ADS Chapter 518

Personal Property Management (Domestic)

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ADS 518 – Personal Property Management (Domestic)

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ADS 518 – Personal Property Management (Domestic)

518.1 OVERVIEW

Effective Date: 01/01/2006

This chapter prescribes USAID policy directives and required procedures for the acquisition, accountability, issuance, control, storage, use, management, and disposal of all government-owned and leased personal property (expendable and nonexpendable) in USAID/Washington. (See **14 FAM 410, Personal Property Management for Posts Abroad**; **534, Personal Property Management Overseas**; and **ADS 535, Real Property Management Overseas**, for information on managing property overseas.)

Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures, which are normally referred to as real property. Please refer to **http://inside.usaid.gov/M/AS/FMD/** for more information. **[Please note that this is a USAID intranet page and is only available to those who have access to the USAID intranet.]**

For USAID policy regarding other aspects of property management, please see the following:

- **534, Personal Property Management Overseas**
- **535, Real Property Management Overseas**
- **547, Property Management of Information Technology (IT) Resources**

518.2 PRIMARY RESPONSIBILITIES

Effective Date: 01/01/2006

a. The Director, the Bureau for Management, Office of Administrative Services, Office of the Director (M/AS/OD) is responsible for tracking and oversight of property management, both domestic and overseas.

b. The Bureau for Management, Office of Administrative Services, Facilities Management Division (M/AS/FMD), Chief, M/AS/FMD is responsible for property management policies, guidelines, and programs applicable to property held in USAID/W. Requests for graphics, copiers, and printing equipment must be submitted to M/AS/FMD. Please refer to **http://inside.usaid.gov/M/AS/FMD/** for more information. **[Please note that this is a USAID intranet page and is only available to those who have access to the USAID intranet.]**

c. Cognizant Technical Officers (CTO) are responsible for tracking the accounts of contractor-held property (government-furnished property). The CTO determines if property can be disposed of.

d. In the **Office of Acquisition and Assistance (OAA), The Property Management Officer (PMO)** is responsible for establishing internal policies and procedures for the management and control of assigned personal property:

e. **The Accountable Property Officer (APO)** is responsible for accountability, control, record keeping, inventory, and reporting on all personal property in the Accountable Property Officer's area. The Accountable Property Officer is responsible for all property, except Security property and Housing Investment Guaranty (HIG-funded) property.

f. **USAID/W Property Custodians** are **Administrative Management Staff / Executive Management Team (AMS/EMT) Officers**. They are responsible for exercising reasonable surveillance and control over assigned property.

g. **USAID Employees** are responsible for the appropriate care and efficient use of government property, in accordance with the policies described in this chapter and in **41 CFR 101**.

h. **The Office of the Chief Information Officer (CIO); the Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of U.S. Foreign Disaster Assistance (DCHA/OFDA); the Office of the Inspector General (OIG); the Bureau for Management, Office of Acquisition and Assistance (M/OAA); and the Office of Security (SEC)** all follow their own internal standard operating policies and procedures for managing their property. Please refer to the following ADS chapters for more information:

- DCHA/OFDA chapter: **ADS 251**
- OIG chapters: **ADS 590-595**
- M/OAA chapters: **ADS 300-350**
- SEC chapters: **ADS 552**, **561**, **562**, **564**, **565**, **566**, **567**, **and**, **568**

i. **The Bureau for Management, Information Resources Management, Telecommunications and Systems Infrastructure (M/IRM/TSI)** is responsible for equipment request. Computer, facsimile, telephone, and other communications equipment requests must be submitted to M/IRM/TSI.

j. **The Office of Security** is responsible for ensuring the safety and security of personal property.

k. **The Bureau for Management, Office of Administrative Services, Information Records Division (M/AS/IRD)** is responsible for requests for records furniture. Requests for filing cabinets, safes, and special filing equipment must be submitted to M/AS/IRD.

l. **The Bureau for Management, Office of the Chief Financial Officer, Washington Financial Services** or **Central Accounting and Reporting (M/CFO/WFS**

or CAR) is responsible for computing all depreciation costs associated with capitalized property annually.

