.

8. KEY CROSS REFERENCES.

A. HUD Handbook 2400.13, word Processing and Microcomputer Technology Policies and Procedures.

B. Departmental Automated Personal Property Inventory Management System's User Manual.

C. CFO Policy on Capitalization – 1980.1 Chapter 7 (Accounting for General Property Plant and Equipment – PP&E July 2020).

D. HUD Handbook 2210.03, Procurement Policies and Procedures.

E. Public Law 93-112, Rehabilitation Act of 1973.

F. Public Law 115-419 Federal Personal Property Management Act of 2018

9. ACRONYMS.

AO - Administrative Officer
 APO - Accountable Property Officer
 CFO - Chief Financial Officer
 CO - Contracting Officer
 CPU - Computer Processing Unit
 CSD - Customer Service Division

EPC — Excess Property Coordinator
 FMR — Federal Management Regulations
 GFE - Government Furnished Equipment
 GSA - General Services Administration
 GTR - Government Technical Representative
 OFMS - Office of Facilities and Management Services
 OCIO — Office, Chief Information Officer
 OFSS — Office, Field Support Services
 OIT - Office of Information Technology
 OCPO — Office, Chief Procurement Officer
 PC - Property Custodian
 PMB – Property Management Branch
 PMO - Property Management Officer
 PSB - Property Survey Board
 RSM – Regional Support Manager
 SAMD – Space and Asset Management Division
 SFFAS – Statement of Federal Financial Accounting Standards

10. FORMS REFERENCED AND/OR REQUIRED.

GSA-33156 - Offense/Incident Report
 HUD-10.4 - Requisition for Supplies, Equipment, Forms, Publications, and Procurement Services
 HUD-26 - Custody Receipt for Government Property on Personal Charge
 HUD-27 - Report of Survey
 HUD-55 - Property Transfer Report
 HUD -55.1 - Turn-In Record of Supplies and Equipment
 HUD-SSA - Clearance for Separation of Employee
 HUD-24001 - Order for Supplies and Services
 SF-26 - Award/Contract
 SF-33 - Solicitation, Offer, and Award
 SF-120 - Report of Excess Personal Property
 SF-122 - Transfer Order Excess Personal Property
 SF-126 - Report of Personal Property for Sale
 SF-344 - Multi-use Standard Requisitioning/Issue System Document
 OF-7 - Property Pass

11. REPORTING REQUIREMENTS SUMMARY.

A. **Monthly.** Capitalized inventory and depreciation reports from the Property Management Branch, Space Management Branch, Office of Chief Administration Officer, sent to the Chief Financial Officer.

B. **Semiannually.** Written verification of personal property on charge authorizations/custody receipts. See paragraph 1.4.B.

C. **Annually.**

1. Reconciliation of capitalized equipment. See Section 4 paragraph 5.

2. Property furnished to non-Federal recipients to GSA. See Section 5 paragraphs 2.A and 2.B.

D. Biennially.

1. Schedules from RSMs due to OFSS by November 15. See Section 4 paragraph 1.A.

2. Physical inventory reconciliation reports **within 30** days of inventory completion. See Section 4 paragraph 1.A.5.

SECTION 1

PERSONAL CLASSIFICATIONS, STANDARDS, USES, AND PROHIBITIONS

1. GOVERNMENT PERSONAL PROPERTY CLASSIFICATIONS.

A. Government Personal Property. Property of any kind, except real estate and certain intangibles, such as copyrights.

B. Government-Furnished Equipment (GFE). Personal property in the possession of, or directly acquired by the Federal government and subsequently made available to a contractor or grantee or purchased by a contractor or grantee using Federal funds.

C. Sensitive Property. Personal property is highly susceptible to fraud, waste, theft, and ease of portability.

D. Capitalized Property. An individual asset, as defined by the OCFO which is \$500,000, and has an estimated lifespan of three years in accordance with SFFAS Number 6 Accounting for Property Plant and Equipment 1980.1 CFO Chapter 7.

E. Non-capitalized Property. Office equipment with an acquisition cost of less than \$100,000 per item.

F. Accountable Property. All capitalized and non-expendable equipment with an acquisition cost of \$1,000, or more, per item. Items with recurring monthly charges with life cycle costs of more than \$1,000, such as cellular phones, should be included as accountable property.

G. Non-accountable Property. Expendable items with an acquisition cost of less than \$1,000 per item.

H. Expendable Property. All items under \$100 are considered expendable. Items considered expendable when issued generally have a lifespan of two years, or less.

I. Excess Personal Property. Any personal property which is no longer required for the discharge of the Department's responsibilities as determined by the PMO in Headquarters, and the ARD in the Field.

J. Scrap. Personal property that has no value except its basic material content.

2. GOVERNMENT PERSONAL PROPERTY AND OFFICE FURNISHINGS STANDARDS.

A. Contiguous Executive Support Space. Similar or matching office furnishings are authorized for staff whose duties are in direct support of executives and whose office space is contiguous to the executives.

B. Wood Furniture. Upgraded wood furniture is authorized for workstations if wood-unitized furniture is not available.

C. Systems/Modular Furniture. Systems/modular furniture is authorized in lieu of conventional wood, or wood-unitized furniture.

D. Carpeting and Window Coverings. The following standards listed below apply to all regular workstation setups for both Headquarters and the Field. The only exception is that Field Office window coverings should be in accordance with their specific building standards.

<u>Carpet</u>	<u>Drapery</u>
Plush pile with underlay: Assistant Secretaries, Secretary's Representatives, and above.	Drapes or sheers, Floor to ceiling length
Close knit weave with underlay: Deputy Office Directors and above. Carpet tile with rubber backing: All other workstations, not included above.	Sheers, windowsill to ceiling length
	None

1 Remedial Equipment and Devices. Furniture and equipment accommodation for employees with disabilities will be provided on a case-by-case basis with medical justification and approval from the Program Coordinator. Authorized remedial equipment and devices include, but are not limited to: Braille typewriters, portable laptop computers, teletypewriter/telephone devices for the deaf (TTY/TDD), equipment to magnify typed copy and orthopedic chairs.

3. REQUESTS FOR PERSONAL PROPERTY.

A. Requests for personal property are generated through the Department's automated service request system.

B. Approvals Required. Requests for personal property must be approved by the AOs in Headquarters, and RSMs, or their designees, in Field Offices.

1. Special Project Teams. Requests for furniture/equipment by special project teams must be approved by SAMD, or the appropriate RSM.

4. USE OF PORTABLE SENSITIVE GOVERNMENT-OWNED PROPERTY ON PERSONAL CHARGE.

Sensitive government property is issued to Departmental employees on a personal charge basis, when justified.

A. Requests for Personal Charge Property. Requests for personal charge property must be generated through the automated service request system, provide justification for the assignment of the property and be approved by the organizational AO.

B. Forms Required.

1. **Form HUD-26, Custody Receipt for Government Property on Personal Charge.** Only the employee to whom personal property is issued can sign the HUD-26. In Headquarters, the HUD-26 is maintained in the custody of the SAMD until the property is returned. In the Field, the HUD-26 is maintained in the custody of the RSM or designee until the property is returned.

