

# MS 511 Personal Property Management Handbook

## Table of Contents

<b>1.0</b>	<b>Scope and Applicability .....</b>	<b>3</b>
<b>2.0</b>	<b>References .....</b>	<b>3</b>
<b>3.0</b>	<b>What is Personal Property Management and Why Does Peace Corps Need It? .....</b>	<b>4</b>
<b>4.0</b>	<b>Property Asset System of Record .....</b>	<b>5</b>
<b>5.0</b>	<b>Asset Management Program.....</b>	<b>5</b>
5.1	All Employees, Volunteers/Trainees, and Contractors.....	5
5.2	Overseas Posts .....	6
5.3	Regional Recruitment Offices.....	8
5.4	Peace Corps Headquarters Asset Accountability.....	9
5.5	Program Management and Support Team .....	11
5.6	Procedural Change Committee .....	12
5.6.1	Committee Membership.....	12
5.6.2	Review and Approval of Procedural Changes .....	12
<b>6.0</b>	<b>Types of Personal Property Assets .....</b>	<b>13</b>
6.1	Accountable and Non-Accountable Assets.....	13
6.2	Determining If an Item Must Be in the Sunflower .....	14
<b>7.0</b>	<b>Personal Property and Its Acquisition.....</b>	<b>15</b>
7.1	Types of Acquisition of Property.....	15
7.2	Purchasing Property .....	16
<b>8.0</b>	<b>Receiving and Identifying Property and Managing Discrepancies.....</b>	<b>17</b>
8.1	Receipt of Property .....	18
8.2	Identify Newly Received Property.....	19
8.3	Overages, Shortages, Damages or Other Discrepancies.....	19
<b>9.0</b>	<b>Confirm Official Asset Records.....</b>	<b>20</b>
<b>10.0</b>	<b>Use and Control of Personal Property .....</b>	<b>20</b>
10.1	General use and storage .....	20
10.2	Government property and Peace Corps Volunteers (PCVs).....	21
10.3	Warranty Replacement Assets .....	21
10.4	Loans.....	21
10.5	Movement and Transfers .....	21
10.6	Post Closure .....	21
<b>11.0</b>	<b>Physical Inventory .....</b>	<b>22</b>

11.1 Planning .....	22
11.2 Execution .....	24
<b>12.0 Departure of Staff or Volunteer .....</b>	<b>25</b>
12.1 Overseas Posts .....	25
12.2 Regional Recruiting Offices .....	26
12.3 Peace Corps Headquarters .....	26
<b>13.0 Loss, Theft, Damage, and Destruction of Property .....</b>	<b>26</b>
13.1 When Loss or Damage is First Discovered.....	26
13.2 If Theft .....	27
13.3 If Lost, Damaged or Destroyed.....	27
13.4 If Cost is Greater than \$2,500 .....	28
13.5 Report the Asset as Lost, Stolen, Damaged or Destroyed .....	28
13.5.1 Overseas Post .....	28
13.5.2 Domestic.....	28
13.6 Report to the Office of Inspector General.....	29
13.7 Lost and Found .....	29
<b>14.0 Transferring Property from One Peace Corps Location to Another.....</b>	<b>29</b>
<b>15.0 Disposal of Personal Property.....</b>	<b>29</b>
15.1 Assess the Condition of Asset.....	30
15.2 Sale/Auction.....	31
15.3 What If Assets Do Not Sell.....	33
15.3.1 Abandon or Recycle (including Trade-In) .....	34
15.3.2 External Transfer to another U.S. Government Agency .....	34
15.3.3 Donations .....	35
15.4 Non-Accountable Assets at Post.....	36
<b>16.0 Property Management Health Metrics and Reporting .....</b>	<b>38</b>
16.1 Health Monitoring.....	38
16.2 Reports .....	39
<b>17.0 Training and Resources.....</b>	<b>41</b>
<b>18.0 Definitions.....</b>	<b>42</b>
<b>19.0 Acronyms .....</b>	<b>44</b>

[Appendix A: Accountable Assets and Official Names List](#)

Appendix B: Process Workflow

## 1.0 Scope and Applicability

This Personal Property Management Handbook (PPMH) presents the procedures to account for Peace Corps property in accordance with Peace Corps Manual Section 511 *Personal Property Management*. The PPMH provides guidance and best practices to manage Personal Property Assets.

The PPMH applies to Assets at all Overseas posts and Domestic locations. Throughout this document, “Office” (with capital O) refers to both Regional Recruitment Offices (RROs) and PCHQ offices unless otherwise noted.

Authority, references, and definitions are the same as MS 511 unless noted differently. The Office of Administrative Services (M/AS) within the Office of Management (Management) is the responsible office of the PPMH.

The PPMH does not apply to the following types of Assets:

- (a) **Real Property.** Leased or owned real property (such as land, building, or structures) is not recorded in the asset management system and must be reported separately during the annual Real Property Reporting Campaign conducted by the Office of Management.
- (b) **Vehicles.** Vehicles are Personal Property Assets, but are accounted for and reported using the procedures found in MS 527 *Vehicle Fleet Management*.

## 2.0 References

- (a) **Sunflower User Guide** – The [Sunflower User Guide](#) provides step-by-step instructions to operate the system of record, called Sunflower, and perform all Inventory specific tasks, including Inventory events, asset status changes, and disposals. The *Sunflower User Guide* is maintained by the Office of the Chief Information Officer (OCIO).
- (b) **Sunflower Training Videos** – The *Sunflower* Training videos are an online, on-demand training tool that guides users in performing basic asset management tasks in the system.
- (c) **Interoffice Service and Support SOP** – The *Interoffice Service and Support Standard Operating Procedures* (SOP) is the model that guides and directs activities between Management, OCIO and Office of the Chief Financial Officer (OCFO) in support, outreach and maintenance of property activities and the system of record. Support services are not detailed in the PPMH. The SOP is maintained by Management and OCIO. If changes to the *Interoffice Service and Support SOP* result in revisions to the PPMH, they will not take effect until the PPMH revisions are approved and published. (*Document in development.*)

### 3.0 What is Personal Property Management and Why Does Peace Corps Need It?

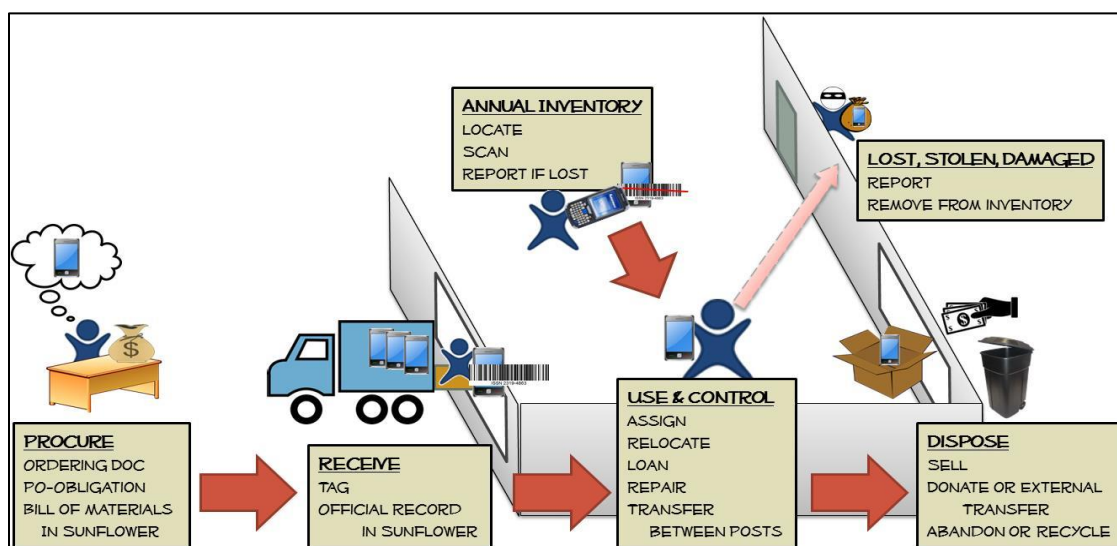
Peace Corps does not want to lose, waste, misplace, or misuse property because of accidents, misconduct, or theft. Nor does it want to keep property that has outlived its usefulness. Personal property management ensures that Peace Corps Personal Property Assets (like copiers, computers, generators, lawnmowers, smart phones, and other items) are used and managed in accordance with all laws, regulations, and Peace Corps policy.

Peace Corps must follow property management guidelines of the United States government. In addition, personal property decisions should be based on the best interest of the Peace Corps.

The Peace Corps needs to maintain an accurate summary of Inventory across the agency. Several offices require accurate information about property Assets at Overseas posts and Domestic locations to meet United States Federal requirements, such as:

- (a) The Office Administrative Services' Facilities Management Division (M/AS/FMD) in the Office of Management accounts for non-IT Peace Corps property.
- (b) The Office of the Chief Financial Officer's Office of Accounting and Financial Reporting (OCFO/AFR) reports the agency's capitalized Assets, their depreciation, and their disposal to the public.
- (c) The Chief Information Officer's Office of Administrative Services (OCIO/AS) accounts for IT equipment.
- (d) The Chief Information Officer's Information Security team ensures Federal Information Security Management Act (FISMA) compliance, which protects government information that might be found on Assets (such as phones, computers, or thumb drives).

The following figure illustrates the lifecycle of an asset. Each step reflects a property management aspect and is explained in further detail in other sections of the PPMH.



## 4.0 Property Asset System of Record

Peace Corps has a single system of record to track and report on property Assets, called *Sunflower*.

Procured in 2016, *Sunflower* is a web-based property management software system used to manage and account for property at Peace Corps. Using software on a computer and on a handheld scanner, property managers and Inventory staff scan and manage property in their offices and at residences. The *Sunflower Users Guide* provides step-by-step instructions and screenshots for daily operation.

*Sunflower* is our system of record or asset management system. It is connected to Peace Corps purchasing system (Odyssey and FOR Post), online IT asset discovery systems (System Center and AirWatch) and the financial reporting system (Fixed Assets). These connections ensure property is managed and reported properly.

## 5.0 Asset Management Program

Accurate property management is fully dependent upon the efforts of our staff.

Icons will help navigate to procedures relevant to each staff role. Letter designations inside the icon indicate the staff member. In the absence of an icon, the section or paragraph applies to all locations.




### 5.1 All Employees, Volunteers/Trainees, and Contractors

Everyone is responsible for the safekeeping and care of Peace Corps property.

- (a) Each employee, Volunteer/Trainee (V/T), or Contractor must secure Peace Corps property while it is in their care to guard against theft, accidental damage or loss.
- (b) When Peace Corps property is lost, stolen, damaged or destroyed, each employee, V/T, or Contractor must report it to their Information Technology Specialist (ITS) or General Services Manager (GSM) (Overseas Posts) or Service Desk (Domestic).
- (c) Every employee or Contractor must return Peace Corps property when they leave the agency. V/Ts must also return loaned property.
- (d) Loss or damage to Peace Corps property resulting from negligence, improper use or other willful actions may result in financial liability or disciplinary actions.
- (e) Loss or damage to Peace Corps property may result in an investigation by the Office of Inspector General when there is a breach of Personally Identifiable Information (PII) or

non-compliance with IPS 1-17 *Information Security Program* – [Rules of Behavior for General Users](#).

