



U.S. Department of Justice
Federal Bureau of Prisons

CHANGE NOTICE

OPI: ADM/PCB

NUMBER: 4400.05, CN-2

DATE: March 14, 2024

Property Management Manual

/s/

Approved: Colette S Peters

Director, Federal Bureau of Prisons

This Change Notice (CN) implements the following change to Program Statement 4400.05, **Property Management Manual**, dated May 26, 2004. This CN changes the dollar threshold from \$50,000 to \$100,000 for capitalized and noncapitalized personal property and removes the threshold for controlled personal property. The new text is marked with a **highlight** and inserted into the policy (Chapter 3, Sections 3-5). The deleted text has a ~~Strikethrough~~.

Throughout this Program Statement, the term 'staff' has been replaced by the term 'employee.'

3. **CAPITALIZED PERSONAL PROPERTY.** Each item of capitalized personal property (major equipment) will meet **all** of the following criteria or conditions specified:

- a. The item will have an acquisition cost or a donated or appraised value of ~~\$50,000~~ **\$100,000** or more.
- b. The item will not be real property or permanently affixed to real property.
- c. The item will not lose its identity by being incorporated into another item of personal property.
- d. The item will have a minimum useful life of more than one year.

4. **NONCAPITALIZED PERSONAL PROPERTY** is any single item of nonexpendable personal property acquired at a value below ~~\$50,000~~ **\$100,000**. Certain items of noncapitalized personal property (minor equipment) determined to be a security concern or highly susceptible to theft will be controlled.

5. **CONTROLLED PERSONAL PROPERTY.** As dictated by good management practice and the Government's best interest, controlled personal property is capitalized and all noncapitalized personal property for which employees should assign and record accountability to ensure proper use, maintenance, protection, and disposal. This includes, but is not restricted to, property which is ~~\$5,000 or more, and:~~

- a. Leased by, in the custody of, or loaned to/or from the Bureau.
- b. A security concern or is highly susceptible to theft.



U.S. Department of Justice
Federal Bureau of Prisons

CHANGE NOTICE

OPI: ADM/PCB
NUMBER: 4400.05, CN-1
DATE: March 13, 2015

Property Management Manual

/s/

Approved: Charles E. Samuels, Jr.
Director, Federal Bureau of Prisons

This Change Notice (CN) implements the following change to Program Statement 4400.05, **Property Management Manual**, dated May 26, 2004. This CN changes the dollar threshold from \$5,000 to \$50,000 for capitalized and noncapitalized personal property and specifies the threshold (\$5,000) for controlled personal property. The new text is marked with a **highlight** and is also inserted into the policy (Chapter 3, Sections 3-5).

3. **CAPITALIZED PERSONAL PROPERTY.** Each item of capitalized personal property (major equipment) will meet **all** of the following criteria or conditions specified:
 - b. The item will have an acquisition cost or a donated or appraised value of **\$50,000** or more.
 - b. The item will not be real property or permanently affixed to real property.
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Program Statement

OPI: ADM/PCB
NUMBER: P4400.05
DATE: 5/26/2004
SUBJECT: Property Management
Manual

1. **PURPOSE AND SCOPE.** To provide controls for real and personal Bureau property, and to provide operational direction for employees responsible for property management.

2. **SUMMARY OF CHANGES**

- ! Chapter 2, Pages 2 - 4 and 6 - 9: Clarify Accountable Property Officer (APO) designation process; clarify the use of interim APOs; new guidance regarding Chief Executive Officer annual notification to all employees; Regional Supervisory Contract Specialist removed from the Regional Board of Survey; reinforce the importance of all employees and APOs to immediately report all lost/stolen/missing personal property to the Property Officer (PO); additional guidance to APO regarding timely Stores Requisition Form preparation; new guidance regarding payment for shipping and Feds/Screen; and new guidance for all separating employees regarding the return of property.
- ! Chapter 3, Page 3: Personal Digital Assistants (such as organizers, Palm Pilots, Blackberries) added to the controlled noncapitalized personal property list; and definition of lethal and less-lethal weapons is added.
- ! Chapter 4, Page 2: New requirement regarding the reconciliation of weapons and laptop computers.
- ! Chapter 5, Pages 2 - 4: The facility's CEO will forward to the Regional Director the Annual April Inventory Completion, Reconciliation and/or Monthly Updated Status Reports for any incomplete and/or unreconciled inventories; the Reconciliation and/or Monthly Updated Status Report(s) will include the total number of items and total acquisition value of all lost/stolen/missing SPMS controlled personal property. Regional Financial Management Supervisor replaced

with Regional Comptroller as the regional employee responsible for forwarding to the Central Office, Chief, Property and Construction Branch the:

- (1) April Annual Inventory Completion Status Report
- (2) April Annual Inventory Reconciliation Status Report
- (3) April Annual Inventory Monthly Updated Completion and/or Reconciliation Status Reports
- (4) Lost/stolen/missing property Reconciliation Listing Memorandum
- (5) Lost/stolen/missing weapons and laptop computers fax notifications

- ! Chapter 5, Page 4: New guidance regarding investigative reports.
- ! Chapter 5, Pages 4, and 5 - 7: New guidance regarding Interim Inventories, reporting time-frames, Semiannual Theft Report, National Crime Information Center, and Annual Stores Inventory.
- ! Chapter 6, Pages 4 - 5: New guidance regarding spent brass ammunition casings and the elimination of the Regional PO monitoring of scrap sales.
- ! Chapter 6, Pages 5 and 7: New guidance regarding the destruction of accountable property, especially weapons.
- ! Chapter 6, Page 7: Clarify computer "degaussing" or the process of clearing information stored in computer hard drives.
- ! Chapter 7, Page 1: New guidance regarding Report of Gifts Given to Foreign Individuals.
- ! Chapter 8, Page 1: Addition of Regional Facilities Administrator to the regional concurrence process for requested permits.
- ! Chapter 8, Page 4: Eliminate the requirement of Bureau facilities to conduct a Real Property Survey every five years; require only newly activated facilities and/or facilities selected by the General Services Administration to perform Real Property Surveys.
- ! Chapter 10, Page 1: Guest Meal Tickets replaced with a memorandum from Associate Warden of Operations.

- ! Chapter 11, Page 1: New procedures for providing indigent inmates with confiscated postage stamps.
- ! Chapter 13, Pages 5 and 8: Clarify quarters allowance; Replaced "Chief, Property Management" with "Central Office, Chief, Property and Construction Branch" as the employee responsible for reviewing request for reconsideration of rental rates.
- ! Chapter 14, "Bureau Employee Transit Subsidy Program" added.
- ! Chapter 15, Page 1: "Report Calendar," previously Chapter 14, changed to Chapter 15; Annual Report of Owned Real Property, Real Property Survey and Report of Gifts Received from Foreign Individuals annual due dates changed from December 1 to November 1, April 30 to "on notification" and January 1 to January 10, respectively; and Semiannual Theft Report and Report of Gifts Given to Foreign Individuals added to the Report Calendar.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

- a. Information on nonexpendable capitalized personal property and certain noncapitalized sensitive items, located throughout the Bureau, will be maintained.
- b. Real and personal property belonging to the Federal Government, in compliance with guidelines established in the Federal Property Management Regulations, will be used appropriately and controlled.
- c. Property Management data, necessary to meet the requirements of the General Accounting Office, the Federal Property Management Regulations, and the Justice Property Management Regulations, will be maintained effectively.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

P4400.04 Property Management Manual (8/13/01)

b. **Directives Referenced**

P1237.11 Information Security Programs (10/24/97)
P1350.02 Acceptance of Donations (6/29/98)
P2000.02 Accounting Management Manual (10/15/86)
P4100.03 BOP Acquisitions (9/16/96)
P4200.09 Facilities Operations Manual (4/3/96)
P4490.01 Recycling, Records and Reports (6/16/97)

P4500.04 Trust Fund/Warehouse/Laundry Management Manual
(12/15/95)
P4600.02 Farm Manual (10/18/95)
P6000.05 Health Services Manual (9/15/96)

5. **STANDARDS REFERENCED**

- a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4037, 4-4038, and 4-4213**M**
- b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1B-10, 3-ALDF-1B-11, and 3-ALDF-3B-03
- c. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-1B-08 and 2-CO-1B-09

6. **ACTION.** Employees responsible for property management will use this Manual to ensure appropriate use and control of Bureau property.