2. **Optional Form-7, Property Pass.** Building security must be provided with an authorized OF-7 before personal property can be removed from government premises. Only SAMD in Headquarters, and the RSM or designee in the Field may issue the OF-7 for government-owned property. The AO issues the OF-7 for privately owned personal property, only.

3. **Form HUD-58A, Clearance for Separation of Employee.** All government-owned personal property on charge to a separating employee must be returned to the physical control of SAMD in Headquarters, or the appropriate HUD Field Office before the AO may sign the HUD-58A. Incidences of damaged or missing property must be submitted by the PC to SAMD for referral to the Property Survey Board for resolution.

C. Time Limitations on Use of Property on Personal Charge.

1. **Temporary.** Property is issued for a maximum of six months. Property on personal charge may be issued only for the length of time needed, based upon known requirements. Requests for extensions must be submitted through the automated service request system and must be approved by the appropriate AO or their designee.

2. **Indefinite.** If there is a continuing need for personal charge property, requests for indefinite assignments must be justified in writing, approved by the appropriate APO, and certified in writing semiannually. The certifications shall be maintained by the SAMD in HQ and the RSMs in the Field.

3. **Security of Property on Personal Charge.** Managers and supervisors must ensure that employees responsible for sensitive property are afforded appropriate security arrangements for such property and that property is returned when no longer needed for official duties.

5. CONTRACTOR AND GRANTEE USE OF GOVERNMENT PROPERTY. Also see HUD Handbook 2210.03, for contracting requirements.

A. General Requirements. All personal property in the possession of a contractor or grantee, which was furnished by HUD, or which was purchased with HUD funds under the contract or grant, must be maintained, inventoried, accounted for, and disposed of in accordance with the applicable rules governing the contract or grant and the policies of this chapter. See Section 4 paragraph 3 and Section 5 paragraph 2 regarding contractor inventories, accountability, and disposals.

B. Responsibilities.

1. **GTR.** The responsibility for providing and monitoring contractor and grantee use of Government Furnished Equipment (GFE) is delegated to the GTR.

2. **Contractor and Grantee.** See Section 4 paragraph 3 and Section 5 paragraph 2 regarding contractor Inventories and accountability for, disposal of, and liability for property.

6. USE OF PRIVATELY-OWNED PROPERTY.

A. Furniture/Equipment. Privately-owned items, such as furniture, computer equipment, accessory furnishings, etc., may be used for official purposes, only. AO must submit a written request for approval to use privately-owned property to SAMD, in Headquarters, or OFSS in the Field or their designees. The request must outline the circumstances in which the privately owned property will be used and include a list of all the property involved. Approvals must be in writing. Privately-owned property approved for use must be readily identifiable, so that it is not included in Departmental property inventories. Shipping, delivery and installation of approved privately owned furniture or equipment shall be the responsibility of the employee and at their personal expense.

B. Supplies/Services. Supplies and services required for the proper functioning of privately-owned personal property may be obtained at government expense, but only for as long as and to the extent that such property is being used in an officially approved capacity. This policy does not apply to motor vehicles.

C. Loss, Theft, or Damage of Privately-Owned Property Officially Approved for Use. Claims may be filed against the government for loss, theft, or damage of privately-owned property officially approved for use. See Claims Against Government Under Federal Tort Claims Act (24 CFR Part 17, Subpart A) and Claims Under the Military Personnel and Civilian Employees Claims Act of 1964 (24 CFR, Part 17, Subpart B).

7. GOVERNMENT PERSONAL PROPERTY PROHIBITIONS.

A. Convenience Items. Convenience items are those desirable items that primarily serve the needs of an individual, or group of individuals, but may not be essential to the transaction of official business. Examples of convenience items include, but are not limited to, refrigerators, microwave ovens, water coolers, and radios. Use of public funds to purchase convenience items for the personal benefit of employees is prohibited. Exception: When eating facilities are not available at a site, equipment for the break areas, e.g. refrigerator, microwave, etc., can be purchased from departmental funding sources, when these items are for the use of all employees at a particular site. This exception must be authorized by SAMD in Headquarters or OFSS in the Field.

B. Residential Use. Except for management approved telecommuter personnel (as defined by HUD/Union agreement), residential use of any "fixed," non-portable equipment, i.e., computers, printers, facsimile machines, etc., is prohibited. Deviation from this policy is authorized only in emergencies and only for the location for which it was obtained or contracted. Emergency conditions are those threatening loss of life and property, normally approved for release by proclamation or Executive Order.

C. Sales, Donations, Transfers. The sale, donation, or transfer of government-owned personal property directly to HUD employees is prohibited. Donations of educationally useful Federal equipment to private for-profit organizations are prohibited.

D. Unofficial Use. Use of government-owned personal property for unofficial purposes is strictly prohibited except when used under emergency conditions. Emergency conditions are those threatening loss of life and property, normally approved for release by proclamation or Executive Order.

SECTION 2

ACQUISITION OF PERSONAL PROPERTY

1. ACQUISITION POLICY.

A. The Department must fulfill its personal property needs using available HUD owned government-owned furniture and equipment. Acquisition of new furniture, computer equipment, or office machines is authorized only when staffing levels increase, program efficiency may be impaired, occupancy reduction in office space may be accomplished through downsized furnishings, or the Accountable Property Officer determines that damaged items are not economically repairable.

2. AUTHORIZED ACQUISITION METHODS.

A. If property requirements cannot be fulfilled through stock, Headquarters AOs, Field Office APO, and/or their designees, determine methods of acquisition in accordance with Federal Management Regulations and Federal Acquisition Regulations.

1. Internal Redistribution/Transfers. Personal property may be transferred between offices. This policy applies only when such a transfer is economically feasible. Prior to excessing property in good or excellent condition, all APOs and PCs must be notified of its availability. Transfers require prior approval of the appropriate field office RSM, or the Chief, Property Management Branch, in Headquarters, and must be documented on Form HUD-55, Property Transfer Report.

2. Repair/Rehabilitation.

a. Standard Furniture/Equipment. APOs and PCs must continuously review inventories to determine what can be economically repaired or rehabilitated. Unrepairable items must be promptly reported as excess.

b. Information Technology/Computer Equipment. Services for the repair, replacement,

or exchange of equipment used in the electronic processing of information are provided and managed by the Office of Information Technology (OIT).

3. External Sources. Sources outside of the Department authorized for the acquisition of personal property, include:

- a. Other Government agencies.
- b. Federal Prison Industries.
- c. National Industries of the Blind.
- d. Mandatory Federal Supply Schedule.
- e. Commercial Sources [subject to FAR].
- f. Trade-ins. Whenever possible, HUD will utilize the trade-in option when purchasing or leasing new equipment.

B. Gifts.

1. Unconditional gifts valued at more than \$20 accepted by the Department immediately become the property of the Federal Government. This policy includes gifts accepted by individual employees, or organizations officially representing the Department.

a. **Accountability.** Gifts are accounted for in the same manner as other personal property acquired from authorized sources and may be retained for official use within the recipient organization. When retained for official use, unconditional gifts are recorded as government property on personal charge.

b. **Appraisals.** In some instances, a written appraisal from a source outside the department may be required. The recipient organization will absorb the cost of the appraisal when the retail value of the gift is questionable.