## 5.2 Overseas Posts

-  (a) The GSM conducts the majority of asset management tasks for post and may choose to delegate some responsibilities to the General Services Assistant (GSA), but remains accountable for post property. The General Services Manager or Assistant (GSM/A) must:
- (1) Add all new Assets to the records (Receive/Initial Events) by:
    - (i) Recording all new Assets.
    - (ii) Providing the Financial Assistant (FA) with accurate information for ordering property, such as catalog information and descriptions.
    - (iii) Acting as the receiving official for Assets received at post.
  - (2) Act as Property Custodian for non-IT Assets by recording daily asset management activities for non-IT Assets (Use & Control/Ongoing Events) by:
    - (i) Initiating and completing Internal Transfer Requests.
    - (ii) Recording non-IT asset activities, including loans, location updates, assigning users, repairs, transfers, warranties, or recovery.
    - (iii) Updating the Condition status of an Asset when changing location, assigned users, or repair status.
    - (iv) Ensuring that departing staff have returned loaned or assigned non-IT Assets.
    - (v) Reporting lost, missing, stolen or damaged non-IT Assets to the Office of Management's Inventory Management Specialist (IMS).
  - (3) Assess Inventory by:
    - (i) Planning the Inventory campaign with input from the Director of Management and Operations (DMO) and ITS.
    - (ii) Running the annual Inventory campaign.
    - (iii) Sighting post Assets and manually input the Assets found at post, but not recorded in *Sunflower*.
  - (4) Retire or dispose of all Assets, following appropriate methods of disposal and with IMS approval. (Dispose/Final Events)

**IT** (b) A post's ITS must:

- (1) Act as a Property Custodian for IT Assets while recording daily asset management activities for IT Assets (Use & Control/Ongoing Events) by:
  - (i) Recording IT asset activities, including loans, location updates, assigning users, repairs, transfers, warranties, or recovery.
  - (ii) Updating the Condition status of asset when changing location, assigned users, or repair status.
  - (iii) Ensuring departing staff have returned loaned or assigned IT Assets.
  - (iv) Maintaining information on IT Components, such as deleting records for hard drives that have been removed.
  - (v) Reporting lost, missing, stolen or damaged IT Assets to OCIO Incident Response.
- (2) Prepare IT Assets for disposal. (Dispose/Final Events)
- (3) Assess Inventory by:
  - (i) Assisting in resolving discrepancies with IT items, such as locating a computer or phone.
  - (ii) Participating in the Inventory campaign planning process.
  - (iii) Assisting in Inventory activities per the post's own Inventory plan as approved by the CD and DMO. Inventory is a team effort.
- (4) Support Functions by:
  - (i) Providing Tier 1 support to users at post when needed to resolve issues working with *Sunflower*, and help users at post open a *Sunflower* ticket when the ITS is unable to resolve the issue.
  - (ii) Installing the agency's mobile device management system (such as AirWatch) to all new, non-Windows mobile devices.
  - (iii) Correcting Assets record discrepancies found by System Center.

**FA** (c) The Financial Assistant must:

- (1) Ensure Purchase Orders (POs) in FORPost have valid catalog entries and are properly coded.
- (2) Enter the Bill of Materials (BOM) in *Sunflower*.

- (3) Ensure Assets purchased at post are in *Sunflower* when invoices are paid or when submitting the monthly Purchase Card Log for approval if a Purchase Card was the method of payment.



(d) The DMO must:

- (1) Provide oversight to and prioritize the property management process at post.
- (2) Assign roles and responsibilities when needed and inform PCHQ IMS of property staff changes at post (such as the GSM).
- (3) Plan the annual Inventory campaign with the GSM and assign assistance, with support of the CD, to sight Assets when needed.
- (4) Certify that Inventory campaigns are completed and Assets have been accurately recorded.
- (5) Purchase only approved devices, in accordance with IPS 1-17 *Information Security Program*.
- (6) Review the Purchase Status Report (see Reporting section 16.0) at least monthly and plan deficiency corrections, as needed.

### 5.3 Regional Recruitment Offices



(a) The Administrative Assistant (AA) at an RRO must:

- (1) Record all new Assets.
- (2) Act as receiving official for Assets received at the RRO.
- (3) Act as Property Custodian for Assets by recording daily asset management activities for both IT and non-IT items, including loans, repairs, and transfers.
- (4) Update the Condition status of an asset when changing location, assigned users, or repair status.
- (5) Run annual Inventory campaigns.
- (6) Retire or dispose of Assets, with IMS assistance.
- (7) Maintain information on IT Components, such as deleting records for hard drives that have been removed.
- (8) Ensure POs in Odyssey have valid catalog entries and are properly coded.



(b) The Regional Administrative Officer (AO) must:

- (1) Enter the BOM in *Sunflower*.



- (2) Ensure Assets purchased at the RRO are in *Sunflower* when invoices are paid.
- (3) Verify that RRO staff return Assets and work with the OCIO Service Desk to return IT Assets, when necessary.



(c) The VRS Chief Administrative Officer (CAO) must:

- (1) Provide oversight to the property management process at RROs.
- (2) Assign roles and responsibilities, when needed.
- (3) Ensure staff at RROs report lost, missing, stolen or damaged property (IT or non-IT) to the OCIO Domestic Service Desk.
- (4) Certify that Inventory campaigns are completed and Assets have been accurately recorded.
- (5) Review the Purchase Status Report (see Reporting section 16) at least monthly and plan deficiency corrections as needed.

#### 5.4 Peace Corps Headquarters Asset Accountability

The following relates to the maintenance of Assets at Peace Corps Headquarters (PCHQ).



(a) The M/AS/FMD's IMS may choose to delegate or share some responsibilities when resources are available, but remains accountable for PCHQ property. The IMS must:

- (1) Record all new non-IT Assets.
- (2) Act as the receiving official for non-IT Assets received at PCHQ.
- (3) Act as the Property Custodian for non-IT Assets by recording daily asset management activities for non-IT items, including loans, repairs, and transfers.
- (4) Update the Condition status of an asset when changing location, assigned users, or repair status.
- (5) Run annual Inventory campaigns.
- (6) Retire or dispose of non-IT Assets with the approval from the Chief of the Facilities Management Division (M/AS/FMD).

(b) A Support Services Specialist within M/AS/FMD (for non-IT Assets) must:

- (1) Enter the BOM before the purchase.
- (2) Ensure the Assets purchased are in *Sunflower* when invoices are paid.

- (3) Record daily asset management activities via the scanner for non-IT items, including assigning Assets to users, user changes, location of items, loans, repairs, and transfers.
- (4) Update the Condition status of an asset when changing location, assigned users, or repair status.
- (5) Report lost, missing, stolen, damaged or destroyed items to the OCIO Domestic Service Desk.



(c) The Chief of the Facilities Management Division (M/AS/FMD) must:

- (1) Provide oversight of the property management activities.
- (2) Oversee non-IT Assets.
- (3) Assign roles and responsibilities, when needed.
- (4) Approve the status change of lost, missing, stolen, damaged or destroyed items that meet procedural criteria.
- (5) Certify that the annual Inventory campaigns are completed and Assets have been accurately recorded.



(d) The OCIO/AS Procurement, Asset Management, and Logistics (PAL) Team must:

- (1) Record all new IT Assets.
- (2) Act as the receiving official for IT Assets received at PCHQ.
- (3) Initiate the disposal of IT Assets.
- (4) Acts as the Property Custodian for IT Assets by recording daily asset management activities for IT items, specifically for repairs or transfers.
- (5) Update the Condition status of an asset when changing location, assigned users, or repair status.
- (6) Transfer IT Assets from PCHQ to post and record transfers in *Sunflower*.



(e) The OCIO Domestic Service Desk must:

- (1) Act as the Property Custodian for IT Assets by recording daily asset management activities for IT items, specifically for assigning users, user changes, location changes, and loans.
- (2) Update the Condition status of an asset when changing location, assigned users, or repair status.

- (3) Receive reports of lost, missing, stolen, damaged or destroyed Assets at PCHQ and RROs.
  - (i) Report lost, missing, stolen, damaged or destroyed IT items to OCIO Incident Response team and the PAL.
  - (ii) Open a trouble ticket for lost, missing, stolen, damaged or destroyed non-IT items and route to Tier 1 *Sunflower* support.



(f) The OCIO CAO (for IT Assets) or designee must:

- (1) Enter the BOM before the purchase.
- (2) Ensure Assets purchased are in *Sunflower* when invoices are paid.
- (3) Oversee the management of IT Assets.

## 5.5 Program Management and Support Team

The property management program is implemented and supported by a cross-office team.

When any Inventory staff at a post or an RRO needs support, has questions, or wants to report *Sunflower* issues, they must open a Sunflower Support Ticket via the [Self-Service Center portal](#). Throughout the PPMH, when referring to opening a Sunflower Support Ticket, Inventory staff should use the Self-Service Center. Alternatively, an email can be sent to [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov) and the support team will open a ticket on behalf of the requestor.

M/AS/FMD has Inventory Specialists on staff to assist with help desk services, provide Inventory support to GSMs, FAs, DMOs, AOs, or CAOs, develop training, offer on-the-job training, and answer general questions. In addition to the responsibilities laid out above for PCHQ non-IT Assets Accountability, the IMS in M/AS/FMD reviews and approves property requests, such as requests to sell, donate, or remove an item because of a loss.

OCIO PAL team also assists with help desk services for IT Assets, organizes the procurement and shipping of bulk IT Assets, provides Inventory support related to network discovery tools, and answers general questions.

OCIO provides the product manager who supports *Sunflower*, delivers database support, manages system updates and patches, maintains the *Sunflower User Guide*, and offers advanced support when needed. OCIO delegates or shares certain system and database support with OCFO where technical skillsets are available.

Service and support guidance is documented in the *Interoffice Service and Support SOP*.

## 5.6 Procedural Change Committee

### 5.6.1 Committee Membership

In accordance with MS 511 *Personal Property Management*, changes to this MS 511 *Personal Property Management Handbook* are subject to approval by a *Committee* comprised of the following:

- (a) Office of Management, represented by the Chief of the Office of Administrative Services (M/AS) who also acts as the *Committee Chair*.
- (b) Office of the Chief Information Officer, represented by the CAO.
- (c) Office of the Chief Financial Officer, represented by the Deputy Chief Financial Officer or their delegate.
- (d) Office of Global Operations, Africa Region, EMA Region, IAP Region, represented by the CAO of each Region. Each CAO may also designate review and comment on procedural changes by up to three GSMs, DMOs, or FAs in their region.
- (e) Office of Volunteer Recruitment and Selection, represented by the CAO.
- (f) Office of the General Counsel (OGC), represented by the counsel for property management.

### 5.6.2 Review and Approval of Procedural Changes

While any of the above *Committee* representatives may request a change, either Management or OCIO will take the lead on authoring the change by submitting it to the members of the *Committee* for review and incorporating necessary comments into the final version.

Comments will be solicited from the *Committee* members with enough time for review based on the complexity of the proposed change.

If necessary, as *Committee Chair* the Chief of M/AS will prioritize, socialize, and mediate controversial changes. The *Committee* will only meet if a procedural change presents an issue that needs to be discussed. Otherwise, comments sent to the author of the change will be sufficient to proceed with the change.

Approval requires a simple majority and is obtained by each member of the *Committee* by any one of the following means:

- (a) A *Committee* member expressly provides their approval via email.
- (b) A *Committee* member submits comments on the PPMH's change, with the expectation that the author addresses the comments, unless the *Committee* member notes otherwise.

- (c) A *Committee* member does not respond at all to the author of the change or the Chief of M/AS by the requested deadline, if at least two weeks are given for the review. Approval is assumed.
- (d) If controversial changes required discussion and a *Committee* meeting provides the opportunity to discuss the changes, approval may be obtained at the meeting. Approval will be assumed if a member does not attend or otherwise send a representative.

## 6.0 Types of Personal Property Assets

### 6.1 Accountable and Non-Accountable Assets

Accountable Personal Property Assets must be recorded in *Sunflower* and physically tagged with a Peace Corps bar code number. Non-accountable Assets are not required to be reported or tracked in the Asset Management System (*Sunflower*).