518.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 01/01/2006

518.3.1 Personal Property Management System

Effective Date: 01/01/2006

The Bureau for Management, Office of Administrative Services, Facilities Management Division (M/AS/FMD) oversees the acquisition, accountability, issuance, control, use, storage, inventory management, and disposal of personal property (expendable and nonexpendable) in USAID/W.

M/AS/FMD accomplishes the following:

a. Ensures the economical and timely acquisition of property required by the Agency;

b. Maintains issuance, inventory control, maintenance, and accountability records, as required;

c. Safeguards against waste, fraud, loss, and misuse of personal property; and

d. Provides the Bureau for Management, Office of Financial Management (M/FM) with cost and inventory control data needed for the proper recording of capitalized personal property.

518.3.2 Requesting Personal Property

Effective Date: 04/12/2002

Requests for personal property must include a justification and be approved by the Administrative Management Staff (AMS)/Executive Management Team (EMT), a senior official, or an employee designated by the head of a Bureau/Office. (See **ADS 331, Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card**) Contractors need to go through their CTO.

Requestors send requests for acquiring personal property and office equipment to M/AS/FMD. Requests must be sent either via e-mail or by completing a **Form AID 5-7, Supplies/Equipment/Services Requisition [Note: This document is only available on the USAID intranet. Please contact ads@usaid.gov if you need a copy.].** The e-mail or form must be approved by AMS/EMT and transmitted by AMS/EMT through the appropriate approval official.

518.3.2.1 Requesting Expendable Property

Effective Date: 01/01/2006

USAID/W organizations must use the General Services Administration (GSA) SmartPay Purchase Card (Visa) to obtain expendable property. Please visit GSA at **http://www.gsa.gov**. Individuals requiring expendable property must prepare an **AID Form 530-3, Credit Card Purchases Transactions [Note: This document is only available on the USAID intranet. Please contact ads@usaid.gov if you need a copy.]** and have it signed by the cardholder and approving official. The cardholder must acquire expendable property in accordance with purchase card procedures (See **ADS 331, Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card** and the reference **USAID Worldwide Purchase Card Program Manual**.) The Agency Program Coordinator (APC) for the Purchase Card Program provides assistance to organizations on the use of the purchase card. Contact the APC in the Bureau for Management, Office of Acquisition and Assistance, Division of Cost, Audit and Support (M/OAA/CAS) at 202-712-0117.

518.3.2.2 Requesting Nonexpendable Property

Effective Date: 01/01/2006

Requests for acquiring furniture, equipment (excluding IT equipment, filing cabinets, and special equipment), and related services must be submitted to M/AS/FMD through the approving official. The approving official is the AMS officer, among other management officials. (See **ADS 519.3.1**)

Requests for acquiring special equipment must include justifications, describing the type of work to be done, frequency of need, and other pertinent information to assist in the decision to purchase. Examples of special equipment requirements and the approval offices follow:

a. Requests for filing cabinets, safes, and special filing equipment must be submitted to M/AS/IRD. If approved, within five days M/AS/IRD will forward the request to M/AS/FMD for fulfillment. If disapproved by M/AS/FMD, M/AS/IRD will notify the requesting office.

b. Computer, facsimile, telephone, and other communications equipment requests must be submitted to the Bureau for Management, Information Resources Management Office, Telecommunications and Systems Infrastructure (M/IRM/TSI), in accordance with the policies and procedures outlined in **ADS 546, 547, 548**, and **549** and **ADS 552**.

c. Requests for graphics, copiers, and printing equipment must be submitted to M/AS/FMD. (See **ADS 512, Agency Printing and Graphics Services**).

518.3.3 Acquisition, Recording, and Property Value

Effective Date: 01/01/2006

M/AS/FMD must oversee the acquisition, receiving, recording, issuance, and inventory tracking of all personal property acquired by USAID from any source. M/AS/FMD maintains control of personal property record keeping, purchase orders, transfer documents (such as **SF 120, Report of Excess Personal Property**), and other pertinent information.

518.3.4 Controlling Personal Property

Effective Date: 01/01/2006

All nonexpendable personal property is subject to inventory and financial controls that are managed by M/AS/FMD. USAID employees are financially liable for property if stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful actions on the part of the employee.