SECTION 3

DISPOSITION OF PERSONAL PROPERTY

1. DISPOSITION POLICY.

The department must dispose of its personal property by one of the methods listed below. Sale, transfer, or donation of government-owned personal property directly to HUD employees is prohibited.

2. AUTHORIZED DISPOSITION METHODS.

A. OCAO in Headquarters and the OFSS in the Field, or their authorized designees, determine the appropriate method of property disposition.

1. **Excess or Unserviceable Property/Equipment.** Transfers from HUD offices to stock must be documented on form HUD-55.1, Turn-In Record of Supplies and Equipment. APOs or PCs must report excess or unserviceable furniture and equipment to SAMD in Headquarters, or the RSM in the Field.

2. **Internal Redistribution/Transfers.** See Section 2 paragraph 2.A.1.

3. **Transfer to Other Federal Agencies.** Acquisition costs for personal property items being transferred to other Federal agencies may not exceed \$5,000 per item. Transfers must be documented on form SF-122, Transfer Order Surplus Personal Property, except when excessing property to GSA.

4. **Direct Donation to Non-Federal Entities.** The Department will transfer educationally useful Federal equipment to schools and nonprofit, community-based educational organizations. Private for-profit organizations are not eligible to receive donated equipment. Educationally useful Federal equipment is defined as computers and related peripheral tools, computer software (where the transfer of licenses is permitted), and telecommunications and research equipment. All transfers to donees will be made at the lowest possible cost permitted by law.

a. **Program Administration.**

1. **Headquarters.** Equipment identified for donation must be screened and declared as excess by the OIT. SAMD affects the final disposal of equipment to be donated.

2. **Field Offices.** Equipment identified for donation must be screened and declared as excess by the Customer Service Division (CSD). The RSMs affect the final disposal of equipment to be donated.

b. **Equipment Standards.** All surplus Federal equipment to be donated must be intact and in good operating condition. Scrap or damaged equipment is not eligible for donation and must be reported to GSA.

c. **Requests for Donations.** Donation requests must be directed to OCAO in Headquarters or, RSMs in the Field. Requests must be in writing and must be accompanied by a statement of need. Equipment must be identified by type, description, and quantity desired.

d. **Gift/Acceptance Agreement.** Prior to receiving excess computers and computer-related equipment, donees must enter into a gift/acceptance agreement with the Department.

e. **Certification Requirements.** Each SF-122, Transfer Order Excess Personal Property, must have the following statement added to transfer equipment under the direct donation to non-Federal Entities Program. "The property requested hereon is certified to be used for the conduct of educational, technical, scientific, and research activities. This donation is pursuant to the provisions of Public Law 102-245.11

5. **Excessing to GSA.** Excess Departmental personal property must be reported to GSA and must be documented on form SF-120, Report of Excess personal Property. When the need for gifts no longer exists, gifts must be reported to GSA as excess personal property. Reports of excess personal property must be signed by SAMD in Headquarters, or the RSM, in the Field.

6. **Report of Survey.** Employees are required to notify their supervisors immediately of the loss, theft, destruction of, damage to, or other condition adversely affecting the accountability and/or use of government personal property. Circumstances concerning the status of such property must be documented on form HUD-27, Report of Survey. APOs must submit reports of survey to SAMD in Headquarters or the RSM, in the Field.

7. **Sale.** Non-reportable property that is more than the needs of the Department must be reported to GSA on form SF-126, Report of Personal Property for Sale.

8. **Disposition of Contractors/Grantees GFE.**

a. **General.** Upon completion of the contract or grant, or whenever it is no longer needed under the contract or grant, property furnished to contractors and grantees shall be reported to OCAO in Headquarters, or the OFSS in the Field, for final disposition.

1. **Contractor Property.** The GTR shall provide the Contracting Officer with an inventory (See Section 4, 3.A.3) of the property to be reported to SAMD or the OFSS.

2. **Grants.** The Grant Administrator or GTR shall report the property directly to SAMD or the OFSS (see Section 4, Paragraph 3.D.2).

b. **Grantee Property.** Program offices may, in accordance with governing regulations, permit grantees to keep Government property beyond the expiration of their grant.

SECTION 4

PERSONAL PROPERTY INVENTORIES

1. BIENNIAL INVENTORY REQUIREMENTS.

A. All HUD-owned and rented reportable property must be physically inventoried once every two years. Physical inventories are conducted in Headquarters by SAMD and in Field offices by OFSS. APOs and PCs assist in inventory updates. All offices must use the Departmental automated inventory system. Inventory items must be bar coded, and inventory results must be reconciled in the Departmental automated personal property inventory management system.

1. **Inventory Criteria.** Property is inventoried when sensitive, or the cost of an asset is at least \$1,000, and the asset has an estimated useful life span of two years or greater. The cost includes components, transportation, installation, and placing the property in the form and place it is to be used. Where costs are not known or measurable, reasonable estimates of value are used.

2. **Schedules.** Inventory schedules must be prepared biennially and submitted to the Director, SAMD, by November 15 each year of a scheduled inventory.

a. **Headquarters.** The PMO schedules Headquarters physical inventories.

b. **Field Offices.** RSMs schedule Field Office physical inventories.

3. Notification of Audit and Accounting Staff.

a. **Headquarters.** The PMO must provide copies of inventory schedules to Headquarters APOs and PCs.

b. **Field Offices.** RSMs must provide copies of physical inventory schedules to APOs and PCs

4. Notice to Employees. Employees must be notified of physical inventories. Notification must be in writing and must state:

a. Inventory starting and completion dates.

b. Property on personal charge must be available for verification and counting.

c. Privately-owned property must be labeled as privately owned.

d. Sensitive and portable items normally secured and/or not visible must be available. If

scheduled inventory is conducted during non-working hours, APOs must arrange to inventory sensitive, portable, and other secured equipment.

e. Government-owned non-accountable property and contractor-owned property are excluded from inventory.

5. Inventory Reconciliation. Within 30 days of completion of a physical inventory, the Headquarters SAMD and Field Office RSMs must provide their respective accounting offices with a written statement, by account and location, of needed adjustments to general ledger property accounts. Unreconciled, unsighted items presumed lost during inventory must be reported to the Property Survey Board for recommendations on final disposition.

2. SPECIAL INVENTORIES.

A. Prior to leaving an organization, a departing APO must assist in the transfer of property accountability to the incoming APO by conducting a special inventory to verify, update, or reconcile records in the Departmental automated personal property inventory management system. SAMD in Headquarters and RSMs in the Field are available for assistance in conducting special inventories.

3. CONTRACTOR AND GRANTEE INVENTORIES.

A. Contracts. See **HUD Handbook 2210-03**

B. The GTR shall.

1. Assure that contractors meet the custodial responsibilities under the applicable government property clause specified in the contracts (see FAR Subpart 45.5). Such responsibilities include conducting and maintaining an annual inventory of GFE equipment for the duration of the contracts.

2. Advise contractors and the Contracting Officer (CO) on the disposition of the property when contracts have been completed.

3. Annually, submit to the CO an inventory of all property originally provided to, or acquired by, contractors that was determined to be surplus and subsequently was transferred to non-Government entities. The inventory shall include the description, quantity, acquisition cost and condition of each property item.