/s/
Harley G. Lappin
Director

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CHAPTER 1 - **General**

GENERAL. The purpose of this Program Statement is to set forth responsibilities and requirements for receipt, storage, issue, control, and safety of Government-owned personal property with the Federal Bureau of Prisons (Bureau). The Program Statement also provides requirements for using and controlling real property belonging to the Bureau.

- + For technical instructions, procedures, and guidelines regarding both personal and real property, see the Property Management Technical Reference Manual (TRM).

An efficient property management system is required to maintain information regarding nonexpendable capitalized and noncapitalized personal property, and capitalized real property (Land, Buildings, Structures/Facilities, and related Improvements).

The data is required to provide management with information concerning property utilization and accountability to meet requirements of the General Accounting Office (GAO), the Federal Property Management Regulations (FPMR), the Justice Property Management Regulations (JPMR), and the Bureau's Property Management Manual (PMM).

Physical inventories are required annually of personal and real property maintained in the SENTRY Personal and Real Property Management Systems.

- + Removal of property from the records due to inventory shortage, transfer, loss, theft, or destruction is done only after appropriate investigations are conducted under the Bureau policy concerning the Board of Survey.

CHAPTER 2 - Responsibilities for Property Management

GENERAL. This chapter outlines the responsibilities of individuals within the Bureau property management system. For the organizational relationship of the various individuals and/or committees, see the organization chart in the TRM.

1. **DIRECTOR OF THE FEDERAL BUREAU OF PRISONS.** The Director is responsible for property management and accountability of all property within the Bureau JPMR 128.

2. **PROPERTY MANAGEMENT OFFICER (PMO).** The PMO assists facility Property Officers (POs) with responsibilities necessary for administering the Property Management System, and serves as liaison with the General Services Administration (GSA) and other agencies, as well as within the Bureau.

The PMO must:

- a. Supervise the operation and maintenance of the SENTRY Property Management System (SPMS), including the following:
 - (1) Processing and supervising the generation, operation, and maintenance of the code reference files (e.g. item, manufacturer, etc.).
 - (2) Providing direction, and assistance to the facility PO and others regarding the acquisition, accountability, utilization, maintenance, transfer, and disposition of controlled personal and real property.
- b. Maintain a training program for POs.
- c. Review all GSA, GAO, and other Governmental instructions involving property management; recommend necessary revisions to the Bureau's PMM and the TRM.

3. **PROPERTY OFFICER/INVENTORY MANAGEMENT SPECIALIST.** This is a Bureau official having responsibility for managing the real and personal property within a Region, institution, or other facility.

The PO monitors the record keeping, usage, and disposition of property, processes property data into the SPMS and SENTRY Real Property Management System (SRPMS) and helps designated employees prepare documentation for the SPMS and SRPMS.

To provide effective internal control, financial personnel involved in the maintenance of the general ledger will not be designated as PO.

The PO must:

- a. Maintain a comprehensive property management program consistent with the overall requirements of the SPMS, which oversees recording and management of all categories of controlled property.
- b. Direct and assist the Accountable Property Officer's (APO) participation in the SPMS by:
 - (1) Advising and assisting on all matters relative to the acquisition, accountability, utilization, maintenance, transfer, and disposition of personal property.
 - (2) Supervising, reviewing, and coordinating the preparation of personal property documents, resolution of errors, and distribution of reports.
 - (3) Ensuring the preparation and maintenance of inventory and accounting controls. This includes the input of property data, review, and correction of computerized property registers and validation of property inventories through an annual physical inventory.
 - (4) Maintaining up-to-date listings of APOs and personal property accountability by reporting quarterly on the validity, usage, and accuracy of current listings, and by forwarding additional data and new item description requests as necessary. The accuracy and completeness of these listings must be certified as part of the annual physical inventory.
- c. Designate all APOs in writing, with the concurrence of the Board of Survey Chairperson, and final written approval by the Chief Executive Officer (CEO).
 - (1) The PO will not conduct an Annual Controlled Personal Property Inventory for an APO.

- (2) The PO may assign temporary accountability to an interim APO for a period of no longer than 20 working days. If a permanent APO is out of work for longer than 20 working days, an interim APO or another employee will be designated the permanent APO by the PO in writing, with the concurrence of the Board of Survey Chairperson, and final written approval by the CEO. After this written approval by the CEO, an inventory of the property will be conducted by the previous permanent APO, if available, and the interim APO. An interim APO may conduct the Annual Inventory.
- d. Manage the acquisition, utilization, and disposition of property within the facility by:
 - (1) Ensuring that the Program Area Managers (PAM) verifies (with the PO) the availability of excess or rehabilitated property before procuring new property items.
 - (2) Maintaining liaison with Bureau's PMO, GSA, and other Government agencies to use excess property instead of purchasing, leasing, or renting new property.
 - (3) Investigating all loss, damage, and destruction of controlled property to determine liability, taking appropriate action and referring the matter to the Board of Survey.
 - (4) Identifying and reporting all excess property and initiating disposal action through departmental agencies, GSA, or other agencies.
- e. Maintain a training program for APOs.
- f. Ensuring that **all APOS** and facility employees are aware of the following notification by the CEO:
 - (1) The CEO will send out an annual e-mail or memorandum, during the month of March, to all employees informing them of their responsibility to safeguard all government-owned personal property, and to report **immediately (no later than the next working day)** any lost/stolen/missing personal property to the PO upon discovery.
 - (2) All POs will ensure that **all APOs** and facility employees are aware of this notification.

- g. Serve as a member of the facility Board of Survey.
- h. Review and implement revisions to the SPMS.
- i. Recognize, account for, and record real property which meets established capitalization and other criteria in the SRPMS.

At facilities having an Inventory Management Specialist (IMS) position, the incumbent is the designated PO.

At other facilities, the responsibility for property management may be a collateral assignment, as determined locally, and the individual responsible is referred to as the PO.

Written designation of the PO by the CEO is required for collateral assignments. The position description will include the IMS' responsibilities. In this Program Statement, the terms PO and IMS are synonymous and hereafter will be referred to as the PO.

4. **BOARD OF SURVEY.** The Board of Survey is a committee with memberships including:

- + At the **institution** level - the Associate Warden of Operations (Chairperson), the Financial Management Supervisor (i.e. Supervisory Contract Specialist (SCS), Controller or Controller Designee, if the SCS position is vacant and there is no "acting" SCS), Union Representative, and the PO;
- + At the **regional** level - the Executive Assistant or Deputy Regional Director (Chairperson), Regional Comptroller, Union Representative, and the Regional PO; and
- + At the **Central Office** level - Senior Deputy Assistant Director, Administration Division (Chairperson), Financial Management Supervisor, Union Representative, and the Central Office PO.

The Board investigates the circumstances surrounding unrecorded acquisitions or (lost/stolen/missing), damaged or destroyed Government-owned personal property to assess monetary liability, if any, and refer the actions to be taken with the CEO's final approval. It will also approve Reports of Survey.

The Board must:

- a. Require the presentation of all unclassified information pertaining to the property or incident being reviewed.
- b. Report to the CEO any employee who does not cooperate or interferes with a review.
- c. Request information and/or testimony from personnel involved or from "experts" within and outside the Bureau.
- d. Conduct prompt and impartial reviews.
- e. Examine and certify all evidence presented.
- f. Submit recommendations consistent with circumstances and findings disclosed by the review.
- g. Limit access to information received, and findings and recommendations formulated to only personnel having a right and need to know.
- h. Approve all Reports of Survey (ROS).
- i. Establish the annual controlled property inventory schedule.

5. **BOARD OF SURVEY CHAIRPERSON.** The Board of Survey Chairperson is delegated responsibilities under JPMR 128. The Chairperson must:

- a. Accept all impartial recommendations and findings of the Board of Survey before taking any action.
- b. Grant relief from accountability after considering the recommendations and findings of the Board of Survey.
- c. Document reasons for taking actions, other than those recommended by the Board of Survey, provided these actions differ significantly from the recommendations submitted.
- d. Approve, when appropriate, reasonable administrative efforts to secure an employee's consent to have debt collected by "**administrative offset**" of current pay under the Federal Claims Collection Standard.