The Chief, M/AS/FMD must establish mechanisms to control the acquisition, storage, and issuance of expendable property. M/AS/FMD must carry out the following control mechanisms:

a. Maintain a receipt and disbursement log for each type of expendable property;

b. Ensure that property issued to staff and contractors is properly accounted for;

c. Review requests for the acquisition of new expendable property and establish procedures for ordering, storing, and issuing all property;

d. Ensure that the APO keeps the inventory database current; and

e. Establish procedures for the accountability of property by each organization's Property Custodian.

518.3.4.1 Transfer and Loan of Property

Effective Date: 01/01/2006

M/AS/FMD must authorize:

a. The transfer of property, other than computer, facsimile, phone, or communications equipment, from one USAID organization to another and from USAID to another U.S. Government agency;

b. The transfer of property from USAID to authorized contractors;

c. The loan of property to other U.S. Government agencies.

The AMS/EMT Officer, or M/IRM/TSI in the case of computer, fax, phone, or communications equipment, may authorize the loan of property to an individual for the performance of official USAID business. This loan must be temporary and not exceed 30 days. The AMS/EMT Officer must maintain a separate file of such loans.

518.3.4.2 Missing, Lost, or Damaged Property

Effective Date: 01/01/2006

The AMS/EMT officials or senior designated official must notify the Chief, M/AS/FMD in writing immediately upon discovering any missing, lost, or damaged property. The report must state the items that are missing, lost, or damaged, the value of the items, and the facts surrounding the loss or damage. Please use **AID 534, Personal Property Disposal Authorization and Report. [Note: This document is only available on the USAID intranet. Please contact ads@usaid.gov if you need a copy.]**

The Chief, M/AS/FMD, or M/IRM/TSI in the case of computer, facsimile , phone, or communications equipment, must take the following actions, as applicable:

a. For missing, lost, or damaged property valued at $50 or less, no further action is required. The report must be filed by AMS/EMT with the official property records.

b. For missing, lost, or damaged property valued at more than $50 but less than $500, the Accountable Property Officer within the organization and the Chief, M/AS/FMD must determine the action to be taken against the responsible party.

c. Missing, lost, or damaged property valued at more than $500 must be reported to the Office of Security (SEC) by M/AS/FMD.

d. The Chief, M/AS/FMD must review the Missing, Lost, or Damaged Property Report and submit a final report to the Director, M/AS with recommendations relative to the recovery of any losses or changes in procedures.

518.3.4.3 Minor Repairs

Effective Date: 01/01/2006

Minor repairs of typewriters and date/time stamps must be obtained by sending an e-mail or **Form AID 5-7 [Note: This document is only available on the USAID intranet. Please contact ads@usaid.gov if you need a copy.]** to M/AS/FMD with the following information: machine make, model and serial number, location of the machine, contact person, and description of the problem.

518.3.4.4 Disposal of Excess or Worn-Out Property

Effective Date: 01/01/2006

Worn-out or excess property must be disposed of within five business days. For contracts, the CTO provides the appropriate paperwork to M/AS/IRD. SEC provides appropriate disposition instructions for any worn or excess security equipment in **ADS 562.3.8**.

The Chief, M/AS/FMD or designee must review all USAID/W property on a weekly basis. If property is not being used or is underused, immediate action must be taken by M/AS/FMD for the transfer or redistribution of the property.

M/AS/FMD must report property in excess of Agency requirements to the U.S. Department of Agriculture, Combined Administrative Support Unit (CASU). The CASU provides final instructions to M/AS/FMD for the disposition of the property.

518.3.4.5 Inventory of Personal Property

Effective Date: 01/01/2006

The M/AS/FMD annual inventory is a reconciliation of the previous inventory against all acquisitions, transfers, disposal, and other property changes that have occurred throughout the year. In addition to previous inventory records, all purchase orders, receiving reports, transfer documents, and disposal documents are required to ensure that all changes have been entered into the computerized inventory database.

The following items must be inventoried:

a. Nonexpendable items that each have a value of $500 or more;

b. Items costing less than $500 that are highly pilferable (e.g., calculators, tape recorders, projectors); and

c. Items costing less than $500 that have been assigned a manufacturer's serial number (e.g., most electronic equipment).