C. The Contracting officer must

1. Provide the PMO in Headquarters or the appropriate RSM in Field Offices with copies of annual contractor inventories.

D. Grants.

1. The Grant Administrator or GTR shall.

a. Assure that grantees meet the custodial responsibilities under the applicable government property provision specified in their grants.

b. Advise grantees and the Grants officer on the disposition of the property when the grant has expired.

2. The Grants Officer must.

a. Provide the PMO in Headquarters, or the appropriate RSM in the Field with copies of annual grantee inventories.

E. Property to be Inventoried.

1. Contractor inventories shall include:

a. Property acquired by and in the possession of a contractor or subcontractor under a contract for which title is vested in the government and which is not consumed or delivered to the Government in the performance of the contract.

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b. Property that the government is required or has the discretion to take over under any type of contract because of changes in the specifications, or termination of the contract prior to fulfillment.

c. Government-furnished property that exceeds the amount needed to complete the performance of a contract.

2. **Grantee Inventories.** These inventories include government furnished property assigned to a grantee, as well as property acquired by a grantee, under a cost-reimbursement grant.

SECTION 5 **REPORTING REQUIREMENTS**

1. RECORDING PERSONAL PROPERTY DATA.

A. Capitalized Property. An individual asset as defined by the CFO 1980.1 Chapter 7 SFFAS Number 6 General Accounting for Property Plant and Equipment which is \$500,000, or more, and has an estimated service life of three years. The \$500,000 threshold is prior to the capitalization of costs of HUD personnel. Any cost incurred in readying the property for its intended use is capitalized. Acquisition cost of automated data processing equipment depreciated over three years.

B. Non-Capitalized Property. Office furniture and equipment with an acquisition cost of less than \$100,000 per item. Items having an individual cost of \$1,000 or more in designated group purchases of \$100,000 must be recorded in the Departmental automated personal property inventory management system as non-capitalized property.

C. Accountable Property. Capitalized and non-expendable equipment with an acquisition cost of

\$1,000, or more, per item. All accountable property must be inventoried, bar coded, and tracked through the Departmental automated personal property inventory management system.

D. Non-Accountable Property. Expendable items with an acquisition cost of less than \$1,000 per item. Non-accountable property is not recorded in the Departmental automated personal property inventory management system.

E. Expendable Property. Supplies are expended when issued, generally has a life span of two years, or less, and are not subject to the personal property record keeping requirements of this chapter. Supplies are not to be ordered in quantities more than a three-month supply, nor are they to be maintained in a central stockroom.

2. REPORTING REQUIREMENTS ON PROPERTY FURNISHED TO NONFEDERAL RECIPIENTS.

A. Within 90 days of the close of the fiscal year, the PMO must report to GSA items of personal property for which the title was permanently transferred to a non-Federal recipient.

B. Annual Report on Personal Property Furnished to Non-Federal Entities Excluding Nonprofit Entities. This report addresses only the property for which the title was transferred from HUD to the recipient during the fiscal year. The report must include:

1. Name and address of each recipient.
2. Recipient Category. The recipient is designated as a cost-reimbursement contractor, fixed price contractor, grantee, public body, etc.
3. Number of agreements under which the recipient has acquired the property, with the identifying contract number for each agreement.
4. Description of each item of property, its original acquisition cost, and the Federal Supply Classification Group Number, if applicable

C. Annual Report on Personal Property Furnished to Non-Federal Nonprofit Entities
Within 90 days of the close of the fiscal year, the PMO must report to GSA items of personal property for which the title was permanently transferred to a non-Federal nonprofit recipient. The report must include:

1. Name and address of each recipient.
2. Description of each item of property, its original acquisition cost, and the Federal Supply Classification Group Number, if applicable.

SECTION 6 **PERSONAL PROPERTY LOSS, THEFT, DAMAGE,** **DESTRUCTION, MISUSE, AND UNACCOUNTABILITY**

1. POLICY OVERVIEW.

A. Loss, theft, damage, destruction, or other condition adversely affecting the accountability and use of Departmental personal property will be investigated to the maximum extent by Departmentally appointed Property Survey Boards, or the Office of Inspector General, as appropriate. Restitution to the government will be sought in those cases where an employee is determined to be deliberately negligent in failing to safeguard and properly use government property.

2. PROPERTY SURVEY BOARDS.

A. Appointing Appellate Officials.

1. Headquarters.

a. Chief Administrative Officer (CAO):

1. Appoints a Headquarters Property Survey Board of three or more members and enough alternate members to investigate conditions adversely affecting personal property.

2. Appoints a Board Chairperson to:

a. Act on cases in lieu of full Board when acquisition value of affected property is less than \$500.

b. Convene the Board to review cases when the acquisition value of affected property is \$500 or more.

3. Appoints a Secretary to the Board.

a. Deputy Chief Administrative Officer (DCAO), serves as the Appellate Official with decision authority on Headquarters appeals.

B. Field Offices.

1. Director, OFSS (Office of Field Support Services):

a. Appoints a Property Survey Board composed of three or more members and enough alternate members to investigate conditions adversely affecting personal property. The Director appoints a secretary to the Board.

b. Appoints a Board Chairperson to:

1. Act on cases in lieu of full Board when acquisition value of affected property is less than \$500

2. Convene the Board to review cases when the acquisition value of affected Property is \$500 or more.

c. Serves as the Appellate Official with decision authority on appeals made in State and

Area Offices.

C. Reviewing Officials.

1. Render decisions and direct actions to affect the final disposition of cases involving adversely affected personal property.

a. Headquarters. The Director, SAMD, serves as the Headquarters Reviewing Official.

b. Field Offices. RSMs serve as Field Reviewing Officials.

D. Board Members must.

1. Conduct prompt and impartial investigations of incidences involving personal property which is lost, stolen, damaged, or otherwise adversely affected.
2. Provide the Reviewing Officials with recommendations regarding pecuniary liability, disciplinary and/or adverse action, repair of property, or other final disposition of cases, as determined appropriate.

E. Terms of Appointment.

1. **Chairperson.** Serves for two calendar years and, at the discretion of the Appointing Official, may serve an additional calendar year as a Board Member, or alternate.
2. **Alternate Chairperson.** Serves two calendar years and, at the discretion of the Appointing Official, may serve an additional calendar year as Chairperson or Member.
3. **Member.** Serves for two calendar years.
4. **Alternate member.** Serves for two calendar years.

F. Board Meetings. The Chairperson, or Alternate Chairperson, convenes the Board as often as may be required to review property reports. If there are Reports of Survey pending, the Board meets no less than once a quarter per calendar year. To vote on findings and recommendations, at least three Members, including the Chairperson, must convene.

G. Restrictions. The Chairperson, Alternate Chairperson, Member, or Alternate Member of a Property Survey Board may not participate in the review, investigation, or development of findings and recommendations of the Board for any cases involving property, or employees, in their respective organizations.