- e. Recommend, to the CEO **"offset,"** action against an employee's final salary payment, including a lump sum payment for accrued leave, at the time of separation from Federal service.
- f. Terminate or compromise on financial liability under the Federal Claims Collection Standard.
- g. Refer cases to the Office of Internal Affairs through the CEO or equivalent for forwarding to the GAO under the Federal Claims Collection Standard, Office of Professional Responsibility, and the Criminal Division for Prosecution.
- h. Ensure affected personnel are advised of appropriate appeal procedures to include the Collective Bargaining Agreement whenever disciplinary or adverse action is taken.
- i. Ensure all actions are completed.
- j. Designate all APOs in writing, with the concurrence of the Board of Survey Chairperson, and final written approval of the CEO.

6. **ACCOUNTABLE PROPERTY OFFICER.** The APO is an employee the PO designates in writing, with the concurrence of the Board of Survey Chairperson, and final written approval of the CEO. The APO is responsible for the custody, record keeping, and use of SPMS controlled personal property within the employee's assigned location or jurisdiction. An APO, will be held liable, where appropriate, for lost/stolen/missing SPMS controlled personal property under this Program Statement. The PAM will be designated the permanent APO, if the PAM's property is located in only one Program Area Location (PAL). If the property is located in several PALs, employees who are not PAMs may be designated a permanent APO; i.e. Security Officer, Paint Shop Foreman, Dentist, etc..

The APO initiates and is responsible for the flow of property documents, property transactions, and, with the PO, maintains and updates computerized SPMS inventory listings, and conducts and certifies periodic physical inventories. The APO must:

- a. **Immediately (no later than the next working day)** report to the PO all lost/stolen/missing personal property upon discovery.

- + **Immediately (no later than the next working day)**
prepare and forward to the PO a Stores Requisition Form for all controlled personal property transferred within a Bureau facility.
- b. Control all property until removed, with proper authority, from the APO's accountability.
- c. Conduct, verify, and sign SPMS Transaction Registers before an APO's termination and after a new APO's designation.
- d. Initiate repair requests for personal property.
- e. Conduct and certify a physical inventory of controlled personal property assigned to another APO's accountability, prepare a Report of Equipment Inventory Difference and ROS, and assist in the reconciliation process.

7. **PROPERTY UTILIZATION AND DISPOSAL OFFICER (PUDO).** The PUDO has the responsibility and authority for acquiring and disposing of excess personal property under the FPMR.

The PUDO must:

- a. Locate excess personal property via the internet.
- b. Use all available sources to locate and acquire excess personal property; i.e., Feds/Screen, Defense Reutilization and Marketing Offices (DRMO).
- c. Train POs regarding the acquisition and disposal of excess personal property.
- d. Maintain Excess Property Needs List for all facilities and supply excess personal property to facilities based on highest need.
- e. Offer excess personal property equitably throughout the Bureau.
- f. Arrange to transport excess personal property from the PUDO's warehouse to the receiving facility, using a Commercial Bill of Lading, purchase order, or government issued credit card. Instructions for preparing a Bill of Lading can be obtained from the PUDO.

- g. Have responsibility for storing excess personal property in the PUDO's warehouse with special attention to security, safety, and safekeeping of personal property, including hazardous materials.
- h. Maintain accurate excess personal property warehouse inventory.
- i. Supervise inmates working in the warehouse.

8. **Financial Management Supervisor.** Each facility's Financial Management Supervisor will submit an annual Report of Excess Property Needs to the PUDO. This report will include:

- + item description,
- + quantity,
- + stock number (if available),
- + suitable substitutes (if any), and
- + institution contact person.

The Financial Management Supervisor must update the annual listing quarterly to include additions to or deletions from the original list.

The annual report must reach the PUDO no later than October 1st of each year.

9. **SUPERVISOR.** Each supervisor in the Bureau is responsible for establishing the administrative measures necessary to ensure proper care and use of all Government property under his or her control.

- + **A supervisor, whether designated as an APO or not, will be held liable, where appropriate, for (lost/stolen/missing), damaged or destroyed Government-owned personal property under this Program Statement.**

10. **INDIVIDUAL EMPLOYEES.** Each employee is responsible personally for the care and protection of assigned property.

- a. It is each employee's duty to report loss, theft, and damage. Individual employees are required to **immediately (no later than the next working day)** report to his or her APO and PO any lost/stolen/missing personal property upon discovery. The APOs will forward appropriate investigative reports to the facility PO for Board of Survey action.

The extent of an employee's financial liability is to be determined as follows:

- (1) For lost, damaged, or destroyed property, the liability will be the acquisition cost of the item, reduced by an allowance for depreciation. Credit for salvage may also be offset in appropriate cases.
 - (2) For economically repairable property under the GSA standards, the liability is to be the cost of repair.
- b. An employee is liable and will be required to pay the Government when the employee's negligence, carelessness, or dereliction of duty contributes to the loss or damage of Government property as determined by the CEO.

An employee will not directly or indirectly use or allow the use of Government property, including property leased to the Government, for other than officially approved activities. The JPMR provides for the limited, permitted personal use of facsimile machines, telephones, photocopiers, etc., if not used during or interfering with official work.

+ *An employee, whether designed as an APO or not, will be held liable, where appropriate, for (lost/stolen/missing), damaged or destroyed Government-owned personal property under the Program Statement. An employee has the duty to protect and conserve such property and obey all rules and regulations applicable to its use.

- c. An employee who is separating (i.e. resigning, transferring) from the Bureau is required to obtain the signature of their respective APO on the separating checklist or "merry-go-round." The signature certifies that the separating employee has returned all government-owned personal property to the APO.

11. **ANNUAL INSPECTION.** The Board of Survey Chairperson (or Designee) and the PO must complete an Annual Inspection of the entire facility each March. The inspection will identify items of personal property which can be repaired economically or

rehabilitated through sources of property rehabilitation services listed in FPMR 101-43. The inspection will also identify personal property exceeding the facility's needs.

The PO will take necessary steps to effect transfer or disposal of property so identified during inspections under Chapter 6. The PO will maintain a memorandum signed by the Board of Survey Chairperson on file for program review purposes to document:

- + date of inspection,
- + all findings,
- + projected dates when corrective actions will be taken,
and
- + actions directed to an APO.

Chapter 3 - Identification and Definitions of Personal Property

GENERAL. This chapter outlines the elements of a property management accounting system and defines capitalized and noncapitalized property within the Bureau.

1. **PRINCIPLES OF PROPERTY ACCOUNTING.** Property accounting for the Bureau will include appropriate procedures for:

- a. Recording specific accounts all transactions affecting the Bureau investment in personal property, including:
 - (1) All acquisitions, whether by purchase, transfer from other agencies, authorized donation, or other means, as of the date the Bureau takes custody of the property.
 - (2) The use, application, or consumption of property. For nonexpendable property, the cost of consumption will be accounted for as an operating cost over its estimated useful life through appropriate depreciation techniques.
 - (3) All dispositions or retirements when the property leaves the Bureau's control or custody.
- b. Keeping appropriate records of quantities and location of Government-owned personal property. These records will be designed to be of maximum assistance in procuring and using such property, including the identification of excess property and its use, transfer, or disposal, under statutory and regulatory requirements.
- c. Making periodic independent checks on the accuracy of the accounting records through physical observation, count, weight, or other measurement.

2. **DEFINITIONS OF PERSONAL PROPERTY**

- a. **Expendable personal property** is that which, by its nature or function, is:
 - + consumed in use;
 - + used as repair parts or components of an end product considered nonexpendable; or
 - + has an expected service life of less than one year.

b. **Nonexpendable personal property** is that which is:

- + complete within itself,
- + does not lose identity or become a component part of another article when put into use, and
- + is of durable nature with an expected service life of one or more years.

3. **CAPITALIZED PERSONAL PROPERTY.** Each item of capitalized personal property (major equipment) will meet **all** of the following criteria or conditions specified:

- a. The item will have an acquisition cost or a donated or appraised value of ~~\$50,000~~ **\$100,000** or more.
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- a. Leased by, in the custody of, or loaned to/or from the Bureau.
- b. A security concern or is highly susceptible to theft.

