

CHAPTER 9

PERSONAL PROPERTY MANAGEMENT

1. POLICY OBJECTIVES.

- A. Provide equipment, furniture, supplies, and related services necessary to operate the 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.

2. FUNCTIONAL ORGANIZATIONS.

A. Office of Administration.

- 1. **Office of Administrative and Management Services (OAMS).** The Space Management Division (SMD) oversees the Department's personal property management policy development, implementation, and administration. SMD also provides property management training to Headquarters Accountable Property officers. The Chief, Property and Supply Branch, 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, OAMS, serves as the Headquarters Appellate official for reviews of and decisions on appeals made in Headquarters property survey actions.
- 2. **Office of Procurement and Contracts (OPC).** OPC is responsible for assisting-and/or informing OAMS regarding the procurement of all accountable personal property.

OPC ensures that all contracts awarded are in compliance with the Federal Acquisition Regulation (FAR), the Federal Property Management Regulations (FPMRs), and Section 1 paragraph 5 and Section 4 paragraph 3 of this chapter. OPC is responsible for developing and implementing all procurement policy related to the acquisition of personal property.

3. **Administrative Service Centers (ASC).** ASC Directors oversee Field Office personal property management policy implementation and administration. The ASC Director serves as Field Appellate Official for reviews of and decisions on appeals made in Field property survey actions.
4. **Administrative Resources Divisions (ARD).** ARD Directors serve as Accountable Property Officers (APO) for their immediate offices. ARDs 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.** Administrative Officers serve as Headquarters or Field Office APOs, as applicable. As a personal property manager, an APO may designate a Working Property Officer (WPO) to assisting property management. However, assignment of a WPO 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.

3. **REGULATORY AUTHORITIES.**

- A. The Federal Property and Administrative Services Act of 1949, Section 202(b), amended.
- B. Public Law 84-863, 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. Federal Property Management Regulations (FPMRs).
- E. General Accounting office Policy and Procedures Manual for Guidance of Federal Agencies, Title 2.
- F. Comptroller Generals Statement of Accounting Principles and Standards for Federal Agencies, B-115398.
- G. 5 CFR, Part 2635, Office of Government Ethics.
- H. 48 CFR, Chapter 1, Federal Acquisition Regulation (FAR) System, Part 45.
- I. 41 CFR, Chapter 101, Public Contracts and Property Management
- J. Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710(i) et seq.).
- K. Executive Order 12999, Educational Technology.

4. **PRIVACY ACT CONSIDERATIONS.** None.

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

6. **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.

7. **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.
- D. HUD Handbook 2210.03, Procurement Policies and Procedures.
- E. Public Law 93-112, Rehabilitation Act of 1973.

8. **ACRONYMS.**

AO	- Administrative Officer
APO	- Accountable Property Officer
ARD	- Administrative Resources Division
ASC	- Administrative Service Center
CFO	- Chief Financial Officer
CO	- Contracting Officer
CPU	- Computer Processing Unit
CSD	- Customer Service Division
DPMO	- Departmental Property Management Officer
FPMR	- Federal Property Management Regulations
GFP	- Government Furnished Property
GSA	- General Services Administration
GTR	- Government Technical Representative
OAMS	- Office of Administrative and Management Services
OIT	- Office of Information Technology
OPC	- Office of Procurement and Contracts
PSB	- Property Survey Board
SMD	- Space Management Division
WPO	- Working Property Officer

9. 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

10. REPORTING REQUIREMENTS SUMMARY.

- A. **Monthly.** Capitalized inventory and depreciation reports from the Property and Supply Branch, Space Management Division, Office of Administration and Management Services to Chief Financial Officer.
- B. **Semiannually.** Written verification of personal property on charge authorizations/custody receipts. See paragraph 14.C.2.
- C. **Annually.**
 1. Reconciliation of capitalized equipment. See Section 5 paragraph 1.A.
 2. Property furnished to non-Federal recipients to GSA. See Section 5 paragraphs 2.A and 2.B.
- D. **Biennially.**
 1. Inventory schedules from ARDs due to OAMS 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 Property (GFP).** 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 highly susceptible to fraud, waste, theft, and ease of portability.
- D. **Capitalized Property.** An individual asset, as defined by the CFO which is \$100,000, or more, and has an estimated life-span of two, or more, years.
- E. **Non-capitalized Property.** Office furniture and 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 life-span 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 DPMO in Headquarters, and the ARD in the Field.
- J. **Salvage.** Personal property that has some value in excess of its basic material content, but has no useful purpose as a unit and is clearly not practical to repair or rehabilitate.
- K. **Scrap.** Personal property that has no value except its basic material content.