3. LIABILITY.

A. Employees. Employees may be held accountable for, billed for, and expected to pay for government personal property which is lost or damaged due to deliberate negligence or destruction. If the indebtedness is not paid within 30 days of the billing date, employees will be charged interest. If the employee does not, or cannot, liquidate the debt, the Reviewing Official will provide the employee with no less than a 30-day written notice before initiating any proceedings to collect any indebtedness by pay account offset. Indebted employees may have a hearing on the determination of the Reviewing Official concerning the existence and amount of the debt and the method of payment. Reference Handbook 1900.25, Delinquent Debt Collection, for Departmental debt collection procedures.

B. Contractors, Subcontractors and Grantees.

1. **Contractors and Subcontractors.** Both are accountable for all of their contracts. Subject to the specific terms of a contract and the circumstances of the particular case, a contractor may be liable for shortages, losses, damages or destruction of Government property. A contractor may also be liable when the use or consumption of Government property unreasonably exceeds the allowances provided for by the

contract. Contractors must investigate and report to the GTM or GTR all cases of loss, Government property in accordance with the specific terms (viz., clauses) damage or destruction of Government property in its possession or control as soon as the facts become known or as requested by HUD. Contractors must require any subcontractors who possess or control Government property to investigate and report all such cases.

2. **Grantees.** Grantees are accountable for and liable for Government equipment in accordance with the terms of their grants.

C. **Setting the value of lost, stolen, or damaged Government equipment.** Employees who have been found pecuniary liable for lost, stolen, or damaged government property shall be charged the depreciated value of the property or in case of damage, the actual repair cost.

D. **Depreciation.** The following criteria are used in determining the depreciated value of Government personal property.

E. **Computer equipment.** The straight-line method of depreciation using a 6-year life span is applied to computer equipment. The rate of 1.3888 percent or $1/48^{\text{th}}$ of the Acquisition cost is applied to each month if the age of the property is less than 4 years old, at which time the salvage value of the property, and 10 percent of its acquisition cost, is reached. The property retains its salvage value until disposal.

F. **Non-computer equipment:** The straight-line method of depreciation using a ten-year life span is applied to non-computer equipment, such as:

1. Furniture and fixtures
2. Office machines
3. Training equipment
4. Shop and other equipment

G. The rate of 0.8333%, or $1/120^{\text{th}}$ of the acquisition cost, is applied for each month of the age of the property for 10 years at which time the salvage value of the property, 10 percent of its acquisition cost, is reached. The property retains its salvage value until disposal.

4. APPEALS.

A. **Notification of Intent to Appeal.** An employee who intends to appeal a decision of pecuniary liability must notify the Appellate official of their intent, in writing, within 15 calendar days following receipt of the Property Survey Board decision.

B. **Notification of Appeal Hearing.** Upon receipt of the intent to appeal, the Appellate Official must notify the employee, in writing, of the date, time, and place of the appeal hearing. The appeal hearing will be scheduled **within** 15 calendar days following receipt of the appeal notice.

C. **Employee Representation Rights.** An employee has a right to be represented by legal counsel and to be accompanied by **an** attorney, advisor, or other representative in an appeal-related personal appearance. Representation is at the employee's expense.

D. Files Access. In the appeal process, the employee has the right to review and copy all Departmental files pertinent to the appeal.

E. Appellate Official Decision. Within 30 calendar days following receipt of all information supporting the employee's appeal, the Appellate Official must make a written determination on the appeal and provide the employee with a copy. The determination must include the Appellate Official decision and the basis upon which the decision was rendered.

F. Case File Documentation. Individual case file documentation related to personal property investigation and accountability must include:

1. Record of property reported lost, stolen, or damaged, made by the employee and the APO/PC.

2. Form MM-26, Custody Receipt for Government Property on Personal Charge. Record of issuance of personal property to individuals.

3. GSA Form 33156, Offense/Incident Report (or equivalent form). Record of circumstances of adversely affected personal property documented by appropriate law enforcement agencies.

4. Board of Survey Meeting minutes as recorded by the secretary.

a. Departmental Automated Personal Property Inventory Management System Listing. Record of the assignment of equipment to organizations.

b. Departmental Automated Personal Property Inventory Management System Activity Report. Record of aggregate and/or unit of each organization assignment for generic categories.

G. Inventory Exception Report. Identifies all unsighted equipment and information technology equipment used in the electronic processing of information.

SECTION 7 **STANDARDS FOR OFFICE FURNITURE, FURNISHING, AND** **EQUIPMENT**

1. FLAGS AND SEALS.

Policy regarding the display of flags and seals is contained in the Space Management section of this handbook. Procurement of the Departmental flags is the responsibility of SAMD in HQ. Procurement of specialty flags are issued to the Secretary, Deputy Secretary and the Assistant Secretaries or Field Office Equivalent.

The US National Flag is the responsibility of SAMD HQ and the RSMs in the Field. Disposal of flags is the responsibility of SAMD in HQ and the RSMs in the Field.

2. TELEVISIONS AND DVDs.

In Headquarters, televisions and DVD players are maintained by OFMS for general use. Televisions are issued to Assistant Secretary Offices and above upon request. Exceptions to this policy must be approved by the Director of OFMS.

3. AUTOPENS (automatic signature devices)

Autopens are authorized for the Secretary, Deputy Secretary, Assistant Secretary for Housing, and Assistant Secretary for Community Planning and Development. Exceptions to this policy must be approved by the Office of the Secretary.

4. ACCOUNTABLE PERSONAL PROPERTY LIST

OFFICE MACHINE DESCRIPTIONS TELECOMMUNICATION EQUIPMENT DESCRIPTIONS

Copier	Apple I-Phone – Smartphone
Date Stamp	Cellular Telephone
High Density Filing Systems	FAX Machine
Printer, Transparency	Polycom/ AVAYA Speaker Phones
Press, printing	
Shredder	

ACCOUNTABLE PERSONAL PROPERTY LIST	
AUDIO/ VIDEO EQUIPMENT DESCRIPTION	COMPUTER EQUIPMENT DESCRIPTION
Camcorders	Cabinet, Tape Storage
DVD Player - Recorder	Computer, CPU
Projector, Infocus	Computer, Laptop
Projector, Movie	Computer, Notebook
Projector, Slide	Console, Terminal Display
Public Address System	Drive, Disk
Splicer, Film	Drive, Tape
Tape Recorder, Video	Drum, High Speed
Television(s)	Machine, Decollating
DVD Player - Recorder	Mountain Tape Back-Up Units 60 MG or More

Video, Transparency Display	Net Server
Video-Monitor/Receiver	Optical Disk Storage Units
	PC Monitor
	PC Server
	Plotters
	Printer (s) Laser
	Printer (s) Color
	Programmer, Portable
	Routers
	Sub-System, General Communication
	Scanner, Reader
	Switches
	Terminal, Communication
	Terminal, Date Entry/ Retrieval

ACCOUNTABLE PERSONAL PROPERTY LIST	
SHOP AND OTHER EQUIPMENT DESCRIPTIONS	
Board, Production Control	Machine, Oscilloscope
Cabinet, Slide	Machine, Paper Punch
Camera(s)	Machine, Stitching
Charger, Electric	Machine, Tabbings
Charger, Industrial Battery	Machine, Typing
Compressor	Machine, Wrapping
Dehumidifier	Machine, Paper Shredder
Dryer, Photo	Machine, Electric Letter
Enlarger, Photo	Oven, Paint Dryer
Generator, Industrial	Plate, Maker
Headliner	Press, Printing
Lens, Camera	Processor, Diffusion
Lift, Fork Hydraulic	Rack, Mail Sorting
Machine, Addressing	Rack, Rug Storage
Machine, Drill Press	Scales
Machine, Duplicating	Transceiver, Radio
Machine, Graphotype	Tank, Developing
Machine, Folder	Tray, Developing
Machine, Inserter	Varietyper
Machine, Key making	Vehicle, Motorized Electric