The following items are generally considered to be controlled noncapitalized personal property:

Weapons (Lethal, Less-Lethal) ¹	Two-way Radios
Camcorders	Facsimile Machines
Key Cutters	Cellular/Mobile Telephones
Body Alarms	All Leased/Loaned Property
Still Cameras	Personal Digital Assistants
Dictaphones	(PDA) Wireless and Non-Wireless
VCRs/DVDs (recordable only)	Tape Recorders
All Items of Employee Quarters Furnishings	
Personal Computers ^{2,3}	
(Central Processing Unit, monitor, and keyboard are to be entered as aggregate)	

¹ Each weapon must have an individual FPS-ID number.

Lethal weapons are defined as pistols, shotguns, rifles, and submachine guns. Less-lethal weapons are defined as gas guns, stun guns, paint pellet pistols/rifles and tear gas foggers.

² Should be tagged, not etched.

³ Noncapitalized Personal Computers acquired by Trust Fund are not controlled.

6. ALL OTHER PERSONAL PROPERTY

- a. **Accountable Property** is all controlled personal property and certain items of expendable personal property for which records are maintained. **Examples** would be: SPMS controlled personal property, Stores stock items, toolroom, and Trust Fund commissary items.
- b. **Excess Property** is all expendable or non-expendable personal property not needed by the holding facility.
- c. **Surplus Property** is all property which exceeds the Bureau's needs and is determined by the GSA to exceed the Government's needs. Such property will be donated or disposed of under FPMR 101-43.
- d. **Contractor-Held Property** is government-owned property that has been:
 - (1) Delivered or otherwise made available to a contractor, with the Government retaining the title or

- (2) Procured or otherwise acquired by a contractor for the performance of a contract; title to which, therefore, is vested in the Government.
- e. **Salvage** is property that has a value exceeding its basic material content but which is in such condition that it has no reasonable use for any purpose as a unit, either by the holding agency or other Federal agency, and its repair or rehabilitation is clearly impractical. Repairs or rehabilitation estimated to exceed 65 percent of the original acquisition cost clearly would be impractical.
- f. **Scrap** is material that has no value except for its basic material content.
- g. **Expensed Property** includes all expendable property.
- h. **Leased Property** is property conveyed on a contractual agreement which is rented for a specific period of time.
- i. **Loaned Property** is property borrowed for temporary use by the Government.
- j. **Inmate Personal Property** is all inmate personally-owned property, stored and/or shipped, for which the Government has assumed responsibility.
- k. **Donated Property** is property received from sources other than Federal Government agencies at no cost.

Chapter 4 - **Administration of Personal Property**

GENERAL. This chapter describes how personal property is accounted for within the SPMS and the Financial Management Information System (FMIS).

1. **BASIS OF VALUATION.** Controlled personal property may be obtained through various sources, including:

a. **Purchase.** Such property will be recorded at an amount equal to the purchase price plus transportation and installation charges, when applicable, less trade-in allowance or any discounts (trade, commercial, or volume).

+ When a trade-in is involved, the book value gain or loss realized on the traded asset will be recognized and recorded under the Accounting Management Manual.

b. **Donation or transfer at no cost from sources other than the Bureau.** Such property will be recorded under Chapter 6 and the corresponding TRM.

c. **All Buildings and Facilities (B&F)** purchased controlled personal property will be recorded in the SPMS as a Salaries and Expenses (S&E) acquisition.

2. **ACCOUNTING AND MANAGEMENT CONTROL OF CAPITALIZED PERSONAL PROPERTY**

a. The SPMS is the sole mechanism for the accountability of controlled personal property acquisition totals and subsequent depreciation. The FMIS direct expenses all property. Therefore, the property values the PO enters into the SPMS is the "**official**" and only property record that exists.

b. Property Management policy states Bureau-owned property will be managed and controlled to ensure:

(1) Maximum utilization and use of such property for official purposes only.

(2) Effective assignment and accountability for the use and custody of such property, and the maintenance of adequate inventory controls and accountability records.

- (3) Proper care, including preservation, handling, storage, and preventive maintenance.

3. ACCOUNTING AND MANAGEMENT CONTROL OF WEAPONS AND LAPTOP COMPUTERS. Due to security concerns, high susceptibility to theft, and/or the need to ensure that weapons and laptop computers are entered accurately into the SPMS, the PO will reconcile all acquired weapons and laptop computers entered into the SPMS to the FMIS each month.

- + The PO with the assistance of the Security Officer, Computer Specialist and Accounting Supervisor will compare the SPMS Monthly Register Report for Acquisition of Weapons and Laptop Computers to the FMIS Obligation Report of Weapons (SOC 26GN) and Laptop Computers (SOC 31LT) acquired during the month.
- + The PO, Security Officer, Computer Specialist and Accounting Supervisor will reconcile both reports to ensure all weapons and laptop computers have been entered into the SPMS with the correct Acquisition Value and Item Description.
- + Both reports will be signed/dated by the PO and maintained on file.

4. PROPERTY TAGS - FEDERAL PRISON SYSTEM IDENTIFICATION (FPS-ID) NUMBERS

- a. Each property tag represents a unique FPS-ID number. A property tag will be put on each piece of controlled personal property. The original FPS-ID number assigned will remain the unique identifier throughout the life of an item of controlled personal property, wherever it is located in the Bureau.

If controlled personal property is transferred outside the Bureau, disposed of, or disposed of through sale or exchange, the FPS-ID tag will be removed and attached to the Report of Survey.

- b. In addition to the property tag, the ten-digit FPS-ID number will be marked permanently on the item with an etcher. Due to the sensitivity of personal computers, central processing units will not be etched.

- c. A log will be maintained, consecutively, of all FPS-ID numbers which includes:
- + the date the number was issued,
 - + the Program Area (PA)/PAL to which the item was issued,
 - + item description, and
 - + the Receiving Report number used for receiving the personal property.

Responsibility for FPS-ID tags/log and etching/affixing tags is found in the TRM.

5. **CONTROLLED PROPERTY EQUIPMENT REPAIRS.** Controlled personal property requiring repairs will be completed as follows:

- a. If repairs require the personal property to be removed from the facility, a Stores Requisition will be prepared by the APO and numbered by Warehouse personnel. The APO will sign a copy of the Stores Requisition as a temporary receipt and the warehouse will retain it.

Controlled property will not be removed from the facility without proper authority and documentation.

- b. The APO retains the original and two copies of the Stores Requisition with the personal property to be repaired. The APO will obtain the signature of the repair service representative on at least the original Stores Requisition when the personal property is removed for repair.
- c. After the repair service representative receives the personal property, all copies of the Stores Requisition will be returned to the warehouse and the temporary receipt returned to the APO. The Stores Requisition will then be distributed as follows:

Copies - Warehouse, APO, and Property Officer

6. **APO DESIGNATIONS.** The PO designates all APOs in writing, with the concurrence of the Board of Survey Chairperson, and final written approval of the CEO (see Chapter 2). The PAM will be designated the permanent APO, if the PAM's property is located in only one PAL. If property is located in several PALs, employees who are not PAMs may be designated a permanent APO; i.e. Security Officer, Paint Shop Foreman, Dentist, etc. The facility PO will maintain a current list of APOs and make it available for Program Review purposes.

Chapter 5 - Inventories - Annual and Stores

GENERAL. The Bureau requires a complete physical inventory (wall-to-wall) of property on hand in April of each year. This inventory ensures the computer-generated property registers agree with the property on hand. The physical inventory also gives an indication of how security and maintenance systems are functioning.

- + The Annual Inventory will be completed no later than April 30.

Procedures for conducting annual inventories are in the TRM.

1. **SCHEDULING AN ANNUAL INVENTORY.** The facility PO, with the Board of Survey's concurrence, will schedule the Annual Inventory. This schedule will have the written approval of either the Regional Director or the facility CEO, whichever is appropriate. At the Central Office, the Assistant Director for Administration will approve the schedule. Schedules will indicate:

- + each PA/PAL being inventoried,
- + the APO being inventoried,
- + the APO conducting the inventory, and
- + the specific date on which the inventory is to be completed.

The PO will maintain the schedule on file.

The Regional Board of Survey will ensure inventories at Community Corrections Offices are scheduled. The Central Office Board of Survey will ensure Central Office funded off-site facilities are scheduled; e.g., training centers.