- (a) **Accountable Asset Types.** Accountable Assets are Nonexpendable Personal Property Assets and are deemed costly, easily pilfered, or contain sensitive data, specifically:
  - (1) \$2,500 or more: Assets with a Useful Life expectancy of over one year and an initial Acquisition Cost of \$2,500 or more.
  - (2) Recurring Cost Assets: Assets with an associated recurring cost that is paid for by Peace Corps for a support/cellular/data plan. Items include, but are not limited to, cell phones, smart phones, and tablets.
  - (3) Personally Identifiable Information (PII) Items: Any electronic asset authorized to contain PII. (See IPS 1-17 *Information Security Program*.)
  - (4) Pilferable Assets. Items deemed easily lost or stolen.
  - (5) Capital Leased Equipment: Equipment that is leased and meets the criteria of a Capital Lease (See [MS 711 Accounting for Property, Plant, and Equipment](#) for a definition.) For additional questions, contact the Office of the Chief Financial Officer's Office of Accounting and Financial Reporting (OCFO/AFR).
- (b) **Non-Accountable Assets.** While not required to be reported or tracked in *Sunflower*, Overseas posts and RROs are encouraged to include internal controls to guard against misuse or loss of all property.
  - (1) **Expendable Property.** By its nature or function, expendable property is consumed by use or has a Useful Life expectancy of less than one year (i.e. office supplies). Do not add expendable property into *Sunflower*.
  - (2) **Volunteer cell phones.** Phones purchased for issuance to Peace Corps Volunteers with no expectation for the Volunteer to return the phone, are considered expendable. (However, staff smartphones must be inventoried.)

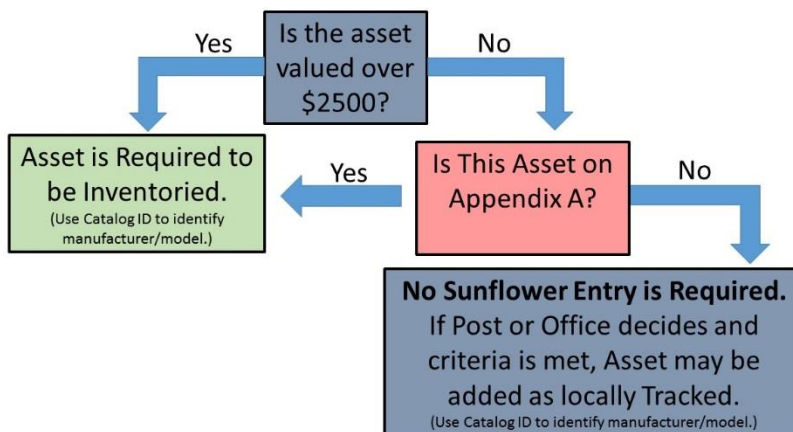
- (3) **Locally Tracked Assets.** PCHQ will not require Overseas posts to establish property management systems for non-accountable Assets. However, as an internal control posts may choose to use the Asset Management System to track items that do not meet the definition of an Accountable Asset for post-specific Accountability. This property is considered a “locally tracked asset” and these items are not required to be reported to PCHQ.
- (4) **Operating Leased Equipment.** Leased equipment that does not meet the criteria of a Capital Lease is a non-accountable asset (See [MS 711 Accounting for Property, Plant, and Equipment](#) for definition). For additional questions, contact OCFO/AFR.

## 6.2 Determining If an Item Must Be in the Sunflower

Accountable Assets are required to be tracked in the *Sunflower*. Items found in *Sunflower* are either Accountable Assets or Locally Tracked.

[Appendix A](#) contains a complete list of all Recurring Costs, PII Items, and Pilferable Assets.

- (a) **Accountable Assets.** Accountable Assets have an initial cost over \$2,500 OR are listed on [Appendix A](#). They are required to be in *Sunflower*. These are the ONLY Assets that Overseas posts and RROs must report to PCHQ and which may be subject to the annual Inventory campaign generated by PCHQ.
- (b) **Locally Tracked.** Posts and RROs may determine the need to track Assets that do not meet the criteria of an Accountable Asset. The post or RRO determines its own criteria for locally tracking items. These items may be entered into *Sunflower* from the Locally Tracked catalog or they can be tracked outside of *Sunflower*. If tracking outside of *Sunflower*, the method is up to the post or RRO. Posts and RROs are NOT required to track Non-accountable Assets.
- (c) **Not Tracked.** Since posts and RROs are not required to track Non-accountable Assets, some Assets may not be tracked at all.



Posts and RROs are encouraged to carefully consider their own criteria for tracking Inventory locally. PCHQ does not require posts and RROs to track Assets beyond what is considered an Accountable Asset. Peace Corps must ensure that posts and RROs successfully track Accountable Assets, and not jeopardize this success by expending resources tracking large numbers of lower value local Assets. However, once an asset is tracked in *Sunflower*, it must follow the disposal procedures outlined in section 15.0 Disposal of Personal Property.

Always use names in the Official Names list found in the catalog.

## 7.0 Personal Property and Its Acquisition

### 7.1 Types of Acquisition of Property

The Peace Corps can acquire property in two ways, as follows: property received from other organizations or purchased by the Peace Corps.

(a) **Property Received from Other Organizations.** The Peace Corps is permitted to receive government property from other organizations, such as other U.S. Government Agencies, local organizations, or host country government.

- (1) When receiving property from another U.S. Government Agency, the Peace Corps must obtain [Standard Form 122](#) (Transfer Order of Excess Property).
- (2) The Peace Corps should obtain a copy of transfer documentation, provided by a local organization or host country government, which should detail the property.
- (3) Accountable Assets obtained from another agency, organization, or government will be added to *Sunflower* by manually creating a new asset.
- (4) The Office or Post receiving the property should determine the current fair market value of the property being received (or use the depreciated cost determined by losing agency, organization, or government). The Assets should be added to Inventory using the Fair Market Value at the time of transfer and not the original asset cost that the previous agency recorded. (See section 6.0 Types of Personal Property Assets to determine if the item is an Accountable Asset in *Sunflower*.)
- (5) Review the terms of donations with other authorities at Peace Corps.

(b) **Peace Corps Purchased Property.** This is property purchased by an authorized procurement official for the Peace Corps and in compliance with [MS 732 Acquisition Regulations, Rules and Procedures](#).

## 7.2 Purchasing Property

When acquiring personal property, all Federal acquisition policies and regulations apply.



- (a) From the start of the procurement of property, the GSM (Overseas), AO (Domestic RRO) or Inventory Specialist (PCHQ) must ensure that tracked Assets are in the Property Catalog prior to creating a PO by:

- (1) Searching the Property Catalog for the item(s) to be acquired. The catalog is available in *Sunflower*.
  - (i) The catalog contains standard manufacturer, model, and other consistent descriptive information for most standard items procured at Peace Corps. The IMS or the IT PAL plans to review annually to ensure the catalog data is current. If you see errors or needed improvements with catalog items, open a [Sunflower Support Ticket](#).
  - (ii) If the item(s) needed are not available in the catalog, submit a request to add an item to the Catalog. The GSM, ITS, AO, FA or DMO can open a [Sunflower Support Ticket](#) and note the request for a catalog addition with manufacturer, model, unit cost, and description of the item.
  - (iii) If there is an emergency purchase and there is no catalog identifier available for your specific item, proceed with the purchase and request the catalog identifier as soon as possible.
- (2) Provide catalog information, such as catalog entry and unit prices, to the purchasing official, such as the FA, DMO, or AO.



- (b) The purchasing official, such as the FA, DMO, or AO, will:



- (1) Create the PO in FORPost (posts) or Odyssey (RRO and PCHQ).
  - (i) Code the items to Object Class 3101X (Equipment and Furnishings). When properly coded, POs input into the purchasing system will be sent to *Sunflower* automatically. If the items were miscoded to 2601X or another supply line, email [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov) or open a [Sunflower Support Ticket](#) with the PO and Line number to have it manually pushed to *Sunflower*.
  - (ii) Consider adding an optional field to the ordering document with the *Sunflower* catalog ID. Posts have found it useful to include the Catalog ID in the PO description so that the FA can reference it when they complete the BOM later.
  - (iii) Wait for FORPost/Odyssey to sync with *Sunflower* (one business day).



- (2) Enter the BOM for each PO/Line into Sunflower and allocate the total cost of each line to each type of tracked asset and any non-property costs. All items must be designated with the correct catalog ID that designates the Assets as either *Accountable Assets* or *Locally Tracked*.
- (i) If purchased Assets are Accountable Assets, but were not coded properly, the FA should send an email to [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov) or open a [Sunflower Support Ticket](#) with the PO, Line and Release Number, so that OCFO can manually send the PO information to *Sunflower*.
  - (ii) Separate out Acquisition Costs from shipping, installation costs, VAT, maintenance, or software.
  - (iii) If an individual asset costs over \$25,000 USD *and* charges related to install, shipping, VAT or maintenance are unknown at the time of the BOM, the purchasing official should determine the costs after delivery. For questions about costs related to putting an asset in service or to update the costs after the monthly interface between systems has completed, contact OCFO/AFR at [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov) or open a [Sunflower Support Ticket](#) with the correct cost breakdown. Be sure to include the asset tag.
  - (iv) If Assets are purchased by PCHQ (i.e. IT equipment), either of the following may occur:
    - (A) PCHQ will enter the BOM, receive the asset at PCHQ, create the Asset Record, ship the asset to post or RRO, and then initiate the Transfer. Later, the post or RRO will receive the Assets and the GSM (post) or AA (RRO) will complete the transfer.
    - (B) PCHQ will enter the BOM, but the asset is shipped directly to post or RRO. The GSM (post) or AA (RRO) will receive the asset and convert the Shell Record.
  - (v) If using PEPFAR funds or a purchase card, the purchasing official may see a variance between the card's statement and the *Sunflower* BOM due to local currency exchange rate changes. This discrepancy is considered minor and can be ignored.

## 8.0 Receiving and Identifying Property and Managing Discrepancies

The DMO, GSM, AA, IMS, IT PAL, or other assistant will act as the receiving official for U.S. Government property. The receiving official must document receipt of each property asset, identify it as U.S. Government-owned in a manner appropriate to the type of property (*i.e.* barcode, stamp, tag, mark, or other identification), and manage any discrepancies incident to shipment.

## 8.1 Receipt of Property



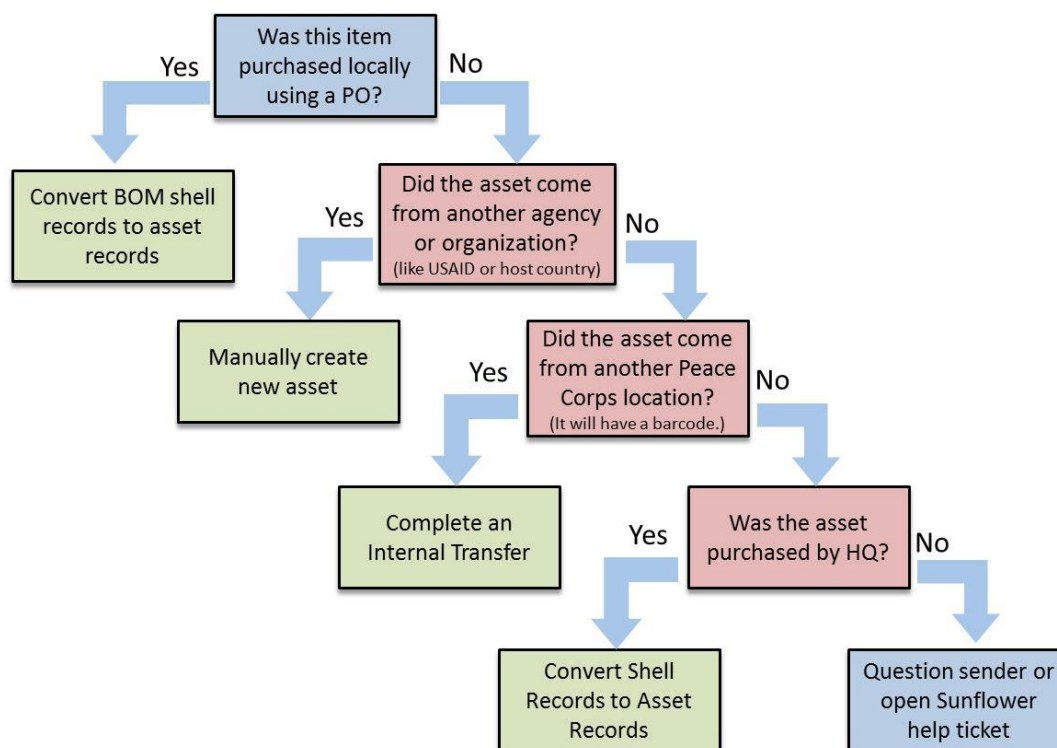
The receiving official must document Accountable Assets in *Sunflower* within 5 business days of Personal Property Assets being delivered. Information about the sender or the method of purchase can tell the receiving official how to document the receipt of the Assets.