Machine, Labeling Machine, Mailer	Washer, Print
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5. WORKSTATION ALLOWANCES

(Not applicable for non-conventional or systems furniture workstations)			
WORKSTATION - A			
Deputy Assistant Secretary and Field Office Equivalent Furniture Style - Executive			
FURNITURE	UNIT OF ISSUE	QTY	
Bookcase w/Glass Door	Each	2	
Chair Side Executive	Each	2	
Chair Executive High-Back	Each	1	
Coat Rack	Each	1	
Coffee Table	Each	1	
Computer Stand	Each	1	
Credenza 74"	Each	1	
Desk Double Pedestal 74" or Table Desk 72"	Each	1	
Drapery	Pair	3	
Easy Chair	Each	2	
End Table	Each	2	
Sofa 3 - Cushion	Each	1	
Table Lamp	Each	2	
Telephone Stand	Each	1	
Wood Customer (Hat Tree)	Each	1	
File Cabinet - Wooden 4- Drawer			Optional
Table Round 42" - 48" with 4- Side Chair Executive			Optional
Exceptions to this standard must be approved by the Office of the Secretary.			

REQUIREMENTS

In Headquarters, choice of New Traditional, Traditional Class A or

Executive Modern Furniture

In the Field, choice of Traditional Class A or Executive Modern Furniture

Headquarters Positions

Deputy Assistant Secretary

Field Office Positions

Secretary's Representative

Senior Community Builder/Coordinator

WORKSTATION - B			
Office Director or Equivalent and Above Furniture Style - Executive			
FURNITURE	UNIT OF ISSUE	QTY	
Bookcase w/Glass Door	Each	2	
Chair Side Executive	Each	2 each 4 each w/ Round Table	
Chair Executive High-Back	Each	1	
Coat Rack	Each	1	
Coffee Table	Each	1	
Computer Stand	Each	1	
Credenza 72"	Each	1	
Desk Double Pedestal or Table Desk 72"	Each	1	
Drapery	Pair	2	
Easy Chair	Each	2	
End Table	Each	2	
Sofa 3 - Cushion	Each	1	
Table Lamp	Each	2	
Telephone Stand	Each	1	
File Cabinet - Wooden 4- Drawer			Optional
Table Round 42"			Optional
Exceptions to this standard must be approved by the Director of OCAO or Designee.			
Office Director and above suites will be furnished with executive furniture for the following position: Office Director, Deputy Director, Executive Assistant, Staff Assistant, and Receptionist			

REQUIREMENTS

Choice of Traditional Class A or Executive Modern
Furniture

Headquarters Positions

Office Director

Field Office Positions

District Inspector General for Audit
Program/HUB/Center Director
Special Agent in Charge for Investigations
Supervisory Attorney Advisor

WORKSTATION - C					
Deputy Office Director, Division Director, HQ and Field Office Equivalent					
Furniture Style - Conventional					
FURNITURE	UNIT OF ISSUE	QTY			
Bookcase w/Glass Door or Open Front	Each	1			
Chair Side	Each	2			
Chair High-Back	Each	1			
Credenza 66" - 72"	Each	1			
Desk Double Pedestal 74" or Table Desk 72"	Each	1			
Exceptions to this standard must be approved by the Director of Space and Asset Management Division or Designee					

Requirements

Wood Unitized Furniture

Headquarters Positions

Attorney Advisor
Deputy Office Director
Division Director
Executive Assistant
Labor Relations Officer
Special Assistant
Trial Attorney

Field Office Positions

Administrative Officer
Assistant District Inspector General for Audit
Assistant Special Agent in Charge of Investigations
Community and Media Relations Officer
Contracting Officer
CPD Public Trust Officer
Deputy Assistant General Counsel
Deputy Associate Counsel

Deputy Office Program Director
 Division Director of Equivalent
 Economist
 Environmental Clearance Officer
 General Attorney
 Personnel Management Specialist
 Public Affairs Officer
 Senior Auditor
 Senior Attorney
 Senior Investigator
 Supervisory Investigator
 Special Assistant

WORK STATION - D		
Branch Chief, HQ and Field Office Equivalent		
Furniture Style - Conventional		
FURNITURE	UNIT OF ISSUE	QTY
Bookcase w/Glass Door or Open Front	Each	1
Chair Side	Each	2
Chair High-Back	Each	1
Credenza 66"	Each	1
Desk Double Pedestal 66"	Each	1
Exceptions to this standard must be approved by the Property Management Branch or Designee		

Wood Unitized Furniture

Headquarters Positions

Accounting Assistant
 Administrative Assistant
 Administrative Staff Assistant
 Compliance Assistant
 Computer Assistant
 Contract Assistant
 Correspondence Assistant
 Data Base Assistant
 Defaulted Loan Assistant
 Economics Assistant
 Employee Development Assistant
 Employee Relations Assistant
 Financial Management Assistant

Housing Programs Assistant
 Information Services Assistant
 Itinerary Planning Assistant
 Lead Accounting Assistant
 Lead Personnel Assistant
 Legal Assistant
 Legislative Assistant
 Legislative Reference Assistant
 Management Assistant
 Miscellaneous Documents Examiner
 Mortgage-Backed Securities Certification Assistant
 Multifamily Program Support Assistant
 Office Services Assistant
 Personnel Assistant
 Personnel Information Assistant
 Personnel Services Assistant
 Printing Assistant
 Procurement Assistant
 Program Assistant
 Program Support Assistant
 Project Financing Assistant
 Publications Management Assistant
 Secretary
 Securities Issue Assistant
 Senior Accounting Assistant
 Staffing Assistant
 Statistical Assistant
 Supervisory Accounting Assistant
 Supervisory Clerical Assistant
 Title I Clerk
 Title, I Program Assistant
 Training Coordination Assistant

Field Office Positions

Administrative Assistant
 Administrative Clerk
 Associate Community Builder
 Budget Assistant
 Classification Assistant
 Clerical Services Supervisor
 Clerk
 Documents Examiner

Employee Development Clerk
 Employee Relations Specialist
 Endorsement Technician
 Financing Assistant
 Financing Technician
 General Services Assistant
 Housing Management Aide
 Housing Management Assistant
 Housing Management Technician
 Housing Program Assistant
 Labor Relations Assistant
 Liquidating Program Assistant
 Loan Assistant
 Management Assistant
 Materials Handler
 Mortgage Servicing Assistant
 Occupancy Assistant
 Occupancy Clerk
 Personnel Assistant
 Processing Assistant
 Processing Control and Reports Unit Supervisor Procurement
 Assistant
 Program Aide
 Program Assistant
 Program Support Assistant
 Realty Assistant
 Records Management Assistant
 Rent Supplement Clerk
 Reports and Control Clerk
 Secretary Office Automation
 Title I Assistant
 Title I Clerk
 Wage Requirements Assistant
 Word Processing Supervisor