2. **CONDUCTING THE ANNUAL INVENTORY.** The following is a listing of restrictions which affect the conducting of the Annual Inventory of controlled personal property:

- + APOs will not conduct inventories of each other's PA/PAL-, i.e. Electric Shop inventorying the Armory and the Armory inventorying the Electric Shop.
- + An APO will not conduct an inventory of another APO within the same PA; i.e. Pharmacy inventorying the Dental Laboratory.
- + An APO will not conduct an inventory of an APO who is a direct-line supervisor, i.e. General Foreman inventorying the Facility Manager.

- + Financial employees with General Ledger entry responsibilities will not be designated as an APO; i.e. Accounting Supervisor, Accountant, and Accounting Technician.

The APO who is accountable for the property which is being inventoried, will accompany the individual performing the inventory to assist in locating controlled property.

3. THE ANNUAL INVENTORY

- a. **Property Officers.** The Annual Inventory will be completed **by April 30 of each year.** The Annual Inventory will be reconciled **by the 3rd to the last working day of the month of July.**

The reconciliation process is considered "complete" when the PO has received all:

- Completed and signed inventories;
- Approved ROSs;
- Justification Memorandums (JM) for lost/stolen/missing or added property;
- Investigative reports; and
- Updated SPMS.

- b. **Financial Management Supervisor.** The Financial Management Supervisor reports the status of each facility's Annual April Inventory completion and reconciliation (through the CEO, with the CEO's signature shown on the memorandum, to the Regional Director). The CEO's Reconciliation Status Report and/or Monthly Updated Status Report will include the total number of items and total acquisition value of all lost/stolen/missing SPMS controlled personal property. The following status reports are due from each facility:

- Annual Inventory Completion Status Report, **within five working days after April 30, each year;**
- Annual Inventory Reconciliation Status Report, **within five working days after July 31, each year;** and
- Annual Inventory Monthly Updated Status Report(s) for any incomplete and/or unreconciled inventories **by the fifth working day of each month.**

The Financial Management Supervisor will also forward, to the Regional Comptroller, copies of the following reconciliation documents for lost/stolen/missing property:

- Approved ROSs;
- JMs for lost/stolen/missing property;
- Investigative reports;
- SPMS PAP7 disposal record screens prepared for lost/stolen/ missing property not located during the April Annual Inventory, and disposed in the SPMS using Disposition Method Code "D; and
- Corrective measures taken to prevent recurrences.

c. **Regional Property Officer.** The Regional PO will review the following reconciliation documents, which have been forwarded by the Financial Management Supervisor:

- Approved ROSs;
- JMs;
- Investigative reports;
- PAP7 disposal record screens; and
- Corrective measures taken to prevent recurrences.

The Regional PO will ensure the documents are completed properly, and that PAP7 disposal records are disposed correctly in the SPMS, using Disposition Method Code "D."

The Regional PO will consolidate and list all reported all lost/stolen/missing property items as an attachment (Reconciliation Listing Memorandum) to the consolidated Reconciliation Status Report and/or Monthly Updated Reconciliation Status Report(s).

The Reconciliation Listing Memorandum attachment will include the following information:

- Facility location;
- FPS-ID number;
- Serial number;
- Item Description;
- Acquisition Value;
- Date property was lost/stolen/missing;
- ROS number;
- Circumstances surrounding the property's disappearance, and/or investigative report; and
- Corrective measures taken to prevent recurrences.

The listed lost/stolen/missing property will be grouped by facility location.

- d. **Regional Comptroller.** The Regional Comptroller will forward consolidated Completion and Reconciliation Status Reports and/or Reconciliation Listing Memorandum(s) to the Central Office, Chief, Property and Construction Branch **within 20 working days from the respective dates.** In addition to these status reports, the Regional Comptroller will provide Monthly Updated Status Report(s) reflecting the status of incomplete and/or unreconciled inventories. Monthly Updated Status Report(s) will be routed as above and submitted to the Central Office, Chief, Property and Construction Branch **by the 20th working day of each month.**
- e. **Record Maintenance.** All ROSSs, JMs, investigative reports, PAP7 disposal record screens, and corrective measures taken to prevent recurrences will be maintained on file in the facility and Regional PO offices **for three fiscal years.**
4. **INVESTIGATIVE REPORT.** The facility's CEO is encouraged to refer lost/stolen/missing controlled personal property to the Special Investigative Supervisor (SIS) and/or Office of Internal Affairs (OIA) for investigation if negligence by an employee is suspected.
5. **INTERIM INVENTORIES.** APOs will conduct Interim Inventories, if any property items in the APO's Annual Inventory of Controlled Personal Property are listed as lost/stolen/missing, and the property cannot be located by July 31.

The APO will continue conducting Interim Inventories until the next year's Annual Inventory is conducted and there is no lost/stolen/missing property. The PO will provide the APO with a SPMS PAP 3 Listing Report beginning the first week of October.

The APO will conduct the Interim Inventory, record the property's location, and return the listing with the APO's signature/date by the last working day of the month to the Associate Warden of Operations. These inventories will be conducted during the months of October and January. The PO will maintain a file of all Interim Inventories, Reports of Equipment Inventory Differences, ROSSs, investigative reports, Stores Requisition Forms, etc.

6. REPORTING TIME-FRAMES FOR LOST/STOLEN/MISSING PROPERTY FROM AUGUST 1 - MARCH 31 (EXCLUDING LOST/STOLEN/MISSING ANNUAL INVENTORY PROPERTY AND WEAPONS AND LAPTOP COMPUTERS)

- a. **Immediately (no later than the next working day),** the APO will report to the PO any controlled personal property which is discovered lost/stolen/missing.
- b. **Within 10 working days of the property's disappearance:** The APO will forward to the PO the ROS and JM for any property which cannot be located.
- c. **Within 20 working days after receiving the ROS and JM from the APO,** the Board of Survey will review the ROS, JM, and investigative report. Once this review process is completed, the Board of Survey will forward the approved ROS, JM and investigative report to the Financial Management Supervisor. The PO will dispose the lost/stolen/ missing property from the SPMS.
- d. **Within 10 working days after receipt of the approved ROS from the Board of Survey,** The Financial Management Supervisor will forward, (through the CEO to the Regional Comptrollers) copies of all approved ROSSs, JMs, investigative reports, PAP7 disposal record screens, and corrective measures taken to prevent recurrences.
- e. **Within the first 10 working days of each month,** the Regional PO will review the documents (which have been forwarded from the Financial Management Supervisors) to ensure the reports are properly completed, and the PAP7 disposal records were correctly disposed in the SPMS.

The Regional Comptroller will then forward to the Central Office, Chief, Property and Construction Branch, a memorandum listing the following property data:

- Facility location;
- FPS-ID number;
- Serial number;
- Item Description;
- Acquisition Value;
- Date property was lost/stolen/missing;
- ROS number;
- Circumstances surrounding the property's disappearance and/or investigative report; and
- Corrective measures taken to prevent recurrences.

Note: **The reporting time-frames for controlled personal property discovered to be lost/stolen/missing during the April Annual Inventory, and lost/stolen/missing weapons and laptop computers are under Chapter 5, paragraphs 3 and 8, respectively.**

- f. **Record Maintenance.** All ROSs, JMs, investigative reports, PAP7 disposal record screens, and corrective measures taken to prevent recurrences will be maintained on file in the facility and Regional PO offices **for three fiscal years.**

7. **SEMIANNUAL THEFT REPORT.** Each Bureau facility PO is required to prepare a Semiannual Report of Lost/Stolen/Missing Property, under the Department of Justice Order, "Protecting and Controlling Federally Controlled Property and Loss/Theft Reporting Procedures." The report will include all lost/stolen/missing controlled personal property which has been disposed in the SPMS using Disposition Method Code "D."

DOJ has not established specific report due dates; therefore, on notification by DOJ, the Central Office, Property Management Section will issue a memorandum to each PO outlining preparation guidance and reporting dates for the report.

8. **LOST/STOLEN/MISSING WEAPONS AND LAPTOP COMPUTERS.** An APO or employee will report **immediately (no later than the next working day)** to the PO any weapons and laptop computers which are discovered lost/stolen/missing. On notification, by an APO or employee, the APO and PO will enter **immediately (no later than the next working day)** into the National Crime Information Center (NCIC) all lost/stolen/missing weapons. The APO and PO will enter **(within 5 working days)** into the NCIC all lost/stolen/missing laptop computers.