- L. **Information Technology Equipment.** Equipment used in the electronic processing of information, such as computers and computer upgrades.
- M. **Information Technology Software.** Language enabling a computer to process information, including related user manuals.
- N. **Other Equipment.** Furniture and fixtures, office machines, training equipment, shop equipment, telecommunications equipment, etc..

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 work stations 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, if acquisition of such furniture results in a space reduction that offsets a maximum eight-year pay-back cost.
- 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 shall be in accordance with their specific building standards.

Carpet

Plush pile with underlay:
**Assistant Secretaries,
Secretary's Representatives,
and above.**

Close knit weave with
underlay: **Deputy Office
Directors and above.**

Carpet tile with rubber backing:
**All other workstations, not
included above.**

Window Covers

- 1. Drapes or sheers, Floor to ceiling length
- 2. Sheers, window sill to ceiling length
- 3. None

- 1. **Remedial Equipment and Devices.** Furniture and equipment accommodations for employees with disabilities will be provided on a case-

by-case basis with medical justification. 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.
 - 1. **Approvals Required.** Requests for personal property must be approved by the AOs in Headquarters, and ARDs, or their designees, in Field Offices.
 - 2. **Special Project Teams.** Requests for furniture/equipment by special project teams must be approved by SMD, or the appropriate ARD.

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

- A. Sensitive government property is issued to Departmental employees on a personal charge basis, when justified.
- B. **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.
- C. **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 SMD until the property is returned. In the Field, the HUD-26 is maintained in the custody of the ARD 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 SMD in Headquarters, and the ARD 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 SMD 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 AO to SMD for referral to the Property Survey Board for resolution.

D. 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 should be maintained by the SMD in HQ and the ARDs 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 Property (GFP) 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 SMD, in Headquarters, or ARDs, 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 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 SMD in Headquarters or ARDs 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. See paragraph 14 for policy on "Portable Sensitive Government-Owned Property on Personal Charge."

- C. **Sale, Donations, Transfers.** 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 is 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. See paragraph 14 for policy on "Portable Sensitive Government-Owned Property on Personal Charge."

SECTION 2

ACQUISITION OF PERSONAL PROPERTY

1. ACQUISITION POLICY.

- A. The Department must fulfill its personal property needs through the use of available HUD owned or 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 ARDs, and/or their designees, determine methods of acquisition in accordance with Federal Property Management Regulations and Federal Acquisition Regulations.
 - 1. **Internal Redistribution/Transfers.** Personal property may be transferred between offices. This policy applies only when such transfer is economically feasible. Prior to excessing property in good or excellent condition, all APOs must be notified of its availability and must maintain the records of notification. Transfers require prior approval of the appropriate field office ASC/ARD, or the Chief, Property and Supply Branch, in Headquarters, and must be documented on a Form HUD-55, Property Transfer Report.
 - 2. **Repair/Rehabilitation.**

- a. **Standard Furniture/Equipment.** APOs 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.

- A. 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. OAMS in Headquarters and the ARDs 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 must report excess or unserviceable furniture and equipment to SMD in Headquarters, or the ARD 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. SMD effects 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 ARDs effect 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 OAMS in Headquarters or ARDs, 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 SMD in Headquarters, or the ARD, 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 SMD in Headquarters or the ARD, in the Field. See Section 6, paragraph 30F.
- 7. **Sale.** Non-reportable property that is excess to 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 GFP.**

- 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 OAMS in Headquarters, or the ARD in the Field, for final disposition.
 - 1. **Contractor Property.** The GTR shall provide the Contracting Officer with an inventory (See Section 4, Paragraph 2) of the property to be reported to SMD or the ARD.
 - 2. **Grants.** The Grant Administrator or GTR shall report the property directly to SMD or the ARD (see Section 4, Paragraph 23 below).
- b. **Grantee Property.** Program offices may, in accordance with governing regulation, 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 OAMS and in Field offices by ARDs. APOs 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 annually and submitted to the Director, SMD, by November 15 each year of a scheduled activity.
 - a. **Headquarters.** The DPMO schedules Headquarters physical inventories.