- (a) **New Local Purchase.** If the asset was purchased locally by the post or Office (and a PO was entered in either FORPost or Odyssey), the purchasing official has already entered the BOM into *Sunflower* (see process for Purchasing Property above). Convert the BOM Shell Records into Asset Records.
- (b) **Transfer from another U.S. agency or local organization.** This property has never been in the Peace Corps before. If the property is an Accountable Asset, a new asset must be manually created in *Sunflower*. When another agency or organization donates or transfers Assets to a Peace Corps location, the organization should provide a completed [SF 122](#) (Transfer Order of Excess Property) or the organization's equivalent documents which will need to be attached to the Asset Records.
- (c) **Internal Transfers.** When property moves from one Peace Corps location to another, that item will already be found in *Sunflower*. This may be the first time a particular post or Office received the item, but it is not the first time Peace Corps received the property. The process of transferring property from one Peace Corps location to another is considered an Internal Transfer.
- (d) **Purchased by PCHQ.** If the asset was purchased by PCHQ, PCHQ entered the BOM in *Sunflower* before shipment. The Shell Record will be waiting for the receiving official to turn it into an Asset Record within 5 business days of receiving the property.

PCHQ offices may make a purchase without a BOM (such as a purchase made via purchase card). The PCHQ receiving official must report receipt of an Accountable Asset to the IMS so that all Accountable Assets at PCHQ can be tagged and manually entered into *Sunflower*, as needed.

A Shell Record is the record created with information about an item that has been purchased, but not yet received. Shell Records are created when the BOM is completed. The receiving official will convert Shell Records to live Assets and add any missing information to the Asset Record.

After receiving new property Assets, the following questions can be asked to determine how to document the Assets.



## 8.2 Identify Newly Received Property

GS FA DM AA AO

Prior to the Primary Receipt of Personal Property Assets, the receiving official (such as GSM, AA, or their designated assistant) must coordinate with the procuring official (such as FA, DMO, AO) to collect the appropriate PO information. When the Assets are delivered, the receiving official must collect all of the asset identification information. The receiving official assigns and affixes an asset tag/barcode label and collects the description, manufacturer, model, serial number, and location of each Personal Property Asset listed on the PO.

After the receiving official has properly identified all of the Personal Property Assets, the identification information must be entered in *Sunflower* when creating the Official Asset Record(s).

An asset location and an assigned user are required for each asset, even if the asset is in storage pending assignment.

## 8.3 Overages, Shortages, Damages or Other Discrepancies

GS FA DM AA AO

When overages, shortages, damages or other discrepancies are found when receiving property, the receiving official shall document and notify the procuring official so that adjustments for overages, shortages, damage, and/or other discrepancies discovered upon receipt of property

from a vendor or supplier may be requested. The documentation is intended to ensure associated costs are clear and all adjustments between the supplier and Peace Corps are complete.

## 9.0 Confirm Official Asset Records



The purchasing official (FA, DMO, or AO) must confirm that Shell Records have been converted to official Property Records at the time payment is made to the vendor.

Once the invoice is received, the purchasing official should verify that all Assets ordered are in *Sunflower* at the correct price.

- (a) If the Assets are not found in *Sunflower* or are incorrect, the purchasing official must request the receiving official document discrepancies (described above) and make appropriate changes.

## 10.0 Use and Control of Personal Property

### 10.1 General use and storage



*The following procedures apply to the use and storage of personal property:*

- (a) Use for mission: Staff shall only use Government property in compliance with [MS 547 Use of Government Technology Services and Equipment](#).
- (b) Modifications: Modifications or alterations of Government property are prohibited, unless they are:
  - (1) Reasonable and necessary due to the scope of work under the Peace Corps mission; or
  - (2) Required for normal maintenance.
- (c) Parts/Cannibalizing: Posts, RROs and PCHQ offices shall not take apart property or use property for parts, except as permitted or requested by OCIO for computer/server equipment.
- (d) Control: The Property Custodian must maintain control of all property and must properly assign Assets to end users for effective control as required.
- (e) Mobile devices: All smartphones, tablets, or other iOS/Android devices that are connected to the network must have the agency's mobile device management system installed for device tracking (such as AirWatch).
- (f) Storage: All property shall be stored in a manner to protect from the elements of weather, accidents, theft, or other damaging effects.

For exceptions to any of the above items, such as a request to alter property or use it for parts, open a [Sunflower Support Ticket](#).

## 10.2 Government property and Peace Corps Volunteers (PCVs)

- The issuance of Accountable Assets to PCVs must be properly tracked and documented.

## 10.3 Warranty Replacement Assets

- Assets that are received as warranty replacements for damaged or defective Assets should be manually entered to *Sunflower* with a new asset tag/barcode number. The damaged or defective asset should be retired and the asset tag/barcode number should be associated with the warranty replacement asset.

Warranty replacements that are the exact same product should remain at the original price. If the replacement is a different product, it should be recorded at the current fair market value.

## 10.4 Loans



The Property Custodian (such as the GSM, ITS, or AA) must record and keep track of Assets loaned from the post or Office to a staff member, Contractor, or Volunteer in *Sunflower*. Property may not be loaned outside the agency.

## 10.5 Movement and Transfers



Property shall only be moved under proper authorization and supervision from the property management staff (such as GSM, ITS, AA, Domestic Facilities staff, PAL team, or Domestic Service Desk).

If an asset is sent out or returned from repair, the property management staff must track the asset and record repairs.

All movement of property between buildings and all transfers of responsibility must be updated in *Sunflower* within 3 business days. A best practice in moving Assets between buildings, but remaining under the same assigned users, would be to Inventory Assets as they leave the original location and Inventory Assets again as they arrive in the new location.

## 10.6 Post Closure



When a post is permanently leaving any location, the Region CAO must appoint someone to oversee closure of property. This person may perform property functions or oversee the work of

the GSM (depending on the circumstances of the closure). The property person designated for the closure or the GSM will:

(a) Perform a complete Inventory:

- (1) Request the Inventory set up by opening a [Sunflower Support Ticket](#).
- (2) Request support regarding closure concerns or needs to expedite via a Sunflower Support Ticket or an email to [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov).
- (3) If requested, the IMS may waive the final Inventory requirement, depending on the circumstances surrounding the closure.

(b) Determine the options for Peace Corps Assets:

- (1) If Assets are to be sent to another post or Peace Corps location, the GSM or property person will initiate an Internal Transfer. These Assets should not be disposed.
- (2) If Assets must be abandoned, written explanation should be attached to the Asset Records.
- (3) If Assets are donated, documentation will be attached to the Asset Records as instructed in section 15.3.3 Donations.
- (4) If Assets are auctioned, follow Peace Corps' auction procedures in section 15.2 Sale/Auction. There are three methods of Auction: Embassy Auction, Third Party Auction, or Peace Corps Auction.

(c) Ensure that no Assets remain assigned to the post, both physically at the post and in *Sunflower*.

## 11.0 Physical Inventory

The annual Inventory campaign period starts on October 1 and continues to April 30 of the following year.

Posts, RROs and PCHQ must plan and execute Inventory of Accountable Assets annually. A Locally Tracked asset campaign is set up by the Inventory Manager for posts or RROs that desire to use it. However, the locally tracked campaign is for post or RRO use only and not required to be completed as part of the Agency annual campaign.

### 11.1 Planning







The Property Officer (DMO at post, AO at RRO, IMS at PCHQ), as defined in MS 511, must ensure that property is inventoried annually as part of their responsibility to safeguard Peace





Corps property. Annual Inventory assistance is determined by the Property Officer with the Property Account Holder's approval (CD, VRS CAO, or Chief, M/AS). Additional staff may assist during the annual campaign, particularly if there are a large number of Assets or Assets are spread over remote areas.

- (a) The Property Officer (DMO, AO or IMS) should meet with their planning team early in the annual Inventory campaign cycle and determine their Inventory Campaign Team:






(1) At post:

-    (i) Planning team: DMO, GSM, and ITS
-  (ii) Inventory Campaign assistance: GSM (lead), General Services Assistant (GSA), ITA, administrative staff, and may include the ITS

(2) At RRO:

-    (i) Planning team: VRS CAO, AO, AA
-  (ii) Inventory Campaign assistance: AA (lead), any other optional staff that might assist, if needed

(3) At PCHQ:

-     (i) Planning team: IMS, PALs, Chief, M/AS/FMD, OCIO CAO
-  (ii) Inventory Campaign assistance: IMS (lead), Inventory specialists, PALs, facilities specialists, deskside support

- (b) The Planning Team should:

(1) Define and plan the campaign.

- (i) The team should plan their location's campaign early in the process (approximately October or November each year).

(2) Become familiar with the scope of the Inventory, the definition of Accountable Assets, physical boundaries of the Inventory, and organizational boundaries on a floor plan.

- (ii) The plan may consider periodic progress toward the Inventory (such as taking the scanner with you when traveling to remote locations where Assets are kept or taking Inventory of one or two residences per month). It is recommended that posts start early to avoid last minute Inventory activity or unexpected issues.

(3) Plan time for sighting (or scanning) all Assets with identifying tags or barcodes.



- (4) Plan for remote locations (especially islands or large posts with multiple facilities). Consider whether another scanner may be needed for remote staff. If additional scanners are needed, open a [Sunflower Support Ticket](#) to make a request.
- (5) Determine the Inventory Campaign Team members that will actually sight the Assets or share responsibilities at each location.
- (6) Plan time for reconciliation of data, including confirmation that Assets remaining in *Sunflower* are still at the post or adding Assets that did not previously show up in *Sunflower*.
- (7) Start planning early. Do not wait to plan until weeks before the Inventory deadline.

## 11.2 Execution



- (a) Inventory staff (GSM (post), AA (RRO), Inventory specialists (PCHQ)) must guide the Inventory Campaign Team by:



- (1) Ensuring the Inventory Campaign Team understands the definition of Accountable Assets and their assigned area or location.
  - (i) Make sure locked cabinets and closets that contain Assets are opened at the time of the Inventory so that Assets can be scanned or verified.
- (2) Sighting each Accountable Asset once per year.
  - (i) Accountable Assets may be sighted via:
    - (A) Barcode scan – use the scanner to scan the asset tag’s barcode;
    - (B) Barcode key – manually key in the asset tag number;
    - (C) Network discovery – IT Assets (such as laptops, desktops, servers and smartphones) may be found via network discovery tools such as System Center or AirWatch;
    - (D) Change in responsible unit (Internal Transfer);
    - (E) Online Physical – asset cannot be scanned because it is inaccessible but can be seen by the person who is trying to Inventory the item (such as installation on the roof); or
    - (F) Retirement of asset (also called Final Events).
  - (ii) Assets at all locations are included in the Inventory, including the office, residences, warehouses, and training or satellite offices.
  - (iii) If Assets are not available to be scanned or viewed directly by the Inventory staff, the staff or Volunteer in possession of the asset may declare that they



have the asset via email or memo to the GSM/A. The declaration must be uploaded into *Sunflower*. This is called an Online Declarative.