Other types of property may be included in the inventory database at the discretion of the Accountable Property Officer or the Chief, M/AS/FMD.
As part of the inventory process, M/AS/FMD must accomplish the following:

- Verify the presence and condition of all property;
- Match verified property against the existing property inventory database; and
- Complete final inventories and necessary changes in the property management database.

M/AS/FMD must prepare, every two years, a written report to submit to the Director, M/AS that explains all overages, shortages, or any other significant changes in the inventory database.

Inventory must be completed at the following times:

a. Each Property Custodian must take an inventory at least every two years, counting each item to verify that all property is on hand and accounted for.

b. The contractor and Cognizant Technical Officer (CTO) must conduct a joint inventory of contractor-held government property at the completion of a contract. If the property is to be reassigned to another contractor, the inventory must be passed to the new contractor and the appropriate receipt obtained. If the property is to be disposed of, the CTO must provide the Chief, M/AS/FMD with a copy of the inventory, property location, and time-frame when the property can be delivered for disposal processing.

518.3.5 Acquisition of Nonexpendable Property

Effective Date: 04/12/2002

The Agency may acquire nonexpendable property in four ways:

a. Through the excess program;

b. By transfer from another agency;

c. By purchase; and

d. By leasing.

518.3.5.1 Acquisition of Nonexpendable Property from the Excess Program

Effective Date: 01/01/2006

Excess property must be the first choice of acquisition when requirements for nonexpendable property are identified. The excess property program provides lists of available property government-wide.
M/AS/FMD reviews all excess listings, inspects the property available, and makes the determination when it is appropriate to fill Agency needs through the excess program.

518.3.5.2 Acquisition of Nonexpendable Property by Transfer

Effective Date: 01/01/2006

M/AS/FMD reviews all excess listings, inspects the property available, and makes the determination when it is appropriate to fill USAID needs through the transfer process.

518.3.5.3 Purchase of Nonexpendable Property

Effective Date: 01/01/2006

Nonexpendable property may only be acquired by M/AS/FMD through direct purchase when properly justified items are unavailable from the excess program or by transfer.

518.3.5.4 Lease of Nonexpendable Property

Effective Date: 01/01/2006

Nonexpendable property may be acquired by M/AS/FMD by lease only when a cost benefit analysis completed by the project manager or CTO indicates that it is cost-efficient to do so. Examples of when leasing might be practical are for short-term, emergency requirements and when acquisition through excess or direct purchase is not feasible due to financial reasons.

518.3.6 Property Acquired by a Contractor

Effective Date: 04/12/2002

Property acquired by a contractor is governed by the terms of the contract, the **Federal Acquisition Regulation (FAR), Part 45**, and the **USAID Acquisition Regulation (AIDAR), Part 745**.

518.3.7 Personal Property Received as a Gift, Decoration, or Donation

Effective Date: 10/08/2008

USAID employees must follow proper procedures for accepting gifts and decorations from domestic sources and from foreign governments. These procedures are detailed on the USAID intranet at **http://inside.usaid.gov/A/GC/EA/gifts.html**. **[Please note that this is a USAID intranet page and is only available to those who have access to the USAID intranet.]**

a. Gifts From Domestic Sources

Employees must not accept anything having a value of more than $20 per occasion, not to exceed $50 during a calendar year, from a domestic individual, firm, or organization that does business with the Agency. The Standards of Conduct, which govern employee responsibilities and include reports about the acceptance of gifts, entertainment, and favors, can be found on the USAID intranet at **http://inside.usaid.gov/A/GC/EA/gifts.html**. **[Please note that this is a USAID intranet page and is only available to those who have access to the USAID intranet.]**

b. Gifts and Decorations from Foreign Governments

All USAID employees are required to notify M/AS/FMD, in accordance with Federal Property Management Regulations (FPMR), **41 CFR 101-49**, if they receive a gift or decoration (such as medals or awards) from a foreign government.

Employees may keep a gift from a foreign government if the gift is of minimal value. ("Minimal value" currently means that it has a retail value in the U.S. of $335 or less.)