- + The NCIC is an automated system which, among its many features, records, tracks, and searches for lost/stolen/missing personal property reported by private citizens, private companies, governments, etc.
- + The entry of these weapons and laptops into the NCIC will be accomplished by the APO and PO visiting the nearest local police department and requesting that an employee with NCIC entry authorization enter the weapons and laptops into the NCIC.

Once the weapon and laptop has been entered successfully, the PO will request a copy of the NCIC entry screen. The NCIC entry screen, related ROS, JM, investigative report, PAP7 disposal record screen, and corrective measures taken to prevent recurrences will be faxed to the Regional Comptroller and Central Office, Chief, Property and Construction Branch **immediately (no later than the next working day) of the weapon(s) and laptop(s) entry into the NCIC.**

- + **Record Maintenance.** All NCIC entry screens, ROSs, JMs, investigative reports, PAP7 disposal record screens, and corrective measures taken to prevent recurrences will be maintained on file in the facility and Regional PO offices **for three fiscal years.**

9. **CONTROLLED PROPERTY TRANSACTION REGISTER.** Another method of ensuring the accuracy of inventories is using transaction registers. No later than the fifth working day of the month following the previous quarter, the facility PO will produce separate monthly transaction registers which reflect the previous quarter's activity [acquisitions, dispositions, transfers, or corrections to controlled property under the APO control.]

The PO will distribute the registers to the APO for verification. All registers will be returned (signed and dated) to the PO by the last working day of the month following the previous quarter. Technical guidance for using monthly transaction registers is provided in the TRM.

10. **SCHEDULING STORES INVENTORIES.** The facility PO will prepare (with the Board of Survey approval) the Annual Stores Inventory schedule of stock items which are maintained on Stock Record Cards; i.e., gasoline, fuel oil, discharge clothing, inmate clothing, hygiene and laundry supplies, etc. The Annual Stores Inventory Schedule does not include the Quarterly Commissary Inventory.

The Schedule will identify the date that the Annual Stores Inventory is to be accomplished, and the employee assigned to conduct the inventory. It is recommended that employees do not inventory the same stock items for two consecutive years and will be rotated among Financial Employees on a fair and equitable basis.

The PO will not conduct more than a quarter of all Annual Stores Inventories per fiscal year, this does not include Quarterly Commissary Inventories, because the PO acts in the capacity of a manager/facilitator. The PA Manager (of the stock items to be inventoried) will furnish the employees to assist with the inventory.

Chapter 6 - **Acquisition, Transfer, and Disposal of Personal Property**

GENERAL. This chapter outlines Bureau requirements and responsibilities in the acquisition, transfer, and disposal of personal property.

1. **ACQUISITION OF EXCESS PERSONAL PROPERTY.** The acquisition of excess personal property will be made under FPMR 101-43. Facilities will practice caution and **only** acquire materials:

- a. When there is a definite need determined in advance.
- b. In amounts less than a 180-day supply when acquisition is for local use only.
- c. Which have immediate use if being acquired for construction.
- d. Which do not have limited use.
- e. Which have been acquired under the Health Services Manual for medical equipment.

The TRM contains additional guidelines for acquisition, redistribution, and appraisal of excess personal property.

2. **INSPECTION AND TRANSFER OF EXCESS PERSONAL PROPERTY**

- a. **Inspection.** Before offering excess personal property to any other facility, bureau, or agency, it is important the property be inspected thoroughly and a determination made by the facility Board of Survey as to whether the property is worthy of declaring excess, see FPMR 101-43.

It is not in the Government's interest to declare property as excess which has little or no value and could be justifiably described as salvage or scrap. Detailed procedures for the preparation and distribution of screening listings are provided in the TRM.

b. **Requirements for Transfer of Excess Property**

- (1) **From Other Agencies.** To the extent possible, facilities will use excess personal property as the first source of supply to fulfill their requirements, consistent with good supply management.

- (2) **Within the Department of Justice (DOJ) and Bureau.** Based on local needs, facilities will transfer personal property between facilities and other DOJ components. Higher level approval is **required** before transferring any of the following items: weapons, ammunition, and armory equipment.

Transfer of these items will only be made after receiving written approval from the Regional Correctional Services Administrator. Motor vehicles which have been selected for replacement sale will not be screened within the Bureau and/or DOJ.

The TRM contains guidance for the Transferring Out (TRO) and Transferring In (TRI) of controlled personal property within the Bureau.

Excess personal property will be reported **to the appropriate GSA** office after screening within the DOJ has been accomplished.

(3) **To GSA**

- (a) **Automated Data Processing (ADP)** equipment will be excessed under the Computer Security Manual and FPMR 101-43.
- (b) **Weapons** may be donated to state and local law enforcement agencies, after approval from the Regional Correctional Services Administrator. The weapons will be screened within the DOJ, and excessed to GSA, (if they are not transferred within DOJ).

A Report of Excess Personal Property form (SF-120) is then completed, noting which state/local agency the Bureau would like to transfer the weapons. The transfer will be under the FPMR 101-43.

- (c) **Report.** Facilities will follow the procedures prescribed in FPMR 101-43 and 101-45, and submit an

SF-120 to GSA in an original and three copies. See the TRM for preparation instructions.

(d) **Property Pending Disposal.**

Property which has been declared excess to the facility will be transferred to the control of the Warehouse via Stores Requisition for care, handling, storage, and security pending final disposition.

- (4) **To Non-Federal Recipients.** FPMR 101-43 provides for equipment) to non-Federal recipients. Executive Order 12999, dated April 1996, authorizes the direct donation of ADP equipment to educational institutions without GSA approval after screening within the Bureau and DOJ has been completed. A facility committee appointed by the CEO, comprised of, but not limited to, an executive employee, volunteer coordinator, and members of the community relations board, will recommend the disposition of donated ADP equipment.

Before donation, all ADP equipment hard drives will be "degaussed" or wiped clean of any data and software under the Information Security Programs Manual. The originally purchased or "bundled" software may be included with the donated equipment if the software license permits.

Finally, a ROS will be prepared for donations of computer equipment with the appropriate official's signature as proof of receipt.

Reporting requirements for property furnished to non-Federal recipients are in FPMR 101-43. Each report will provide the non-Federal recipient furnished property's Federal Supply Code two-digit number, acquisition cost, and recipient's name/location.

All ADP equipment donated to educational institutions and weapons donated to state/local law enforcement agencies will be included in the report. To enable the preparation of a consolidated submission, each facility PO will prepare a report for the past fiscal year. This report will be mailed to the Regional PO who will review it for accuracy and forward all reports to the Central Office, Chief, Property Management, no later than October 10th of each year.

Instructions for preparing these reports are in FPMR 101-43.

For further guidelines, see the TRM.

3. DISPOSAL OF PERSONAL PROPERTY

- a. **Salvage and Scrap.** Salvage and scrap will be accumulated and separated by the nature of the material (iron and steel, brass, copper, stainless steel, batteries, etc.) to obtain the highest return for the Government, and the facility will develop a sales method.

The scrap will be placed on the Federal Prison Industries' scrap pile for sale if the facility Board of Survey determines the salvage and scrap does not warrant accumulation and separate sale.

For condition codes and definitions for classifying personal property items as salvage and scrap, see FPMR 101-43 and for additional guidelines, see the TRM.

- b. **Spent Brass Ammunition Casings.** When a sufficient quantity of spent brass ammunition casings has been collected, separated, and stored in the Armory by the facility Security Officer, the PO will determine final disposition of the casings as follows:

Disposal through DRMOs can be made for spent ammunition casings which have been separated by caliber and are free of live ammunition rounds. Turn-in of casings will be accompanied by a properly completed Department of Defense Form 1348-1, "Single Line Item Release/Receipt Document." This form is obtainable

from the DRMOs. The DRMO no longer considers spent brass ammunition casings a precious metal and will charge a fee for turned-in brass casings to a DRMO.

Spent ammunition casings which are appraised by the Board of survey as "scrap" will be sold. The GSA will authorize sales of "scrap" spent ammunition casings. A "Report of Personal Property for Sale form" (SF-126) will be prepared properly as required by FPMR 101-45, and submitted to the appropriate GSA office under instructions contained in FPMR 101-45 to receive authorization.