- (iv) Non-accountable Assets may be sighted at the option of the post; however, the sighting of non-accountable Assets should not interfere with the accurate and complete Inventory of Accountable Assets. PCHQ will not monitor Locally Tracked Campaigns for non-accountable Assets.
- (3) Manually tag and add Accountable Assets to *Sunflower* when an asset is found, but does not have a record.
  - (i) Before adding an asset manually, ensure there is no corresponding outstanding Shell Records or outstanding PO.
- (4) Review the list of all unsighted Assets and circulate to the assigned users to determine the location of items. If the Assets can still not be located, circulate the list to the post or office.
- (5) Report all items not located during Inventory once the physical Inventory is complete. Follow the procedures regarding Lost, Missing, Stolen, Damaged and Destroyed Assets.



- (b) At the end of the annual Inventory, the DMO (post), CAO (RRO), or Chief, M/AS/FMD (PCHQ) must certify:

- (1) The annual Inventory campaign is complete.
  - (i) All property transactions have been processed (such as POs, receiving, disposal requests, Internal Transfers completed, variances have been approved, etc.)
  - (ii) All reports are reviewed, ensuring all Inventory activity is complete.
- (2) Any Assets found which meet the Accountable Asset criteria have been added to *Sunflower*.


The process to certify will be standardized each year and provided by *Sunflower* support, [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov).

## 12.0 Departure of Staff or Volunteer


### 12.1 Overseas Posts




- (a) Post Inventory staff (GSM, ITS, DMO) must determine if a departing employee or COSing Volunteer is in possession of an asset that is on loan or assigned to them, so that Assets can be returned to post.

-  (b) If Assets are relocating with the employee or Volunteer to another post or Office at Peace Corps, the GSM will initiate an Internal Transfer.

## 12.2 Regional Recruiting Offices

-  (a) The AO must verify that all Peace Corps Assets assigned or on loan to staff, including Field Based Recruiters, are returned to the RRO. Laptops, desktops, and phones must be returned to the OCIO Domestic Service Desk for reimaging before being reassigned to new or existing staff. Other Assets may be kept at the RRO in anticipation of reassigning the Assets.

## 12.3 Peace Corps Headquarters

-  (a) The OCIO Domestic Service Desk must account for IT Assets of departing staff, including items assigned or on loan. The IMS must account for non-IT Assets of departing staff.

## 13.0 Loss, Theft, Damage, and Destruction of Property

Loss of Government property does not include occurrences such as normal wear and tear, or manufacturing defects. An incident, such as an accidental drop that results in the screen detached from a laptop, would be reported as a Destroyed asset. A laptop that becomes inoperable over time due to normal wear and tear would be processed with the disposal process.

If the staff member or Volunteer in custody of the asset loses or damages an asset due to negligence or fraud, the individual may be held liable.

A procedural workflow for lost or stolen items is found in Appendix B.

### 13.1 When Loss or Damage is First Discovered

- (a) All employees, Volunteers, and Contractors must immediately report lost, missing, stolen, damaged or destroyed Assets to:

-  (1) Their GSM or ITS, if at post.

-  (2) The OCIO Domestic Service Desk, if at an RRO or PCHQ.

IT Assets must be reported in compliance with IPS 1-17 *Information Security Program*.

- (b) The GSM, ITS or Service Desk will take the following actions, depending on the nature of the asset and incident:



- (1) If the incident involves an IT asset, the employee, Volunteer or contractor will complete the appropriate sections of Form [PC-2049](#) (Information Security Incident Response Report) as instructed by the GSM, ITS or Service Desk. The completed form is submitted as soon as possible to Incident Response

([incidentresponse@peacecorps.gov](mailto:incidentresponse@peacecorps.gov)) in compliance with IPS 1-17 *Information Security Program*.


- (i) Note: if the device is part of the BYOD program and is not a Peace Corps-owned asset, it is not in *Sunflower*. Theft must be reported via the PC-2049, but no further action is required.
- (2) Enable the prompt recognition, investigation, disclosure and reporting of loss of Government property, including losses that occur at Peace Corps or alternate locations.
- (3) Work with investigative personnel in conjunction with the Regional Security Officer (RSO) if at post or the Office of Safety and Security (OSS) if Domestic.
- (c) Reports may be shared with OGC, the Office of Inspector General (OIG), Management, OCIO, Office of the Chief Financial Officer (OCFO), or other PCHQ authority.

### 13.2 If Theft

If an asset is stolen:

-  (a) Post staff should notify the RSO who may assist or provide advice. The staff member whose asset was stolen must file a police report. Post general services staff should assist in working with local authorities to obtain a police report. (Also, reference the Foreign Affairs Manual (FAM) if needed (12 FAM [422](#) and [451.6](#)).)
-  (b) Domestic staff should notify OSS and work with local authorities to obtain a police report. Domestic theft should be reported in compliance with [MS 401 Domestic Physical Security](#).

### 13.3 If Lost, Damaged or Destroyed

-  (a) If an asset is lost, damaged or destroyed, but not stolen, the supervisor of the employee, Volunteer or contractor will document the incident, performing due diligence in assessing the incident for fraud or negligence. Afterwards, the CD (if at post) or the supervisor (if Domestic) will either:
  - (1) Create and sign a Loss Memo (non-IT asset).
  - (2) Sign the Cyber Incident report (IT asset).
- (b) In either case above, the signature will affirm:
  - (1) The signer acknowledges the loss occurred. Include the asset tag number, description of the item, and circumstances.
  - (2) There is no negligence or fraud to their knowledge.

- (3) If negligence or fraud is suspected, they will contact the OIG ([oig@peacecorpsig.gov](mailto:oig@peacecorpsig.gov) or +1-202-692-2915).

- (c) If the CD is the person who lost or had equipment stolen, their supervisor must provide the memo.

### 13.4 If Cost is Greater than \$2,500

If the original Acquisition Cost of the asset is greater than \$2,500, then the IMS (non-IT asset) or PAL (IT asset) will send a standard acknowledgement email to the Chief of M/AS/FMD to notify regarding missing Assets. The Chief of M/AS/FMD may ask questions to clarify the circumstances.

### 13.5 Report the Asset as Lost, Stolen, Damaged or Destroyed

When the police report, due diligence, and/or the [PC-2049](#) (Information Security Incident Response Report) is complete, the loss, theft, damage or destruction must be reported in *Sunflower*.

#### 13.5.1 Overseas Post



The PAL will forward the completed [PC-2049](#) (Information Security Incident Response Report) to the GSM and ITS at post.

At post, the ITS (for IT Assets) or the GSM (for non-IT Assets) will report the updated status of the asset in *Sunflower*, describe the incident, and attach:

- (a) The Police Report (for stolen Assets) OR the Loss Memo (for lost, damaged or destroyed non-IT Assets).
- (b) The completed PC-2049 (if an IT asset).
- (c) The email response from the Chief of M/AS/FMD, acknowledging the loss (if the cost is greater than \$2,500).

The IMS approves the asset status change and the asset is removed from Inventory.

#### 13.5.2 Domestic



The IMS (for non-IT Assets) or the IT PAL (for IT Assets) will process the loss in *Sunflower*, attach all appropriate documents, similar to post, and remove the asset from Inventory.

The Chief of M/AS/FMD will review and approve or deny requests made by the IMS.

### 13.6 Report to the Office of Inspector General

The Inventory Support staff at PCHQ will report all lost, stolen, damaged, or destroyed Accountable Assets to the OIG on a periodic basis.

### 13.7 Lost and Found

All staff must report to the GSM, ITS, or Domestic Service Desk if an asset previously reported as missing has been found. The GSM, ITS, or Service Desk must record an asset recovery in *Sunflower* within 5 business days.

At post, check with the GSM or ITS for lost and found items. At PCHQ, OSS keeps lost and found items in accordance with [MS 401 Domestic Physical Security](#).

## 14.0 Transferring Property from One Peace Corps Location to Another

Property that is identified as Excess Property for one location (Overseas Post, RRO, or PCHQ office) may be transferred to another Peace Corps location, unless the cost to transfer the property is uneconomical. This is called an **Internal Transfer**. One post or Office may identify property as excess, but another post or location may have use for the property.



- (a) The GSM, DMO, AA, or AO may act as the Responsible Party to transfer Excess Personal Property Assets to another Peace Corps location. Transfers are documented by the losing party and accepted by the receiving party.

An Internal Transfer must follow these steps:

- (1) The Responsible Party with the property initiates the transfer request in *Sunflower* and ships property to the receiving official at the new Peace Corps location.
  - (2) The receiving official receives the property and completes the Internal Transfer in *Sunflower*.
- (b) Ensure foreign excess Personal Property Assets are in compliance with the Department of Commerce and Department of Agriculture regulations when Personal Property Assets are transported back to the USA.

## 15.0 Disposal of Personal Property

All property must be disposed of in accordance with the Federal Management Regulation, [Section 102](#) and [40 US Code, Section 704](#).

At post, property must be disposed of in accordance with the foreign policy of the United States and the terms and Conditions of any applicable Host Nation Agreement. Notify the U.S.

Department of State if donating property to foreign governments or entities. Properly identify hazardous material and its disposition in accordance with [40 CFR 261](#) and any local laws where the property is located. For proper Disposal of medical supplies and equipment, see [MS 734 Medical Supplies and Equipment](#), section 9.0 Disposal of Medical Supplies and Equipment.



At the start of any Disposal process, Assets are identified as “excess” and ready for Disposal. Excess properties are Assets that are no longer needed to carry out Peace Corps functions, duties or programs at their current location. The GSM (at Post), the AO (at RRO), or IMS or PAL (at PCHQ) are considered the **Responsible Parties** for the Disposal process.

**ALL Assets tracked in Sunflower, whether Accountable Assets or Locally Tracked, must follow these procedures**, unless otherwise directed by the IMS or PAL.

Disposal methods may include:

- (a) Sale/Auction;
- (b) Abandon or Recycle;
- (c) Donation; or
- (d) External Transfer to another government agency.

The IMS approves Disposals. The IMS will consult with the Chief of M/AS/FMD and/or OCIO CAO to confirm approval for Assets valued at over \$1,000 for abandonment or donations.

When the IMS makes the request for Disposal of PCHQ Assets, the request must be approved or rejected by the Chief of M/AS/FMD.

A procedural workflow for Disposal is found in Appendix B.

### 15.1 Assess the Condition of Asset

The Responsible Parties will assess the Condition of the Assets identified for Disposal.

Most Assets are expected to be in good Condition; either the asset is working properly or contains useable parts. Property staff must sell or attempt to **sell** all Assets in good or useable Condition.

If Assets are completely unusable or the cost to sell the asset is greater than the cost to abandon or discard the asset, then the Responsible Party will identify and explain the Condition of the asset before making a request to the IMS to abandon or recycle. Photos of the damaged, poor-Conditioned or poorly-maintained Assets should be attached to the Assets records in *Sunflower*. Once approved by the IMS, follow the instructions below, in Section 15.3.1 Abandon or Recycle.

## 15.2 Sale/Auction

(a) Peace Corps property will be sold at auction, so any reference to sale in the PPMH refers to sale by auction. There are three types of auction:

- (1) **Embassy Auction.** Property that is sold via coordination with the U.S. Embassy.
- (2) **Third Party Auction.** Property that is sold through private auctioneer.
- (3) **Peace Corps Auction.** Property that is sold through a Peace Corps held auction.

(b) Peace Corps held auctions are subject to restrictions and should expect to be audited by the OIG. Restrictions may include, but are not limited to:

- (1) The auction must be open to the public.
- (2) Peace Corps staff and their family members are not be eligible for participation in the auction.
- (3) There must be a public notification period (usually 30 days, but contact IMS for details that may be dependent on items, value, and other auction-specific information).

Contact the IMS for a complete list of restrictions at least 2-3 months before the expected date of an auction conducted by Peace Corps.