Employees who accept a gift valued at more than the minimal value must transfer it to GSA through M/AS/FMD within 60 days of acceptance. With the approval of the

Director, M/AS, the employee may deposit it for official use at a designated location in USAID/W or at a specified Foreign Service post overseas. When transferring or depositing the gift, the employee must file a statement with the designated depository office (M/AS/FMD) that contains the information required by **22 CFR 3**.

When the gift is personal property, the Director, M/AS must determine whether the gift is to be retained by USAID for official use or transferred to GSA. (See **41 CFR 101-49**)

518.3.8 Valuing and Recording Property

Effective Date: 04/12/2002

The Agency's property must be valued and recorded as described in subsections 518.3.8.1 through 518.3.8.4.

518.3.8.1 Computation of Acquisition Cost

Effective Date: 04/12/2002

The acquisition cost of personal property must be recorded on property records in U.S. currency. When documentation is missing or incomplete, the Accountable Property Officer will determine the estimated property value. The personal property or equipment acquisition cost includes shipping costs paid by the vendor or the U.S. Government (even if shown separately on the invoice). Government discounts, GSA surcharges, and shipping costs of items acquired through the excess property program, and gifts or other transfers must be included in the computation of acquisition cost. Prompt payment discounts must not be included in computations of acquisition cost.

518.3.8.2 Depreciation Cost

Effective Date: 01/01/2006

M/CFO must compute all depreciation costs (characterized as two percent per year from date of purchase) associated with capitalized property annually. (See **ADS 629, Accounting for USAID Owned Property**)

M/AS/FMD must record only the acquisition cost in property inventory records and maintain that record until the property is disposed of.

518.3.8.3 Recording Value of Donated or Transferred Property

Effective Date: 04/12/2002

Donated or transferred property must be recorded by the APO in the USAID property management records system at fair market value at the time of transfer, plus transportation charges or other costs connected with placing the property in use.

518.3.8.4 Recording Value of Acquisition on a Trade-In Allowance

Effective Date: 04/12/2002

The cost of property acquired with a trade-in allowance must be recorded by the purchaser as the amount the purchase price would have been without a trade-in.

518.4 MANDATORY REFERENCES

Effective Date: 04/12/2002

518.4.1 External Mandatory References

Effective Date: 04/12/2002

a. 22 CFR Part 3, Chapter I, Gifts and Decorations from Foreign Governments

b. 41 CFR Part 101-43 through 49, Federal Property Management Regulations

c. 14 FAM 420, Domestic Personal Property Management

d. 14 FAM 410, Personal Property Management for Posts Abroad

e. Federal Acquisition Regulation (FAR) Part 45, Government Property

f. USAID Acquisition Regulation (AIDAR) Part 745

518.4.2 Internal Mandatory References

Effective Date: 04/12/2002

a. ADS 251, International Disaster Assistance

b. ADS 331, Small and Micro Procurement in USAID/W

c. ADS 512, Agency Printing and Graphics Services

d. ADS 519, Building Services

e. ADS 534, Personal Property Management Overseas

f. ADS 535, Real Property Management Overseas

g. ADS 562, Physical Security Programs (Overseas)

h. ADS 565, Physical Security Programs (Domestic)

i. ADS 629, Accounting for USAID Owned Property

518.4.3 Mandatory Forms

Effective Date: 01/01/2006

a. AID 5-7, Supplies/Equipment/Services Requisition

[Note: This document is only available on the USAID intranet. Please contact **ads@usaid.gov** if you need a copy.]

b. AID 530-3, Credit Card Purchases Transactions
[Note: This document is only available on the USAID intranet. Please contact **ads@usaid.gov** if you need a copy.]

c. AID 534, Personal Property Disposal Authorization and Report
[Note: This document is only available on the USAID intranet. Please contact **ads@usaid.gov** if you need a copy.]