WORKSTATION - E		
HUD Staff		
Furniture Style - Conventional		
FURNITURE	UNIT OF ISSUE	QTY
Bookcase w/Glass Door or Open Front	Each	1

Chair Side	Each	2
Chair Task	Each	1
Storage Unit 42"	Each	1
Desk Double Pedestal or Desk w/L-Unit 60" - 66"	Each	1
Exceptions to this standard must be approved by the Property Management Branch Chief or Designee		

REQUIREMENTS

Wood Unitized Furniture

Headquarters Positions

Administrative Officer
 ADP Resources Management Officer
 Assistant Personnel Officer
 Branch Chief
 Community Development Officer
 Compliance Liquidation Officer
 Construction and Program Analysis Officer
 Criminal Investigator
 Data Systems Statistics Officer
 Emergency Preparedness Officer
 Employee Development Specialist
 Employee Relations Specialist
 Energy Management Officer
 Enforcement Officer
 Environmental Clearance Officer
 Environmental Officer
 Equal Opportunity Employment Manager
 Financial Management Officer
 Fire Environmental Quality Officer
 Grants Program Officer
 Housing Counseling Programs Officer
 Housing Management Officer
 Housing Programs Officer
 Local Government Program Officer
 Management Analysis Officer
 Management Systems Officer
 Multifamily Housing Programs Officer Paralegal
 Specialist
 Personnel Classification Specialist
 Personnel Management Specialist
 Personnel Psychologist

Personnel Staffing Specialist
 Personnel/Pay Specialist
 Policy Analysis Officer
 Printing Officer
 Project Management Officer
 Public Finance Research Officer
 Realty Officer
 Recertification Officer
 Rehabilitation Management Officer
 Rental and Occupancy Officer
 Space Management Officer
 Standards Officer
 Supervisory Accounting Specialist Supervisory
 Architect
 Supervisory Attorney Advisor
 Supervisory Auditor
 Supervisory Budget Analyst
 Supervisory Civil Engineer
 Supervisory Communications Specialist Supervisory
 Computer Specialist Supervisory Contract Specialist
 Supervisory Economist
 Supervisory Employee Development Specialist
 Supervisory Equal Opportunity Specialist Supervisory
 Field Training Coordinator Supervisory Financial
 Analyst Supervisory General Engineer
 Supervisory Home Mortgage Programs Specialist
 Supervisory Insurance Examiner
 Supervisory Landscape Architect
 Supervisory Loan Specialist
 Supervisory Management Analyst Supervisory Materials
 Engineer
 Supervisory Mortgage Services Specialist
 Supervisory New Communities Program Specialist
 Supervisory Operating Accountant Supervisory Personnel Management Specialist Supervisory
 Personnel/Pay Specialist Supervisory Production Control Specialist Supervisory Public Affairs
 Specialist
 Supervisory Structural Engineer
 Utilities Officer
 Visual Information Officer

Field Office Positions

Administrative Officer
 Branch Chief
 Budget Analyst
 Employee Development Specialist

Employee Relations Specialist
 Equal Opportunity Specialist
 Hispanic Coordinator
 Intervention Project Coordinator
 Investigator
 Labor Management Relations Specialist
 Management Officer
 Office Services Supervisor
 Paralegal Specialist
 Personnel Management Specialist
 Personnel Staffing Specialist
 Position Classification Specialist
 Position Management Specialist
 Program Management and Control Officer
 Senior Auditor
 Senior Investigator
 Senior MFH Representative
 Special Programs Coordinator
 Supervisory Accountant
 Supervisory Appraiser
 Supervisory Architect
 Supervisory Construction Analyst
 Supervisory Cost Analyst
 Supervisory Housing Management Officer
 Supervisory Liquidating Programs Specialist
 Supervisory Loan Specialist
 Supervisory Realty Specialist
 Systems Accountant

WORKSTATION F

(Suggested Size)

Desk	60" x 30"
L-Unit	
Swivel Chair/Typist Chair	
Side Chair (Optional)	

REQUIREMENTS

Wood Unitized Furniture

Headquarters Positions

Accountant
Accounting Clerk
Accounting Specialist
Accounting Technician
Appraiser
Architect
Auditor
Clerk
Clerk Steno
Clerk Typist
Computer Aide
Computer Programmer
Computer Specialist
Computer Systems Analyst
Computer Systems Programmer
Computer Technician
Control Clerk
Data Control Clerk
Data Transcriber
Data Verification Clerk
Defaulted Loan Clerk
Document Control File Clerk
Editorial Clerk
File Clerk
General Services Clerk
Intern
Laborer Foreman
Lender Approval Clerk
Mail/File Clerk
Mortgage Approval Clerk
Mortgage-Backed Securities Clerk
Office Appliance Repairer
Office Services Clerk
Payroll Clerk
Payroll Technician
Personnel Clerk
Personnel/Pay Technician
Photo-Typesetting Clerk
Records Clerk
Supply Technician

Field Office Positions

Accountant

Accounting Clerk
Acquisition Clerk
Administrative Clerk
Appraiser
Architect
Assignment Clerk
Auditor
Auditor
Classification Clerk
Clerk
Clerk Steno
Clerk Steno
Clerk Typist
Coding Clerk
Commitment Appraiser
Complaint Clerk
Computer Aide
Computer Clerk
Computer Operator
Computer Programmer
Computer Specialist
Computer Systems Analyst
Computer Technician
Construction Analyst
Construction Engineer
Construction Inspector
Construction Representative
Contract Clerk
Control Clerk
Cost Analyst
Cost Analyst
Data Appraiser
Data Clerk
DMT Clerk
Document Examiner
Editorial Assistant
Equal Opportunity Clerk
File Clerk
Financial Assistant
Financial Clerk
Financial Technician
General Accounting Clerk
Inspection Clerk
Investigation Assistant
Investigator
Issuance Clerk

Landscape Architect
 Law Clerk
 Legal Assistant
 Legal Technician
 Liquidating Program Clerk
 Loan Clerk
 Mail Clerk
 Management Information Assistant Management
 Technician Multifamily Appraiser
 Office Machine Operator
 Office Machine Operator
 OILSR Representative*
 Personnel Clerk
 Printing and Publications Assistant
 Printing Technician
 Processing Aide
 Procurement Clerk
 Property Management Technician
 Public Information Clerk
 Realty Clerk
 Receiving Clerk
 Reports Technician Review Appraiser
 Single Family Appraiser
 Subdivision Analyst
 Subdivision Appraiser
 Supply Clerk
 Tax Clerk
 Teletypist
 Title I Representative
 Travel Clerk
 Voucher Clerk
 Wage Requirements Clerk

WORKSTATION G

(Suggested Sizes)