(c) To sell Peace Corps Assets that have Asset Records in *Sunflower* and which have been identified for Disposal:

- (1) The Responsible Party must:
  - (i) Identify and explain the Condition of the property in *Sunflower*.
  - (ii) Make all local plans and schedules related to the sale.
  - (iii) Submit a request for the sale in *Sunflower*. The request for the sale must be submitted as soon as possible, but **not less than 10 business days in advance of the sale**. Complicated requests may take longer to review and posts and Offices are encouraged to submit requests early to avoid delays in the sale.
- (2) The IMS reviews the request. If approved, the post or Office can continue with the sale. Alternatively, if there are special concerns about the property, the IMS will ask questions or provide further instructions.

(3) After the request is approved, the Responsible Party will:

- (i) Prepare the SF 126 (Report of Personal Property for Sale<sup>1</sup>) and include asset tag numbers and description details of each item to be auctioned.
  - (A) Download the SF 126 through *Sunflower*.
  - (B) The SF 126 is your chain of custody form. It must be used to transfer custody of the Assets to the auctioneer for the purpose of selling them.
  - (C) As a best practice, include serial numbers in the item description. (*Box 16c on the SF 126.*)
  - (D) If new items are added after the SF 126 is signed, it is best practice to create a completely new SF 126 and have it signed again. This permits property to be sold in batches and helps reduce the problem of one or two Assets leftover after the auction has ended.
  - (E) Adding handwritten items at the beginning of the process is not recommended. The chain of custody should be clear and sale items added after the signature may trigger an audit.
  - (F) If any of the property in this sale is non-accountable AND NOT in *Sunflower*, manually complete an SF 126A (Report of Personal Property for Sale - Continuation Sheet) and attach it to the SF 126. Multiple SF 126A forms can be used if necessary. Include the “Report Number” from the *Sunflower* generated SF 126 (*Box 2*) onto the manually created SF 126A Continuation Sheet.
- (ii) Have the DMO at post (or AO if at an RRO) review and sign the SF 126 BEFORE the Assets leave Peace Corps, confirming that the “Property is Available for Sale.” (*Box 15 on the SF 126.*)
- (iii) Prepare Assets by sanitizing IT devices to remove PII and other data and remove hazards (such as fuel or dangerous Components). (Keep the asset tag on the item, until the handover to the auctioneer.)
- (iv) Bring the Assets to the auctioneer or their representative.
- (v) Check each item with the auctioneer or their representative, and **remove all asset tags when transferring custody of the item.**

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<sup>1</sup> Note that the SF [126](#) (Report of Personal Property for Sale) and [122](#) are maintained by the [General Services Administration](#), the agency that oversees U.S. Federal property guidelines. Any references to GSA on these forms refer to “General Services Administration” and not “General Services Assistant” at post. The IMS will send the link to an automatically completed form in *Sunflower* after they review the request.



- (A) The auctioneer or their representative must sign the SF 126 to acknowledge “Receipt of Property” at the sales location. (*Box 17 on the SF 126.*)
- (B) Keep a copy of the signed SF 126.
- (C) The auctioneer will sell, or attempt to sell, the property at auction.
- (vi) If the Assets sell, receive a “Sales Receipt” from the auctioneer, detailing the sales information, selling prices, auctioneer fee, and attach to the SF 126. (The Sales Receipt signed by the auction house acts as the “receipt of reports” that is referenced in the SF 126.)
  - (A) A best practice can be to circle items on the SF 126 that did not sell and include notes about the sale, if applicable. Sign with initials and date these notes.
- (vii) Upload the completed SF 126 and the Sales Receipt into *Sunflower* and complete the sale.
- (4) Once the sale is completed, the asset(s) are removed from Inventory.
- (5) Requirements on the proceeds of sales are found in the Overseas Financial Management Handbook (OFMH), section 43 Proceeds of Sales.

### 15.3 What If Assets Do Not Sell



If the Responsible Party attempted to sell the Assets, yet no one purchased the items, the DMO (posts), AO (RRO), or IMS/PAL (PCHQ) will determine the best course of action given the circumstances, resources, and related costs specific to the Assets as well as the country or Office.

The DMO, AO or IMS/PAL may choose any of the following options:

- (a) **Try to Sell the Assets Again.** Nothing further is needed, if choosing to sell again. The sale was already approved and the local responsible party can be directed to schedule and prepare for another auction or sale. When the sale is complete, complete the Sale in *Sunflower*.
- (b) **Abandon or Recycle the Assets.** When the property is determined to have no commercial value or the estimated cost of care and handling would exceed the estimated proceeds from its sale.
- (c) **External Transfer** of the Assets to another U.S. Government agency.
- (d) **Donate** the Assets.

### 15.3.1 Abandon or Recycle (including Trade-In)

If Assets are completely unusable or the cost to sell, resell, or otherwise transfer ownership of an asset exceeds the proceeds from its sale, the Responsible Party may abandon or recycle the Assets. Abandoning Assets may mean to leave in place, such as an air conditioner that has been installed in a wall and may be too costly to remove. Abandoning can also refer to discarding or throwing Assets in the trash. Recycling Assets means to Cannibalize, use for parts, melt down, or trade-in the original asset.

Abandonment actions must comply with the laws of the country in which the property is located.

To abandon or recycle (or trade-in) Peace Corps Assets:

- (a) The Responsible Party submits a request to Abandon or Recycle in *Sunflower*.
- (b) The IMS reviews the request and approves it. Alternatively, if there are special concerns about the property, the IMS will ask questions or provide further instructions.
- (c) After approval is granted, the Responsible Party will:
  - (1) Prepare Assets by removing all markings, sanitizing IT devices to remove PII and other data, and remove hazards (such as fuel or dangerous Components), and ensure that all warranties and service agreements are expired or canceled.
  - (2) Abandon or recycle the Assets.

When the request is approved, the asset is removed from Inventory.

### 15.3.2 External Transfer to another U.S. Government Agency

Property officials may choose to give the Assets to another U.S. Government agency, including, but not limited to, USAID, the Department of State, or the Department of Agriculture. This method of Disposal is called an **External Lateral Transfer**, or simply an **External Transfer**.

An External Transfer must follow these steps:

- (a) The Responsible Party:
  - (1) Identifies and explains the Condition of the property in *Sunflower*.
  - (2) Submits a request for the External Transfer.
  - (3) Makes all local plans and schedules related to the Transfer.
- (b) The IMS reviews the request and approves it. Alternatively, if there are special concerns about the property, the IMS will ask questions or provide further instructions, or deny the request.

(c) After approval is granted, the Responsible Party will:

- (1) Prepare the SF 122 (Transfer Order of Excess Personal Property).
- (2) Prepare Assets by removing all markings, sanitizing IT devices to remove PII and other data, remove hazards (such as fuel or dangerous Components) and ensure that all warranties and service agreements are expired or canceled.
- (3) Transfer the property to the identified U.S. Government agency.
- (4) Have the Receiving U.S. Government agency sign the SF 122 (Transfer Order of Excess Personal Property) accepting ownership of the asset(s). (The SF122 is available in *Sunflower*.)
- (5) Attach the signed SF 122 and submit a Complete Transfer request in *Sunflower*.

Once the transfer is completed in *Sunflower*, the asset is removed from Inventory.

### 15.3.3 Donations

Property officials may choose to donate Assets to a school or local organization. This method of Disposal is called a **Donation**.

(a) Donation guidance includes:

- (1) [40 US Code, Section 704](#) which describes when donations may be considered.
- (2) [Executive Order 12999](#) (for Domestic donations only): Transfer educationally useful technology equipment to schools and nonprofit organizations: *“to ensure that American children have the skills they need to succeed in the information-intensive 21st century, the Federal Government is committed to ... making modern computer technology an integral part of every classroom,”* Educational Technology: Ensuring Opportunity For All Children In The Next Century, April 17, 1996.
- (3) Section 9.0 Disposal of Medical Supplies and Equipment within [MS 734 Medical Supplies and Equipment](#) regarding donation information of medical supplies.
- (4) Federal Management Regulation, Part 102-37, Donation of Surplus Personal Property.

(b) A Donation must follow these steps:

- (1) The Responsible Party:
  - (i) Identifies and explains the Condition of the property in *Sunflower*.
  - (ii) Submits a request for the Donation.

- (iii) Makes all local plans and schedules related to the Donation.
- (2) The IMS reviews the request and approves it. Alternatively, if there are special concerns about the property, the IMS will ask questions or provide further instructions, or deny the request.
- (3) After approval is granted, the Responsible Party will:
  - (i) Prepare the SF 122 (Transfer Order of Excess Personal Property).
  - (ii) Prepare Assets by removing all markings, sanitizing IT devices to remove PII and other data, remove hazards (such as fuel or dangerous Components) and ensure that all warranties and service agreements are expired or canceled.
  - (iii) Transfer the property to the identified donation recipient.
  - (iv) Sign, by Donation recipient, the SF 122 (Transfer Order of Excess Personal Property), accepting ownership of the asset(s). The SF 122 is available in *Sunflower*.
  - (v) Attach the signed SF 122 and submit a Complete Donation request in *Sunflower*.

Once the donation is completed in *Sunflower*, the asset is removed from Inventory.

## 15.4 Non-Accountable Assets at Post



- (a) If Assets are non-accountable, see section 6.1, **AND NOT** in *Sunflower*:
  - (1) The [SF 126](#) (Report of Personal Property for Sale) for Sales and [SF 122](#) (Transfer Order of Excess Personal Property) for External Transfers or Donations are still required and must be completed manually outside of *Sunflower*. Keep the completed SF 126 and SF 122 at post in accordance with Records retention guidelines in [MS 892 Records Management](#).
  - (2) The IMS does not review the request and PCHQ approval is not required.
  - (3) These may be items that are locally tracked outside of *Sunflower* or not tracked at all.
  - (4) Assets with PII or other items on [Appendix A](#) are Accountable Assets, must be in *Sunflower*, and cannot avoid PCHQ approval. If Accountable Assets are found, they must be added to *Sunflower* and use the process for Disposal of Accountable Assets.
- (b) For **Sales** of non-Accountable Assets that are NOT in *Sunflower*, the Responsible Party(s) must:

- (1) Make all local plans and schedules related to the sale.
- (2) Manually prepare the [SF 126](#) (Report of Personal Property for Sale) and include description details of each item to be auctioned.
  - (i) The SF 126 is your chain of custody form. It must be used to transfer custody of the Assets to the auctioneer for the purpose of selling them.
  - (ii) The chain of custody should be clear and sale items added after the signature may trigger an audit.
  - (iii) Proper Fiscal Coding must be documented on the SF 126 in Box 13. One of the following Fiscal Codes should be used:

General Property	11 F38452000 44
IT Equipment	11 F38453000 44
PEPFAR Funded - General Property	11 F38452001 44
PEPFAR Funded - IT Equipment	11 F38453001 44

- (3) Have the DMO at post review and sign the SF 126 BEFORE the Assets leave Peace Corps, confirming that the “Property is Available for Sale.” (*Box 15 on the SF 126.*)
  - (4) Bring the Assets to the auctioneer or their representative and check each item.
    - (i) The auctioneer or their representative must sign the SF 126 to acknowledge “Receipt of Property” at the sales location. (*Box 17 on the SF 126.*)
    - (ii) Ensure all Peace Corps markings are removed.
    - (iii) Keep a copy of the signed SF 126.
    - (iv) The auctioneer will sell, or attempt to sell, the property at auction.
  - (5) If the Assets sell, receive a “Sales Receipt” from the auctioneer, detailing the sales information, selling prices, auctioneer fee, and attach to the SF 126. (The Sales Receipt signed by the auction house acts as the “receipt of reports” that is referenced in the SF 126.)
  - (6) Sign the SF 126 (*in Box 18*) confirming receipt of auctioneer’s sales receipt.
  - (7) Keep the SF 126 at post in accordance with Records retention guidelines in [MS 892 Records Management](#).
- (c) For **External Transfers or Donations** of non-Accountable Assets that are NOT in *Sunflower*, the Responsible Party must:
- (i) Make all local plans and schedules related to the Transfer or Donation.