Spent ammunition casings which are appraised by the Board of Survey as "salvage", can be sold with the proceeds applied to the purchase of "like" ammunition under FPMR 101-46, Exchange/Sale Authority. GSA approval for casings which are appraised by the Board of Survey as "salvage" and not "scrap" is not required before conducting a sale of spent ammunition casings.

Proceeds from the sale of "scrap" personal property cannot be applied to the purchase of "like" personal property, and must be deposited into the miscellaneous receipts account.

- c. **Weapons.** Weapons which are excess, no longer authorized for use, and which GSA has instructed to be abandoned/destroyed, must be totally destroyed and rendered useless in the presence of the facility PO and the Security Officer. The weapon's FPS-ID number tag will be attached to the PO's ROS copy after destruction of the weapon is complete.

The PO and Security Officer will affix their signatures to the ROS to witness and certify the weapon(s)' destruction.

- d. **Recovery of Precious Metals.** It is DOJ policy that each Bureau facility generating precious metal bearing waste implement a silver recovery program. Each Bureau facility is required to comply with the terms and conditions of the DOJ Interservice Support Agreement with the Defense Reutilization and Marketing Service (DRMS) (see the TRM for instructional information). The DRMS no longer considers spent brass ammunition casings a precious metal and will charge a fee for turned-in brass casings to a DRMO.

e. Sale and Application of Proceeds

- (1) Property to be sold with the intent to apply proceeds will be processed on an SF-126 under the instructions contained in FPMR 101-45 and forwarded to the appropriate GSA office, Utilization and Disposal Service. Instructions for handling the proceeds from sales and exchanges are found in the Accounting Management Manual.
- (2) Facilities may sell small lots of personal property with the proceeds from these sales deposited in the miscellaneous receipts account.

f. Exchange or Trade-in of Similar Equipment

- (1) Personal property will be exchanged or traded-in for similar items including, but not limited to, those items appearing in FPMR 101-46.
- (2) Trade-ins are considered one of the better methods of disposal. Invitations for purchasing new equipment will include items for trade-in. A complete description of the trade-in item, including the statements "as is" and "where is," will prevent the possibility of any misunderstanding.
- (3) Motor vehicles, which the Central Office Fleet Manager has approved for replacement, will be sold by GSA, by a GSA Internet sale or by a GSA contractor at the nearest GSA contract auction facility. The location of the nearest GSA auction facility can be obtained by contacting the regional GSA office.

The monies collected from a GSA sale or a GSA auction will be returned to the Bureau for purchasing replacement vehicles, under the Accounting Management Manual. Questions regarding fleet replacement authorization will be directed to the Central Office Fleet Manager.

- (4) Weapons are not eligible for exchange or trade-in, under the FPMR.

(5) For application of trade-in values, see the Accounting Management Manual.

- g. **Recycled Materials.** Specified materials may be recycled and proceeds used by a facility under the Program Statement on Recycling, Records, and Reports.

4. DISPOSAL (DESTRUCTION) OF SPMS CONTROLLED PERSONAL PROPERTY.

The PO will witness the destruction of all SPMS controlled personal property, which the Board of Survey (via a ROS) approved for destruction due to age, obsolescence, etc. The PO will remove the FPS-ID number tag, if available, and attach the tag to the PO's ROS copy. Once the tag has been removed, the property will be rendered useless by breaking, smashing, crushing, or cutting it up.

The PO will witness the destruction of all SPMS controlled personal property, and certify this by affixing his or her signature to the ROS. For weapons, the PO and Security Officer will both witness the destruction of the weapons and certify this by affixing his or her signature to the ROS.

5. DISPOSAL (DESTRUCTION) OR TRANSFER OF COMPUTERS. All computers which are to be destroyed or transferred out of the Bureau's control (i.e., GSA, other federal agencies, state/local governments, schools, etc.) will be "degaussed" or wiped clean of any data and software, before being transferred out or destroyed, under the Information Security Programs Manual.

Chapter 7 - Gifts or Donations of Personal and Real Property

GENERAL. Foreign gifts, donations of money, or property will be accepted under the JPMR and the Program Statement on Acceptance of Donations, respectively.

1. **PERSONAL PROPERTY.** Personal property which has been approved for acceptance as a gift or donation will be:

- + assessed a value,
- + issued a FPS-ID Number, and
- + entered into the SPMS under Chapters 3.

2. **REAL PROPERTY.** Real property which has been approved for acceptance as a gift or donation will be recorded on a SRPMS Record under the TRM, Chapter 8.

3. **GIFTS RECEIVED FROM FOREIGN INDIVIDUALS.** The CEO will report all tangible foreign gifts (\$285 or more) received from foreign individuals, via fax or email, to the Central Office, Chief, Property Management by January 10 of each year for gifts received during the preceding calendar year. Negative reports are required. All reports will be prepared as shown in the TRM.

4. **GIFTS GIVEN TO FOREIGN INDIVIDUALS.** The CEO will report all tangible foreign gifts (\$285 or more) given to foreign individuals, via fax or email, to the Central Office, Chief, Property Management, by October 10 of each year for gifts given during the preceding Fiscal Year. Negative reports are required. All reports will be prepared as shown in the TRM.

Chapter 8 - Real Property (Owned or Leased)

GENERAL. This chapter outlines the Bureau's real property (owned or leased) requirements and responsibilities under FPMR 101-47.

1. REAL PROPERTY TRANSACTIONS, PERMITS, AND EASEMENTS

- a. **Real Property Transactions.** Acquiring, donating or disposing of real property (Land, Buildings, or other Structures/Facilities) will be coordinated with the Regional Facilities Administrator with approval of the Central Office, Chief, Facilities Management. Authority to acquire or dispose of real property is not delegated below the Central Office level.

Guidelines for accepting donated real property is in the Program Statement on Acceptance of Donations. A copy of the approval to dispose of Land, Buildings and Structures/Facilities will be forwarded to the Central Office, Chief, Property Management Section.

- b. **Permits for Ingress and Egress.** The Assistant Director for Administration is authorized in 28 CFR §§ 0.96 and 0.97 to grant/accept permits to/from states or public agencies for right-of-way on land administered by the Bureau or states or public agencies under the authority of Title 43 U.S.C. §§ 931c and 961.

This type of authorization generally covers entry permits of a temporary nature, such as cleaning of drainage ditches by the county, temporary use of Government land for a public purpose, and entering and exit rights for installing utilities on or adjacent to Government-owned land.

These entry permits are granted pending execution of a formal easement. The Government may revoke permits at will, which normally are not recorded due to their temporary nature.

The Assistant Director for Administration will sign permits, unless specific delegation is granted to the local level. Requests for permits will be transmitted through the Regional Facilities Administrator to the Central Office, Chief, Property and Construction Branch. Concurrence by the facility's CEO and the respective Regional Director will be noted on the request for permit.

- c. **Easements.** Right-of-way easements will be processed through the Regional Facilities Administrator, and the request forwarded to the Central Office, Chief, Property and Construction Branch. All requests for easement will be accompanied by a metes and bounds description, or the equivalent, prepared by a licensed surveyor, and three copies of a plat map or sketch showing the metes and bounds thereon. Concurrence by the facility's CEO and the respective Regional Director will be noted on the easement requested.

The Attorney General has reserved the authority to execute easements. After an easement is granted, it will be forwarded to the originating facility with a request to have it signed by the grantee and recorded. The recording information will then be forwarded to the Central Office, Chief, Property and Construction Branch.

2. **REAL PROPERTY RECOGNITION, ACCOUNTABILITY, RECORDING, AND INVENTORY**

- a. **Real Property Recognition And Accountability.** In accord with the Federal Accounting Standards for Property, Plant, and Equipment and the Accounting Management Manual; real property [Land, Building(s), Structure(s)/Facility(s), and related Improvement(s)] which meet established capitalization and other criteria will be recognized and accounted for once a real property Asset or Improvement is "Placed In Service."

Each facility will recognize and account for the real property using the instructions provided in the TRM.

- b. **Real Property Recording.** To record the recognized and accounted for real property accurately, each facility will record all real property which meets the established capitalization and other criteria in the SRPMS.

The PO will provide the Accounting Supervisor with the SRPMS Listing Depreciation (LID) Report for Land, Building(s), Structure(s)/Facility(s), and related Improvement(s) no later than the fifth working day of the following month. The TRM provides instructions for recording real property in the SRPMS.