- b. **Field Offices.** ARDs schedule Field Office physical inventories.
- 3. **Notification of Audit and Accounting Staff.**
 - a. **Headquarters.** The DPMO must provide copies of inventory schedules to Headquarters Accountable Property Officers, the Office of the Inspector General, and the Chief Financial Officer.
 - b. **Field Offices.** ARDs must provide copies of physical inventory schedules to Accountable Property Officers, Field Inspectors General, and Field Comptroller Office.
- 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 is excluded from inventory. See paragraph 25D regarding government-owned non-accountable property.
- 5. **Inventory Reconciliation.** Within 30 days of completion of a physical inventory, the Headquarters SMD and Field Office ARDs 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. OAMS in Headquarters and ARDs 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 GFP property 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 DPMO in Headquarters, or the appropriate ARD 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 DPMO in Headquarters, or the appropriate ARD 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.
 - b. Property that the government is required or has the discretion to take over under any type of contract as a result 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 which is \$100,000, or more, and has an estimated service life of two or more years. The \$100,000 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 is depreciated over four 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 have 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 in excess of a three-month supply, nor are they to be maintained in a central stockroom.

2. **REPORTING REQUIREMENTS ON PROPERTY FURNISHED TO NON-FEDERAL RECIPIENTS.**

- A. Within 90 days of the close of the fiscal year, the DPMO 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 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 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 DPMO 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. Director, OAMS:

1. Appoints a Headquarters Property Survey Board of three or more members and a sufficient number of 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 acquisition value of affected property is \$500 or more.
3. Appoints a Secretary to the Board.

- b. Deputy Director, OAMS. Serves as the Appellate Official with decision authority on Headquarters appeals.

B. Field Offices.

1. Director, ASCs:

- a. Appoints a Property Survey Board composed of three or more members and a sufficient number of alternate members to investigate

conditions adversely affecting personal property. The Director also 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 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 effect the final disposition of cases involving adversely affected personal property.
 - a. **Headquarters.** The Director, SMD, serves as the Headquarters Reviewing Official.
 - b. **Field Offices.** ARDs 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 and liable for Government property in accordance with the terms of their grants.

C. **Setting the value of lost, stolen or damage Government property.** Employees who have been found pecuniary liable for lost, stolen or damage government

property shall be charged the depreciated value of the property or in case of damage actual repair cost.

- D. **Depreciation.** The following criteria is to be 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 each month if the age of the property is less than 4 years old, 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.
- 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 AO.
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. CARPET AND WINDOW COVERING.

Work Station Type	Carpeting	Window Covering
A	Plush pile with underlay	Drapes or that are floor to ceiling length
B	Close knit weave with underlay	Sheer that are window sill to ceiling length
C through I	Carpet tile with rubber backing	None
Special Project Teams, HUD contracts	Carpet tile with rubber backing	None

Reference Space Management section of this handbook.

Applies to Headquarters only; Field Office window coverings shall be in accordance with building standards.

2. FLAGS AND SEALS.

Policy regarding the display of flags and seals is contained in Space Management section of this handbook. Procurement of the Departmental flags is the responsibility of SMD. Procurement of the US Flag is the responsibility of SMD in Headquarters and the ARDs in the Field. Disposal of flags is the responsibility of SMD in HQ and the ARDS in the Field.

3. TELEVISIONS AND VCRs.

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

4. 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 Secretary.

5. ACCOUNTABLE PERSONAL PROPERTY LIST

OFFICE MACHINE DESCRIPTIONS FURNITURE CATEGORY IN EXCESS OF \$ 500

Copier	Chair, Easy-Leather
Endorser, Check	Chair, Ergo-Executive
File Rotary, Electric	Credenza/Large 69x19 1/4
Meter, Moisture Sound and survey	Desk, Executive
Meter, Soil testing	Desk, Professional
Meter, Potentiometer	File-Safe
Micrographic Copier	Table(s), Conference
Micrographic Processor	Sofa(s), Leather
Micrographic Reader-Printer	Love Seat, Leather
Numbering Machine, Electric	Systems/Modular Furniture Workstation
Printer, Transparency	
Press, Printing	
Processor, Diffusion	
Tunnel, Shrink	

ACCOUNTABLE PERSONAL PROPERTY LIST

TRAINING EQUIPMENT
DESCRIPTIONS

Auto-tutor, Teaching Unit
 Projector, Movie
 Projector, Slide
 Public Address System
 Splicer, Film
 Tape Recorder, Video
 Television
 Video, Transparency Display
 Video-Monitor/Receiver

