

# MS 511 Personal Property Management

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Personal Property Management Handbook (PPMH)

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## 1.0 Purpose

This Manual Section sets out the requirements for receipt, use, maintenance, control and disposal of Peace Corps personal property.

## **2.0 Authorities**

40 USC 701(b), 40 USC 574, 22 USC 2504(b)(9), Federal Acquisition Regulation (FAR), and Federal Management Regulation (FMR).

## **3.0 Policy**

It is the policy of the Peace Corps to actively manage and control its personal property by establishing standards, delegating responsibility and instituting accountability systems in order to maximize the value of the personal property to the Peace Corps.

Implementing procedures for this Personal Property Management policy are contained in the Post and Regional Recruiting Office (RRO) Personal Property Management Handbook and the HQ Personal Property Management Handbook, also referred to as Handbooks or PPMH. Changes to these Handbooks are subject to approval by a committee comprised of representatives from the Office of Management, Office of the Chief Information Officer, Office of the Chief Financial Officer, Office of Global Operations, Africa Region, EMA Region, IAP Region, Office of the General Counsel, and the Office of Volunteer Recruitment and Selection. The committee will be Chaired by the Chief of Administrative Services and shall meet on an as needed basis.

Reporting of capital assets for financial accounting purposes is an integral part of property management. For additional information on policies concerning capitalized assets, refer to MS 711, Accounting for Property, Plant, and Equipment.

## **4.0 Definitions**

- (a) An asset is an item of personal property, with monetary value, regardless of whether the asset was purchased by, acquired by, or donated to, the Peace Corps.
- (b) An IT asset is equipment, or an interconnected system or subsystem of equipment, which is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Peace Corps.
- (c) Capitalized asset refers to a long-lived asset that:
  - (1) has an estimated useful life of two or more years;
  - (2) meets or exceeds Peace Corps' capitalization threshold;
  - (3) meets other established capitalization requirements;
  - (4) is not intended for sale in the ordinary course of business;
  - (5) is intended to be used by Peace Corps; and

- (6) has the acquisition cost charged, over the asset's useful life, to expense through depreciation (or amortization). (See MS 711 *Accounting for Property, Plant, and Equipment*, for additional information.)
- (d) Personal property is tangible, Peace Corps-owned, moveable property located in the U.S. and overseas. It does not include land and buildings (see MS 733 Leases), four-wheeled vehicles (see MS 527 Vehicle Acquisition, Disposal, and Management), or medical supplies (see MS 734 Medical Supplies and Equipment).
- (e) The Post and RRO Personal Property Management Handbook (Post/RRO PPMH) is the guide that supplements this Manual Section with the procedures and processes necessary to carry out Peace Corps policy on personal property management for overseas posts and domestic regional recruiting offices.
- (f) The HQ Personal Property Management Handbook (HQ PPMH) is the guide that supplements this Manual Section with the procedures and processes necessary to carry out Peace Corps policy on personal property management for the headquarters office.
- (g) Property Management Software System (PMSS) is the software utilized by Peace Corps to track and record assets as part of its inventory management system.
- (h) Residential personal property is an asset with a minimum initial acquisition cost as described in the PPMH, having an average life span of over one year, and typically loaned to U.S. Direct Hire employees to furnish their residences at Post.

## **5.0 Roles and Responsibilities**

### **5.1 Chief of the Office of Administrative Services**

The Chief of the Office of Administrative Services (M/AS) is responsible for implementing and overseeing the policy and process controls of Peace Corps non-IT personal property worldwide and is in charge of the agency-wide PMSS. The Chief provides guidance, training, and other support for non-IT assets and PMSS.

### **5.2 Chief Information Officer**

The Chief Information Officer (CIO) is responsible for implementing and overseeing the policy and process controls of Peace Corps agency-wide IT resources. The CIO provides guidance, training and other support involving the management of IT assets.

### **5.3 Chief Financial Officer**

The Chief Financial Officer (CFO) is responsible for establishing the financial policies and procedures for the accurate and complete reporting of capitalized assets in the agency's financial system.

## **5.4 Inventory Management Specialist**

The Inventory Management Specialist in Management, Administrative Services, Facilities Management Division (M/AS/FMD) is responsible for the day-to-day operation and upkeep of Peace Corps PMSS.