- (ii) Manually prepare the [SF 122](#) (Transfer of Excess Personal Property).
- (iii) Transfer the property to the identified U.S. Government agency or identified donation recipient.
- (iv) Have the Receiving U.S. Government agency or donation recipient sign the SF 122 (Transfer of Excess Personal Property) (*in Box 9*) accepting ownership of the asset(s).
- (v) Sign the SF 122 (*in Box 14*) confirming transfer.
- (vi) Keep the SF 122 at post in accordance with Records retention guidelines in [MS 892 Records Management](#).

## 16.0 Property Management Health Metrics and Reporting

Reports help provide oversight on the status of Assets. The Product Manager provides oversight to the process of creating metrics and reports as directed by the Office of Management, OCFO, OCIO or others in need of property reporting. Inventory staff at post may compile their own reports whenever needed.

### 16.1 Health Monitoring

- (a) The PCHQ program management and support team will be monitoring various metrics to assess the health of property management across the Peace Corps. These metrics will provide feedback to the Regions in the Office of Global Operations and Office of Volunteer Recruitment & Selection. Some metrics *may* include:

Metrics to Monitor Health of Property Management		
#	Metric	Value/Monitoring
A	Amount of time from obligation to BOM	Expected $\leq$ 1 week Unacceptable $>$ 2 weeks
B	Payments to vendor made in advance of receipt of Assets recorded in <i>Sunflower</i> (except advance payments via Purchase Card or advance check)	Expected = 0 (zero) business days
C	Time from obligation to recorded asset	Expected = 30-75 calendar days Unacceptable $>$ 5 business days from receipt of asset
D	Assigned users and loans to staff who have left the agency	Expected = 0 Assets assigned to staff who have left the agency Unacceptable $>$ 0 Assets
E	Percentage of Sale events that occurred prior to an PCHQ-approved Request for Sale	Expected = 0 Unacceptable $>$ 0
F	Amount of time from auction date or donation date (entered on the Request for Sale/Donation) to the approval of Complete Sale/Donation Request	Expected = 1 week Unacceptable $>$ 3 weeks

- (b) Additionally, PCHQ management may assess the quality of support. Some metrics may include:

Metrics to Monitor Support		
#	Metric	Value/Monitoring
A	Time for initial response to a property management service/system support ticket	Expected = 1 business day Unacceptable = 3 business days
B	Median average time to respond to and close a property management service/system support ticket	Expected ≤ 6 business days Unacceptable > 10 business days
C	Time from Request for Sale, Donation, or Transfer (all Final Event requests) to the response to the request from Inventory Support Staff	Expected ≤ 5 business days Unacceptable > 10 business days

## 16.2 Reports

The following table lists the types of common reports, the information provided, the position responsible for creating the report, the beneficiaries or recipients of the report, the purpose or benefits of the report and its frequency. The Product Manager is responsible for ensuring the standardization of reports so that any Inventory or finance staff can run the report.

#	Report	Run by	Recipients	Benefit	Frequency
A	<b>Inventory Status:</b> Annual Inventory progress per Region or RRO. This report identifies Assets that have not been sighted during the annual Inventory.	GSM (post), AA (RRO) ----- IMS, PAL (across agency)	DMO (post), AO (RRO) ----- Responsible parties of Assets that have not been located.	Indicator of annual Inventory progress provides DMOs and property staff with status. Identifies missing or unsighted Assets.	Varies based on point in Inventory: possibly daily, weekly, or monthly
B	<b>Inventory Completed Review Status:</b> Inventory per post or RRO. This report identifies all sighted Assets and method of Inventory.	DMO (post), AO (RRO)	DMO (post), AO (RRO)	Confirm proper and complete Inventory. (i.e., Online Declarative has acceptable supporting documentation and Location Changes are verified.)	Once annually, at end of Inventory.
C	<b>Variance Report:</b> All property that has been purchased and processed through BOM, but is incomplete or inaccurate. This report looks at quantity, type, and cost of Assets.	DMO (post), AO (RRO) ----- IMS, PAL (across agency)	DMO or FA (post), AO (RRO) ----- M/AS/FMD and/or OCIO CAO	Confirm property is processed correctly. ----- Variances are documented, researched as necessary, and approved.	Monthly

#	Report	Run by	Recipients	Benefit	Frequency
<b>D</b>	<b>Purchase Status:</b> Reviews status of purchases.	GSM (post), AA (RRO) ----- FA (post), AO (RRO) ----- DMO (post) CAO (RRO)	GSM (post), AA (RRO) ----- FA (post), AO (RRO) ----- DMO (post) CAO (RRO)	Ensures purchases are processed timely.	When Assets received ----- When invoice received ----- Monthly
<b>E</b>	<b>In Transit:</b> Items moving or shipped between agency locations, and length of time in transit.	IMS, PAL	<ul style="list-style-type: none"> <li>•Receiving location (e.g., DMO)</li> <li>•Sending location (e.g., PCHQ or other post)</li> <li>•If Assets not received in 60 days, escalate to M/AS/FMD</li> </ul>	Identifies Assets that are pending receipt. Ensures that transferred Assets are reported when received.	Monthly
<b>F</b>	<b>Assigned User:</b> Indicates users assigned to Assets. If GSM/ITS or Service Desk is assigned user, it may indicate an update is needed.	GSM/ITS (post), AA (RRO), Service Desk (PCHQ)	DMO (post), AO (RRO), Service Desk (PCHQ)	Affirms correct asset assignments, equipment returned from loans, and assigned property returned when departure.	When staff leaves
<b>G</b>	<b>Lost, Stolen, Damaged, Destroyed:</b> List of items reported as lost, stolen, damaged, or destroyed, and removed from Inventory.	IMS	OIG M/AS OCIO CAO	Notifies IG (and others as needed) of Assets that have gone missing, or are lost, damaged, stolen or destroyed.	Monthly
<b>H</b>	<b>Recovered Assets:</b> Identifies Assets that were removed from Inventory but later found.	IMS	OIG M/AS OCIO CAO	Notifies IG (and others as needed) when items previously reported as missing were found.	As needed
<b>I</b>	<b>Mobile Device Management (such as AirWatch):</b> Automatic detection via network discovery of wireless Assets' serial#, asset#, etc.	PAL	OCIO/CAO	Accounting of wireless Assets for Inventory. Verifies correct asset#. Indicator of adherence to wireless policy.	Monthly
<b>J</b>	<b>System Center:</b> Automatic detection via network discovery of wired Assets' serial#, asset#, etc.	PAL	OCIO/CAO	Accounting of wired Assets for Inventory. Verifies correct asset#. Indicator of adherence to IT policy.	Monthly



#	Report	Run by	Recipients	Benefit	Frequency
<b>D</b>	<b>Contract/Purchase:</b> Review Assets associated with a large purchase or contract.	FA / ITS (post), AO (RRO) ----- PAL (large purchases)	FA/DMO (post), AO (RRO) ----- OCIO CAO	Determine status of specific contracts and purchasing actions.	Ad hoc (when purchases made)
<b>K</b>	<b>Custom requests:</b> Determine number of a specific type of asset (i.e., tablets, phones).	Product Manager or PAL	OCIO engineers, M/AS	As requested by report recipient.	Ad hoc
<b>L</b>	<b>Interface:</b> Review and confirm data interface between systems is operating properly, particularly scanners, Odyssey, and others.	Product Manager or Vendor	Escalate to End User or IMS/PAL if pattern	Ensures data passes correctly between systems. Early notification of scanner failures. Indicator of adherence to policy.	Daily
<b>M</b>	<b>Pending Disposal:</b> Identifies Assets in status AFTER request for disposition is approved and BEFORE the Completed Disposal request is approved.	IMS	M/AS/FMD	Confirm that property is properly disposed.	Quarterly
<b>N</b>	<b>Completed Disposals:</b> Identifies Assets that have completed a sale/donation/transfer.	IMS	General Services Administration	Required reporting.	Per GSA requirement

## 17.0 Training and Resources

Inventory staff at posts and RROs have access to training and resource material. M/AS/FMD creates training material with help from the OCIO and OCFO staff.

- (a) M/AS/FMD will maintain on-demand training materials such as presentation slides, videos, or course material.
- (b) M/AS/FMD staff will train new post Inventory staff (including, but not limited to, GSM, GSA, ITS, DMO, FA) and new RRO Inventory staff (including but not limited to AOs) in using *Sunflower*.
- (c) The Product Manager will maintain a *Sunflower Users Guide*.

All Inventory staff are expected to become familiar with these procedures. To request assistance in following any of the Inventory procedures described here, open a [Sunflower Ticket](#).

## 18.0 Definitions

- (a) **Accountability** means the ability to account for personal property by providing a complete audit trail for property transactions from receipt to final disposition (reference the Federal Management Regulation, Section 102-35.20).
- (b) **Accountable Assets** have an initial cost over \$2,500 OR are listed on [Appendix A](#). These are the ONLY Assets that post must report to PCHQ and which may be subject to the annual Inventory campaign. Accountable Assets are non-expendable Assets that have a Useful Life expectancy of over one year and an initial Acquisition Cost of \$2,500 or more or, regardless of price, Recurring Cost Assets, PII items, capital leased equipment, or Pilferable Assets. All Accountable Assets are considered “*Required-to-be-Inventoried*” in the Peace Corps asset management system of record.
- (c) **Acquisition Cost** means all costs to the U.S. Government for putting the property into use when the property is originally acquired. It includes the amount paid to vendors plus any transportation charges, installation/assembly, handling charges and storage costs, labor and other direct or indirect production costs (for goods produced or constructed), and outside services for designs, plans, or specifications, billed from sources other than the vendor. It does not include training costs or warranty costs. When the Acquisition Cost of an item is unavailable, the fair-market value of the item is considered the Acquisition Cost.
- (d) **Asset Management** refers to the people, procedures, and systems in place to manage Peace Corps assets throughout the entire asset’s lifecycle.
- (e) **Assets** are items or property owned by the Peace Corps.
- (f) **Asset Record** means a record with all information about a particular item (such as the item’s description, location, assigned user, value, manufacturer, model, etc.) owned by Peace Corps.
- (g) **Cannibalize** means to remove parts from Government property for use or for installation on other Government property.
- (h) **Condition** means the physical state of an asset, its ability to perform as planned, and its continued usefulness, based on an evaluation from a technician or subject matter expert.
- (i) **Component** means an item that ordinarily loses its identity or becomes a part of another article when put into use. Examples include a starter or an alternator would be a Component of a Generator. The starter or alternator cannot function without the Generator and does not need to be entered into the Asset Management Software system of record (*Sunflower*) as a Personal Property Asset.
- (j) **Disposal** means any authorized method of permanently giving away or giving up the control of and responsibility for property.
- (k) **Domestic** refers to PCHQ or RROs.