Desk	60" x 30"
L-Unit (Optional)	
Swivel Chair	
Credenza	48" x 18"
Side Chair	

REQUIREMENTS

Wood Unitized Furniture

Headquarters Positions

Action Grant Program Specialist
 Actuary
 Administrative Analyst
 Administrative Services Program Specialist
 ADP Personnel Systems Specialist
 Audit Liaison Officer
 Budget Analyst
 Budget and Accounting Analyst
 Cash Management Specialist
 Citizen Participation Specialist
 Civil Engineer
 Claims Examiner
 Collections Specialist
 Communications Management Specialist
 Communications Specialist
 Community Development Program Specialist
 Community Development Specialist
 Community Planner
 Community Services Specialist
 Compliance Analyst
 Compliance Specialist
 Computer Equipment Analyst
 Computer Programmer Analyst
 Consumer Protection Specialist
 Contract Negotiator
 Contract Specialist
 Correspondence Analyst
 Correspondence Specialist
 Crime and Arson Prevention Specialist
 Data Specialist
 Data Systems Specialist
 Defaulted Loan Specialist
 Economist
 Energy Management Specialist
 Environmental Engineer
 Equal Employment Specialist
 Equal Opportunity Specialist
 Field Training Coordinator
 File Management Supervisor

File Supervisor
 Financial Analyst
 Financial Economist
 Financial Management Specialist
 Freight Rate Specialist
 General Engineer
 Grant and Contract Monitor
 Grants Program Specialist
 Historic Preservation Program Specialist
 Home Mortgage Program Specialist
 Housing and Demographic Studies Specialist
 Housing Counseling Programs Specialist
 Housing Operations Specialist
 Housing Programs Specialist
 Hydraulic Specialist
 Insurance Examiner
 International Affairs Program Specialist
 International Research Coordinator
 Inventory Management Specialist
 Labor Relations Specialist
 Land Development Program Specialist
 Landscape Architect
 Lead Accounting Technician
 Lead Voucher Examiner
 Legislative Policy Specialist
 Loan Specialist
 Local Government Program Specialist
 Mail Supervisor
 Management Analyst
 Management Development and Performance Specialist
 Management Information Specialist
 Management Information Technician Manpower
 Development Specialist Market Development
 Specialist Materials Engineer
 Mathematical Statistician
 Mathematician
 Mechanical Engineer
 Mobile Home Program Specialist
 Mortgage Approval Analyst
 Mortgage Data Specialist
 Mortgage Market Specialist
 Mortgage Review Officer
 Mortgage Servicing Specialist
 Mortgagee Recertification Specialist Mortgagee
 Representative
 Multifamily Housing Management Specialist

Multifamily Housing Program Specialist Multifamily
 Liaison Specialist Multifamily Policy Specialist
 Multifamily Program Support Specialist Neighborhood
 Studies Specialist
 Office Services Manager
 Office Services Specialist
 Operating Accountant
 Operations Research Analyst
 Outplacement Personnel Specialist
 Payroll Supervisor
 Personnel Information Specialist
 Personnel Pay Inquiry Supervisor
 Policy Analyst
 Previous Participation Analyst
 Printing Specialist
 Production Control Specialist
 Program Advisor
 Program Analyst
 Program Specialist
 Program Support Advisor
 Public Affairs Specialist
 Realty Specialist
 Rehab Program Specialist
 Rehab Specialist
 Relocation Specialist
 Rental and Occupancy Specialist
 Research Economist
 Research Operations Specialist
 Research Utilization Specialist
 Safety/Health Manager
 Securities Administration Specialist
 Senior Claims Examiner
 Senior Labor Relations Specialist
 Senior Multifamily Policy Specialist
 Social Science Analyst
 Space and Communications Supervisor
 Space Management Specialist
 Staff Accountant
 Statistician
 Structural Engineer
 Supervisory Correspondence Analyst
 Supervisory Management Information Specialist
 Supervisory Voucher Examiner
 Support Services Supervisor
 Systems Accountant
 Technical Information Specialist

Technical Publications Writer-Editor
 Training Program Administrative Specialist
 Urban Policy Specialist
 Visual Information Specialist
 Water Resource Coordinator
 Writer/Editor

Field Office Positions

Administrative Analyst
 Administrative Services Analyst (Safety Officer)
 Administrative Services Assistant
 Administrative Technician
 Budget Analyst
 Citizen Participant Specialist
 Civil Engineer
 Community Builder/ Fellow/ Resource Representative
 Community Planner
 Community Planning and Development Representative
 Computer Specialist (Team Leader)
 Construction Analyst
 Contract Oversight Specialist
 Contract Specialist
 Contracting Agent
 Contractor Industrial Relations Specialist
 CPD Representative
 CPD Specialist
 Data Management Analyst
 Data Quality Coordinator
 Economist
 Engineer
 Environmental Officer
 Environmental Specialist
 Equal Opportunity Assistant
 Equal Opportunity Specialist
 Equal Opportunity Technician
 Field Accountant
 Financial Analyst
 Financial Specialist
 General Engineer
 General Supply Specialist
 Grants Evaluation Officer
 Grants Management Specialist
 Housing Assistant Specialist

Housing Development Specialist
 Housing Management Officer
 Housing Management Specialist
 Housing Marketing Specialist
 Housing Program Representative Information
 Specialist
 Insured Program Specialist
 Labor Relations Officer
 Lead Grants Management Specialist Liquidating
 Program Specialist
 Loan Specialist
 Low Rent Housing Specialist
 Maintenance Engineer
 Management & Budget Analyst Management
 Analyst Mechanical Engineer Mortgagee
 Representative*
 Multifamily Housing Representative
 Native American Program Specialist Occupancy
 Specialist
 Office Services Assistant
 Office Services Manager
 Operations Officer
 Operations Specialist
 Personnel Classification Specialist Personnel
 Management Specialist Personnel Staffing Specialist
 Printing/Duplicating Publications Specialist
 Private Market Financing Specialist Procurement
 Specialist
 Program Analyst
 Project Management Specialist
 Project Manger
 Property Specialist
 Public Housing Revitalization Specialist
 Public Trust Specialist
 Purchasing Agent
 Realty Specialist
 Records Management Officer
 Rehabilitation, Loan and Grant Specialist
 Relocation Specialist
 Sanitary Engineer
 Senior CPD Representative
 Senior Project Management Specialist
 Senior Public Trust Officer
 Senior SF Housing Specialist
 Single Family Housing Specialist
 Site Engineer
 Space and Communications Specialist

Structural Engineer
 Support Services Specialist
 Title I Financial Representative*
 Training Officer
 Training Specialist
 Utility Specialist

WORKSTATION H

(Suggested Size)

Desk 60" x 30"
 L-Unit (Typist)

 Typist/Swivel Chair

 Tub File (or equivalent)

REQUIREMENTS

Wood Unitized Furniture

Field Office Positions

Accountant
 Accounting Technician
 Accounts Maintenance Clerk
 Closing Clerk
 Commitment Clerk
 Management Information Aide
 Management Information Assistant
 Operating Accountant
 Records Clerk
 Senior Accounting Technician
 Staff Accountant
 Voucher Examiner

WORKSTATION I

(Suggested Size)

Desk	60" x 30"
L-Unit	
Typist Chair	

REQUIREMENTS

Wood Unitized Furniture	
Chair	28"
Settee (2)	48"
Coffee Table	36" x 17"h
End Table	24" x 24"
Side Chairs	
Display Rack	
Lamps	
Costumer (Hat Tree)	
Glass doors with HUD lettering	

Field Office Position

Information/Receptionist