## **5.5 Property Account Holder**

The Property Account Holder, usually a Country Director, Regional Manager, or other employee assigned to that position, is ultimately responsible for all Peace Corps personal property assigned to his or her office. The Property Account Holder can be held financially liable for neglecting to safeguard and control Peace Corps personal property.

The Associate Director of Management is the Property Account Holder for headquarters non-IT assets. The Chief Information Officer is the Property Account Holder for headquarters IT assets. All (IT and non-IT) Post and RRO assets are assigned to the Property Account Holder at the Post or RRO.

## **5.6 Property Officer**

The Property Officer is the Director of Management and Operations (DMO) at Post or the Administrative Officer at the RRO, unless another official is designated to serve in that capacity by the Property Account Holder. The Property Officer is responsible for carrying out functions to safeguard and control all Peace Corps personal property assigned to his or her office. The Property Officer can be held financially liable for neglecting to safeguard and control Peace Corps personal property.

The Inventory Management Specialist in M/AS/FMD is the Property Officer for all headquarters non-IT assets. The OCIO Chief Administrative Officer is the Property Officer for all headquarters IT assets.

## **5.7 Employees, Contractors and Volunteers**

Each employee, contractor and Volunteer (including a Trainee) is responsible for the proper care, security, and effective utilization of Peace Corps personal property issued for his/her use, and may be held financially liable for the property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper usage, or willful action.

## **6.0 Property Controls**

Property controls for Peace Corps personal property must be utilized to ensure that assets are not lost, stolen, misused, or otherwise subjected to waste, fraud or abuse. The necessary property controls, which include operating methods and actions, to be used by employees vary by the type of personal property and are determined by the potential risk of financial or other damage to Peace Corps if the asset is lost, stolen, misused or otherwise subjected to waste, fraud or abuse. Property control procedures are contained in the Handbooks.

## **7.0 Property Management Software System and Records**

The Property Officer, with the support of an Information Technology Specialist, is responsible for overseeing the maintenance and use of the Property Management Software System and Records (PMSS) at Posts and at RROs. The Handbooks provide guidelines for what assets are accountable (tracked in the PMSS) and what associated information is required for each asset.

M/AS, in conjunction with the OCIO, maintains the master database of PMSS, including the inventories for all Posts and RROs, at the Peace Corps Headquarters. Physical records that cannot be maintained by the Inventory Management Specialist will be retained by the Property Officer responsible for the asset.

## **8.0 Acquisition and Receiving**

It is Peace Corps policy to ensure that adequate controls are in place to ensure that all accountable personal property that is acquired is entered into and tracked in the PMSS. These controls and procedures are contained in the Handbooks. For acquisition policy, see the Procurement section of the Peace Corps Manual.

## **9.0 Asset Life**

Assets at Peace Corps locations must be fully utilized, maintained in good condition for as long as possible, and subject to proper property controls during their life spans. The Property Officer is responsible for establishing proper procedures, staff training, and methods of property control to ensure that Peace Corps personal property is correctly maintained and utilized during their life spans. Refer to the Handbooks for specific information on personal property asset life.

## **10.0 Lost, Stolen, or Damaged Property**

In cases of lost, stolen, or damaged property, the Property Officer must prepare a Personal Property Loss Report. The reports are sent to the Inventory Management Specialist, who will forward reports to other offices if necessary. Additional guidance on lost, stolen, or damaged property may be found in the Handbooks.

## **11.0 Disposal of Excess Property**

It is the responsibility of the Property Officer to ensure that property, which is no longer needed at a Peace Corps location or is no longer capable of fulfilling its function, is disposed of in a timely manner. The Property Officer is required to submit a Property Disposal Request, for all disposals, to the Inventory Management Specialist for approval prior to disposal. The practice of storing and accounting for property in excess of requirements is uneconomical and an unnecessary administrative burden. Details on procedures and timelines for disposals are included in the Handbooks.

### **11.1 Appropriate Methods of Disposal**

All personal property disposals must be conducted in the best interests of the Peace Corps and the U.S. Government.

### **11.2 Disposal of Obsolete Property or Property with no Value**

Obsolete property, property with no commercial value, or property for which the estimated cost of collection and disposal exceeds the estimated proceeds of sale may either be used for parts to fix like equipment, abandoned, destroyed, recycled, or placed in the local dump. All such actions must be fully documented and completed in a manner consistent with applicable statutes, regulations, and local laws.

### **12.0 Effective Date**

The effective date is the date of issuance.