CHAPTER 5. GOVERNMENT PROPERTY ON PERSONAL CHARGE

5-1 POLICY. It is the policy to issue Government property to HUD employees on a personal charge basis when such property is sensitive and susceptible to loss, theft, or damage due to ease of portability. Such property includes, but is not limited to:

A. Portable computer terminals.
B. Dictating equipment.
C. Portable typewriters.
D. Cameras.
E. Microcassette recorders.

5-2 RESPONSIBILITIES.

A. The Chief, Property and Supply Branch (P&SB), as the Departmental Property Management Officer (DPMO):
   1. Authorizes the issuance of Government property to Headquarters employees.
   2. Prepares form HUD 26, Custody Receipt for Government Property on Personal Charge (Appendix 12) and/or Optional Form 7, Property Pass (Appendix 9), as appropriate.
   3. Advises employees as to the property's proper use, security, maintenance, and disposition.
   4. Initiates follow-up action to ensure that property on personal charge is returned on due dates or that such property is accounted for before separation of employee from HUD.
   5. Conducts semi-annual follow-up with employees to verify possession or turn-in of such property and to update custody receipt files.

B. The Director, Administrative Services Division (ASD) or Administrative and Management Services Division (AMSD) in Regional Offices, as Regional Accountable Property Officers (RAPO), exercise responsibilities identical to those in paragraph 5-2A, for employees in Regional Offices.

C. Field Office Accountable Property Officers (APO) exercise responsibilities identical to those in paragraph 5-2A, for employees in Field Offices.
D. Accountable Property Officers (APO) in Headquarters program offices are responsible for approving requests for issuance of property on a personal charge basis to employees in their organizations.

E. Managers and Supervisors shall ensure that employees responsible for sensitive property have access to and are afforded appropriate security arrangements for such property.

F. HUD Employees with property assigned to them on personal charge are responsible for the safeguard and proper use of such property to prevent loss, theft, or damage, and for promptly reporting loss, theft, or damage in accordance with Chapter 9.

5-3 REQUEST REQUIREMENTS. Requests for the assignment of Government property to employees on a personal charge basis must be made on form HUD 10.4, Requisition for Supplies, Equipment, Forms, Publications and Procurement Services. The request must contain a statement of justification and the signature of the appropriate APO.

5-4 TIME LIMITS. Property is issued to employees on a personal charge for only the length of time needed based upon known requirements.

A. Temporary. Items are normally issued temporarily for a period of one year or less. Requests for extensions must be justified by the employee having the property. Extensions may be granted by the APOs identified in paragraph 5-2.

B. Indefinite. If there is a continuing need for items due to the permanent nature of the job, the property may be issued for an indefinite period. Indefinite assignments of property on a personal charge basis must be justified and approved by the appropriate APO.

5-5 FORMS AND PROCEDURES.

A. Form HUD 26, Custody Receipt for Government Property on Personal Charge. Form HUD 26 (Appendix 12) is completed for all property issued to employees under the provisions of this Chapter. The form is prepared in triplicate and must be signed by the employee to whom the property is issued. The signed original of form HUD 26 is kept in an active file in the issuing office. Copies are given to the employee, and the employee's Administrative Officer. Upon return of the property, the original form HUD 26 is marked "CANCELLED" and given to the employee. Receipts may also be recorded in FEMIS, in the Custody Receipt Module.

B. Optional Form 7, Property Pass. Optional Form 7 (Appendix 9) is issued for removal of all Government and privately-owned property from Government premises. The form is prepared in duplicate and signed by the authorizing official whose signature must be on file
with the building security office. Authorizing officials are the DPMO and designees, Administrative Officer (privately-owned property only), RAPO, Field Office APO, or their designees. The original Optional Form 7 is given to the employee who surrenders it to the security guard prior to removal of the property from the building (PPMR, Chapter 101-20.115). The duplicate copy is retained by the issuing office along with the original form HUD 26 and/or form HUD 10.4. The building security office will be requested to return all collected Optional Forms 7 to the issuing office on a weekly basis. The original Optional Form 7 is attached to the original form HUD 26 or form HUD 10.4 and the duplicate Optional Form 7 is discarded. The procedure also serves to prevent or identify fraudulent use of property passes. Fraudulent Optional Forms 7 are referred to the Office of the Inspector General or building security office for investigation.

C. HUD Form 26a, Property Receipt Control Register. Form HUD 26a (Appendix 13) is maintained by all offices responsible for issuing property to employees on personal charge. The form HUD 26a is a master record of all Optional Forms 7 issued. The register is reviewed monthly to identify items that are not returned on time. Follow-up contact is made with employees to resolve discrepancies. The form HUD 26a is posted as actions occur.

D. Form HUD 58, Clearance for Separation of Employee. APOs must not approve clearance on form HUD 58 (Appendix 17) until all items of Government property on charge to the employee are returned to the physical control of the property office. Items that are damaged or missing must be referred to the Property Survey Board for disposition (Chapter 9).

E. Semiannual Verification of Possession. The DPMO in Headquarters and the RAPO or APO in Regional and Field Offices or their designees, are responsible for the semiannual verification of possession for all items of property issued on personal charge. The procedures for this verification are as follows:

1. Physically survey items and verify serial numbers.

2. Obtain employee's initials and date on the certification line of the Custody Certification Report to certify possession and continuing need for the property. The employee's initials and date will be printed in the appropriate spaces on the FEMIS Custody Receipt Report.

3. Items that are damaged or missing must be referred to the Property Survey Board for disposition (Chapter 9).