COMPUTER EQUIPMENT
DESCRIPTIONS

Analyzer, Magnetic tape
 Cabinet, Tape Storage
 Computer, CPU
 Computer, Laptop
 Computer, Notebook
 Computer, Terminal
 Console, Terminal Display
 Drive, Disk
 Drive, Tape
 Drum, High Speed
 Machine, Decollating
 Mountain Tape Backup units
 60 MB or more
 PC System Units
 PC Monitor (s)
 Printer (s) Laser
 Printer (s) Color Dot Matrix
 Printer 3410 High Speed
 Genicom
 Programmer, Portable
 Projector(s)
 Electrohome (ECP) 3100 Data
 Infocus FX 5000
 Sub-System, General
 Communication
 Scanner, Reader
 Terminal, Communication
 Terminal, Date Entry/
 Retrieval
 CD Rom Units
 Optical Disk Storage Units
 Plotters

ACCOUNTABLE PERSONAL PROPERTY LIST

SHOP AND OTHER EQUIPMENT DESCRIPTIONS

Addresser, optical	Machine, Paper punch
Agitator, Hydro Jet	Machine, Stitching
Board, Production control	Machine, Tabbings
Cabinet, Slide	Machine, Typing
Charger, Electric	Machine, wrapping
Charger, Industrial Battery	Machine, Paper Shredder
Compressor	Machine, Electric Letter
Dehumidifier	Opener, Electric Letter
Dryer, Photo	Oven, Paint Dryer
Enlarger, Photo	Platemaker
Generator, Industrial	Press, Printing
Headliner	Processor, Diffusion
Lens, Camera	Projector
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, Insertter	Varietyper
Machine, Key Making	Vehicle, Motorized
Machine, Labeling	Electric
Machine, Mailer	Washer, Print
Machine, Oscilloscope	Waxer

6. WORK STATION ALLOWANCES

[Not applicable for non-conventional or systems furniture workstations]

WORK STATION A

(Suggested Sizes)

Desk/Table	72" x 48" 76" x 38"
Executive Chair	
Credenza(s)	72" x 18" 72" x 20" x 29"h
Davenport/Settee (2)	48" long 94" long
End Tables/Corner Table	26" x 14" x 22"h 24" x 24" 30" x 30"
Lamps	
Bookcase(s)	44" x 14-1/2" x 62"h 42" x 15" x 49"h
Coffee Table	60" x 20" x 16"h 36" x 17"
Side Chairs	
Wood Costumer (Hat Tree)	

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

2200.01

Headquarters Positions

Deputy Assistant Secretary

Field Office Positions

Secretary's Representative

Senior Community Builder/Coordinator

WORK STATION B

(Suggested Sizes)

Desk/Table	66" x 34" 72" x 34"
Executive Chair	
Credenza	72" x 18" 72" x 20" x 29"h
Settee/Small Sofa	48" long
End Table	26" x 14" x 22"h 24" x 24"
Lamp	
Bookcase	44" x 14-1/2" x 62"h 42" x 15" x 49"h
Side Chairs	
Wood Costumer (Hat Tree)	

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

WORK STATION C

(Suggested Sizes)

Desk	68" x 38"
Swivel Chair	
Credenza	66" x 18"
Bookcase/Bookcase Sections	38" x 15" x 49" 33" x 14-1/2"
Side Chairs	

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 for Investigations
- Community & Media Relations Officer
- Contracting Officer
- CPD Public Trust Officer
- Deputy Assistant General Counsel
- Deputy Associate Counsel
- Deputy Office Program Director
- Division Director or equivalent
- Economist
- Environmental Clearance Officer

General Attorney
Personnel Management Specialist
Public Affairs Officer
Senior Auditor
Senior Attorney
Senior Investigator
Special Assistant
Special Assistant
Supervisory Investigator

WORK STATION D

(Suggested Sizes)

Desk	60" x 30"
L-Unit	
Typist Chair	
Credenza or Small Table	42" x 18"

REQUIREMENT

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

WORK STATION E

(Suggested Sizes)

Desk	68" x 38"
L-Unit (Optional)	
Swivel Chair	
Credenza	66" x 18"
Side Chairs	

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

WORK STATION 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

*Also include supply cabinet, legal file cabinet, and small table.

WORK STATION 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

*Also include a supply cabinet and two legal file cabinets

WORK STATION H

(Suggested Size)

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

Typist/Swivel Chair

Tub File (or equivalent)

REQUIREMENT

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

WORK STATION 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	