- (l) **Excess Property** means personal property declared by Peace Corps Management as no longer needed by the Peace Corps to carry out the functions of official duties or programs at its current location.
- (m) **External Lateral Transfer** or **External Transfer** means the process of transferring property from the Peace Corps care, custody, and control to any other Government Agency outside of the Peace Corps organization.
- (n) **Internal Transfer** means property that is owned by Peace Corps and shipped or transferred from one Peace Corps location to another Peace Corps location.
- (o) **Inventory** includes a formal listing of all accountable property items at Peace Corps, along with a formal process to verify the Condition, location, and quantity of such items. This term may also be used as a verb to indicate the actions leading to the development of a listing.
- (p) **Locally Tracked Assets** means Assets that are not required to be entered into the asset management system of record (*Sunflower*). Locally Tracked Assets may be entered into *Sunflower* as Locally Tracked or tracked outside of *Sunflower* via other methods as determined by the post or Office. Examples include the following: office supplies, dishes, folding chairs, and pictures.
- (q) **Online Declarative** is used when an asset cannot be seen by a member of the campaign team because it is remote. Another individual has visually verified the asset exists and sends an email with the asset tag numbers to a member of the campaign staff who can enter the Assets as part of the Inventory.
- (r) **Online Physical** is used when an asset cannot be scanned because it is inaccessible, but it can be seen by the member of the campaign staff who is trying to Inventory the item (such as installation on the roof).
- (s) **Personal Property Assets** are Assets or physical items owned by the Peace Corps and do not include land, buildings, software, or vehicles.
- (t) **Personal Property Management** ensures that Peace Corps Personal Property Assets are used and managed in accordance with all laws, regulations, and Peace Corps policy. Peace Corps must follow property management guidelines of the United States government to safeguard property.
- (u) **Personally Identifiable Information (PII) items** means any electronic asset authorized to contain PII, subject to Peace Corps manual sections regarding electronic Assets.
- (v) **Pilferable Asset** means an asset that is vulnerable to theft and easily converted to private use. These items are identified in [Appendix A](#).
- (w) The **Property Custodian** or their designee is responsible for the accuracy of the Accountable Asset Records in the system (*Sunflower*). The Custodian assigns Assets, makes note of asset status, and may report to a Property Officer. At Peace Corps, once

the Asset Records are initially entered into *Sunflower*, the Property Custodian is the GSM for non-IT Assets at posts, ITS for IT Assets at posts, AA at RROs, IMS for non-IT Assets at PCHQ, and the PAL for IT Assets at PCHQ.

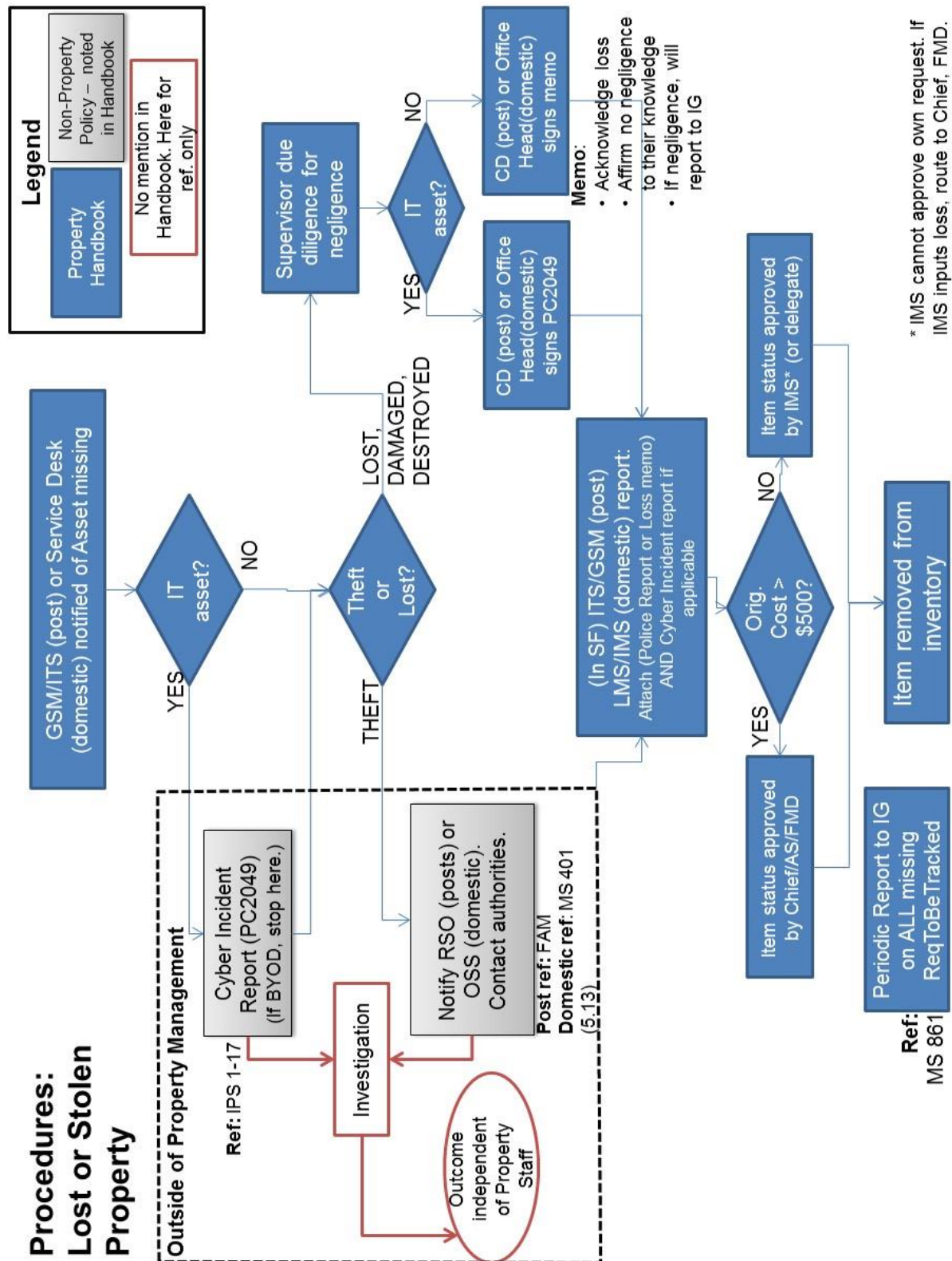
- (x) **Property Records** means the records created and maintained by the Peace Corps in support of its stewardship responsibilities for the management of Government property.
- (y) **Recurring Cost Assets** means Personal Property Assets with a support/cellular/data plan cost and include, but are not limited to, cell phones and tablets.
- (z) **Required-to-be-Inventoried** is synonymous with Accountable Assets. *Sunflower*, the system of record, refers to Accountable Assets as *Required-to-be-Inventoried*. (See section 18.0(b) for a definition of Accountable Assets.)
- (aa) **Shell Record** means a record created with all information about an item purchased before it is received. Once received, a Shell Record is turned into an official Property Record or Asset Record. Sometimes other documentation may refer to this as a Shell Asset.
- (bb) **Standard Form** (SF) refers to U.S. Federal Standard Forms that are produced by the General Services Administration (GSA).
- (cc) **Sunflower Support Ticket** refers to a trouble ticket requesting assistance or support in using the asset management system of record. Support requests are submitted via tickets through the [Self-Service Center portal](#). Alternatively, an email can be sent to [SunflowerHelp@peacecorps.gov](mailto:SunflowerHelp@peacecorps.gov) and the support team will open a ticket on behalf of the requestor.
- (dd) **Useful Life** is an estimate of how long an item or property asset can be expected to be usable.

## 19.0 Acronyms

- (a) AA – Administrative Assistant at RRO
- (b) AO – Administrative Officer at RRO
- (c) BOM – Bill of Materials
- (d) CAO – Chief Administrative Officer
- (e) DMO – Director of Management and Operations
- (f) FA - Financial Assistant at post
- (g) FAM – Foreign Affairs Manual
- (h) FISMA – Federal Information Security Management Act

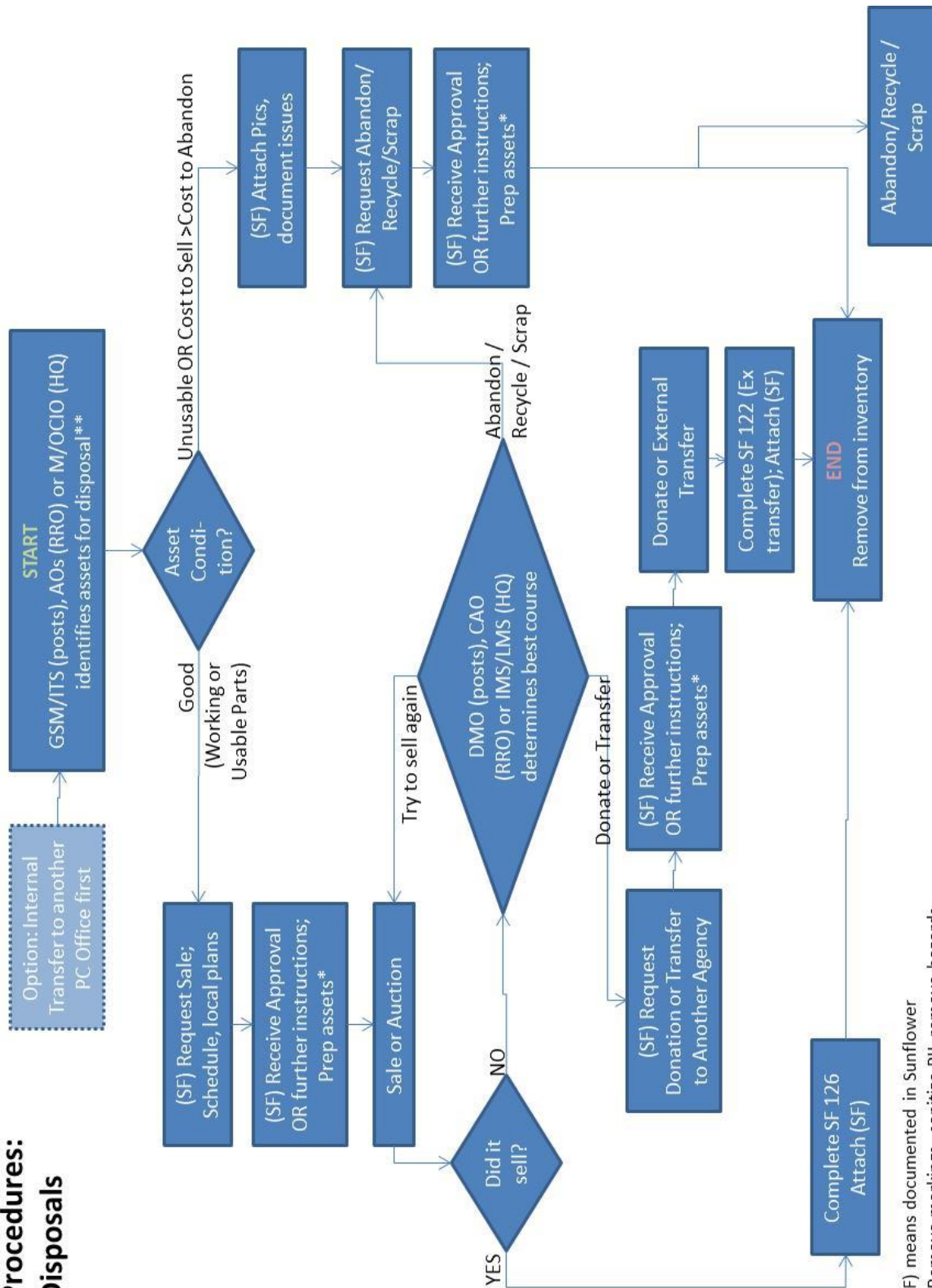
- (i) OGC – Office of the General Counsel
- (j) GSA – General Services Assistant at post. However, if found on the OMB Standard Forms 126 or 122, GSA stands for General Services Administration.
- (k) GSM – General Services Manager at post
- (l) IMS – Inventory Management Specialist
- (m) ITS – Information Technology Specialist
- (n) M/AS/FMD – Office of Management/Office of Administrative Services/Facilities Management Division
- (o) OCFO/AFR – Office of the Chief Financial Officer/Accounting and Financial Reporting
- (p) OCIO/AS – Office of Chief Information Officer/Office of Administrative Services
- (q) OIG – Office of Inspector General
- (r) OSS – Office of Safety and Security
- (s) PAL – OCIO/AS Procurement, Asset Management, and Logistics
- (t) PCHQ – Peace Corps Headquarters
- (u) PII – Personally Identifiable Information
- (v) PO – Purchase Order
- (w) PPMH – Personal Property Management Handbook
- (x) RRO – Regional Recruitment Office
- (y) RSO – Regional Security Officer (at post)

## Appendix B: Process Workflows





## Procedures: Disposals



(SF) means documented in Sunflower

\* Remove markings, sanitize PII, remove hazards

\*\* For any item in SF, including locally tracked.