518.5 ADDITIONAL HELP

Effective Date: 04/12/2002

518.6 DEFINITIONS

Effective Date: 04/12/2002

The terms and definitions listed below have been included in the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

accountable property
Accountable property for USAID is: (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing $100.00 or more exclusive of shipping, packing, and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse; and (d) any leased or borrowed nonexpendable property regardless of cost. (Chapters **518**, **534**, **547**)

Accountable Property Officer (APO)
Official appointed by Agency Property Management Officers who is responsible for nonexpendable property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. (Chapters **518**, **532**, **547**)

Accountable Property Records
Formal records of personal property that assign specific responsibility for control to an individual. (Chapter **518**)

acquisition of personal property
Property acquired through purchase, donation, excess from other agencies, or transfer upon completion of a contract. (Chapter **518**)

capitalized personal property
Capitalized personal property is nonexpendable personal property that has an invoice cost of $25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. For USAID,

vehicles with a basic acquisition cost of under $25,000, including shipping costs, are not capitalized. (Chapters **518**, **534**, **547**)

contractor inventory
Government property in the possession of a contractor under contract terms where title is vested in the government. There are two types: Contractor Acquired Property (CAP) cost reimbursement and Government Furnished Property (GFP) contract cost reduction. Property purchased by a recipient under a grant or cooperative agreement is governed by the terms of the agreement and 22 CFR 226. (Chapter **518)**

control
The function of maintaining management accountability and oversight of personal property throughout its complete life cycle using various property management tools and techniques. (Chapter **518**)

disposal
Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (Chapters **518, 536**)

excess property
Property under control of a Federal agency, which is no longer required by the Agency for its needs. (Chapters **518**, **547**)

expendable personal property
Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are office supplies, automobile tires, machine parts, and desk trays. (Chapters **518**, **534**)

expendable supplies
A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to being tracked by established inventory systems. (Examples of such supplies are pens, pencils, paper products, diskettes, tape, etc.) (Chapters **331**, **518**)

fair market value
Fair market value is the monetary value that an agency could reasonable expect to receive for an asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale. (Chapter **534**)

furnishings
Office furniture and accessory items such as lamps, trash receptacles, carpets and rugs, mirrors, and curtains or drapes. (6 FAM 700) (Chapter **518**)

government-held real property
Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International

Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (**6 FAM 700**) (Chapters **518**, **535**)

government office equipment
Government office equipment and information technology includes, but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment. (Chapters **518**, **541**)

Information Technology
(A) The term 'information technology', with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

(B) The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

(C) Notwithstanding subparagraphs (A) and (B), the term `information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. (Source: Clinger-Cohen Act) (Chapters 518, **541**, **542**, **543**, **544**, **545**, **546**, **547**, **548**, **549**, **550**, **551**, **552**)

negligence
Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of government property. Gross negligence is failure or omission on the part of the responsible employee(s) of a greater degree than simple negligence and deemed to be misconduct or willful, wanton, or reckless disregard for government property resulting in loss, damage, or destruction. (Chapter **518**)

nonexpendable personal property
Property such as furniture, office machines, information technology (IT) equipment, and communications equipment that is: (1) complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with an anticipated useful life of over two years. (Chapters **518**, **534**, **629**)

personal property
Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures, which are normally referred to as real property. (Chapters **518**, **534**, **629**)

personal property management
The management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposal of such property. (Chapters **518**, **527**)

Property Custodian
The official responsible for day-to-day oversight, control, and safeguarding of property (furniture and equipment) in USAID Bureaus/Offices. (Chapter **518**)

Property Disposal Officer (PDO)
The official designated in writing by the Property Management Officer. The Property Disposal Officer must NOT be the Accountable Property Officer (APO) in order to minimize the vulnerability of property to fraud or abuse. (Chapters **518**, **547**)

Property Survey Board
A standing or ad hoc committee, generally appointed by the Property Management Officer's immediate supervisor, typically consisting of three to five members serving a fixed term and charged with the investigation and adjudication of incidents involving loss, damage, or destruction of Federal expendable and nonexpendable personal property. The Board determines financial liability and authorizes payment and removal of items from official property records. (Chapters **518**, **547**)

real property
A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities. (**6 FAM 700**) (Chapters **518**, **535**, **629**)

real property acquisition
The act of acquiring real property either by lease or purchase. (Chapters **518**, **527**)

Receiving Agent
The official appointed by the Accountable Property Officer who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. (Chapter **518**)

Security property
Property provided for the protection/security of personnel, facilities, or national security information. (Chapter **518**)

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