- c. **Annual Real Property Inventory.** The Board of Survey Chairperson/Designee, PO, and the Facility Manager (FM)/Facilities Administrator (FA) will complete and reconcile an Annual Real Property Inventory of a Facility's real property each August to ensure all Real Property is recognized, accounted for, and recorded.

These employees will walk the entire inside perimeter and drive the entire outside perimeter while "writing down" the name and/or number of **all** observed Building(s), Structure(s)/Facility(s), and any obvious new Improvement(s). The Inventory will be conducted without the use of the SRPMS Records which could influence the Inventory's objectivity.

On completing the Inventory, the PO and FM/FA will compare the completed listing to their respective records and reconcile all "missing," "add," and/or incorrectly classified capitalized real property. The PO is to maintain reconciliation efforts; (e.g., Reports of Survey, project files, etc.) and a signed copy of the memorandum by the Board of Survey Chairperson detailing reconciliation results on file for program review purposes.

3. **ANNUAL REPORT OF REAL PROPERTY (OWNED)**

- a. **Real Property Owned.** To enable preparation of a consolidated submission, each facility PO (including camps), will prepare a GSA Form 1166 (Annual Report of Real Property Owned by or Leased to the United States) for the past fiscal year.

The PO will prepare this report based on the SRPMS as of September 30, and forward it to the Regional PO who will review it thoroughly for accuracy, and provide a consolidated submission of all reports to the Central Office, Chief, Property Management Section, no later than November 1st of each year. **Facilities are urged to review preparation instructions thoroughly to avoid returned reports.**

Preparation guidelines are in the TRM. For new facilities not listed, contact the Central Office, Chief, Property Management Section.

- b. **Forms.** Each facility will obtain GSA Form 1166 from its appropriate GSA office.

4. **REVIEW OF REAL PROPERTY AND THE GENERAL SERVICES ADMINISTRATION SURVEYS.** Facilities scheduled for a review of real property will use the following guidelines:

- a. **Facility Real Property.** Facilities will achieve the most effective and economical use of real property (Land, Buildings, Structures/Facilities and related Improvements) to meet the needs of facility programs.
- b. **Review of Real Property.** FPMR 101-47 requires identifying excess Federal real property and further requires implementing the policies set forth in the FPMR. In this regard, GSA may require a thorough review of an agency's real property periodically.

Only newly activated Bureau facilities, and/or facilities selected by GSA will be required to conduct a review of their various property holdings. The appropriate Regional Office scheduled for the review will be notified in writing by the Central Office, Chief, Property and Construction Branch. Instructions and guidelines will be provided at that time.

An itemized written record will be prepared, using the format outlined in the instructions. Facility POs will prepare and send the original and a copy (both will have **original** photographs) of the report to the Regional PO who will review it for accuracy and forward it to the Central Office, Chief, Property Management Section. The CEO will sign and date the report. Detailed guidelines for conducting the review of real property are contained in the TRM.

- c. **Excess Real Property.** On a recommendation to declare under-utilized property as excess to the Bureau's needs, the facility forwards such recommendation to the Regional Office. The Regional Director then forwards the recommendation, with comments, to the Central Office, Chief, Property and Construction Branch.
- d. **GSA Surveys.** The GSA conducts continual surveys of real property holdings of all executive agencies. On notification by GSA, the Central Office, Chief, Property and Construction Branch will notify the facility of a scheduled GSA survey.

- (1) **Designation of Representative.** The CEO will designate a representative at the facility to

assist in the survey and also to serve as a contact point. The name, title, and phone number of the representative will be forwarded to the Central Office, Chief, Property Management Section. The GSA will contact the facility's representative to make the necessary arrangements for the survey.

- (2) **Findings of GSA Surveys of Real Property.** The GSA representative conducting the survey will be instructed to have a close-out meeting with the CEO or his/her designated representative, not below the Associate Warden level, and discuss any findings before leaving the facility and preparing the survey report.
- (3) **Buffer Zone.** Where feasible and existing land is available, all facilities, including camps and detention centers, should have a buffer zone of 1,000 yards. Moreover, where maintenance cadre or camp facilities are provided, the distance between such facilities and the property lines will be considered in establishing buffer zones.

Mission and program changes will affect buffer zone requirements. For high-rise correctional centers in urban areas, it is necessary to establish "buffers" through architectural techniques. High-rise buildings with detention quarters far above the ground serve this purpose. Adequate buffer zones are critical to Bureau facilities' effective operation.

The buffer zone serves to:

- (a) Offer employees a relatively unobstructed observation of inmate activity outside the facility perimeter fence.
- (b) Maintain a psychological barrier to inmates planning escape or other prohibited activities.
- (c) Provide employees a measure of time, often of critical importance, to react to escape attempts or other disturbances before the facility's ultimate perimeter is threatened.

- (d) Present an aesthetically positive appearance to the community.
 - (e) Restrict the closeness of structures or activities which are inconsistent with the management and control of facility functions.
 - (f) Channel the interaction between inmates and the community into those areas designated by facility management.
 - (g) Support the mechanical devices such as warning systems or perimeter fences, which provide part of the facility's overall security.
 - (h) Offer protection to the surrounding community when employees must use firearms or other dangerous weapons to control inmate disturbances or escape attempts.
- (4) **Regional Office.** The Regional Office will be kept advised of GSA-conducted surveys and, on receipt of GSA's report, the CEO must prepare a response to the Regional Office for review, commenting on the findings of the survey along with recommendations.

The report will then be forwarded to the Central Office, Chief, Property and Construction Branch.

5. **ASSIGNMENT AND UTILIZATION OF SPACE**

- a. **Approval.** The Assistant Director for Administration is delegated the authority to approve all requests for leased space.

+ **This authority will not be delegated below the Central Office level.**
- b. **Request for Space.** All leased space requests, including office, storage, parking, warehouse, special purpose, etc., will be submitted through the Regional Office for the Regional Director's approval to the

Central Office, Chief, Property and Construction Branch, for review on the Request for Space form (SF-81), under FPMR 101-17.

On final approval by the Assistant Director for Administration, requests will be returned to the requesting facility's Regional Director. Central Office requests will be submitted through the appropriate Division Assistant Director for approval, to the Central Office, Chief, Property and Construction Branch, for further processing.

- c. **Termination of Leased Space.** All leased space termination requests will be submitted for the Regional Director's approval to the Central Office, Chief, Property and Construction Branch for review **at least 120 days before anticipated vacancy**, when space or a portion thereof, will no longer be required.

The notification will be in writing, giving:

- + a description of the area involved,
- + the location, and
- + the estimated date of vacancy.

Central Office terminations will be submitted for approval through the appropriate Division Assistant Director to the Central Office, Chief, Property and Construction Branch. On final approval by the Assistant Director for Administration, termination requests will be returned to the requesting facility's Regional Director for further processing.

Chapter 9 - Receiving Reports and Reports of Survey

GENERAL. This chapter provides direction on the preparation and use of receiving reports and the preparation and numbering of the Reports of Survey.

1. **RECEIVING REPORTS.** The Trust Fund/Warehouse/Laundry Management Manual provides instructions for preparing and using the Receiving Reports. The receiving report is the source document for all controlled personal property accounted for in the SPMS, including credit card purchases. The TRM provides instructions to POs on using receiving documents.

2. **REPORT OF SURVEY.** When goods are damaged or become unsuitable for further use while in the Warehouse, they must be surveyed. Equipment inventory differences are to be recorded by a Report of Equipment Inventory Difference (available on BOPDOCS). A ROS (BP-S111.044, available on BOPDOCS) must be used to report differences identified by (APOs) and PAMs. The Board of Survey is to use the ROS to report findings and recommend disposition. The TRM provides further instructions to POs.

- a. **Preparing and Numbering.** The PO must number ROSs consecutively at the beginning of each fiscal year, followed by the last digit of the current fiscal year (e.g., 0001-5, 0002-5, 0003-5, etc.) for S&E personal property. A separate series of ROS numbers will be automatically generated by the Trust Fund Commissary and Accounting System (TRUFACS) for Trust Fund Commissary disposals.
- b. **Adjusting Records.** The ROS, approved by the Board of Survey, must be the basis for adjusting entries to appropriate property records.

Chapter 10 - **Inmate Postage Stamps, Meal Tickets, Protective Clothing and Vehicle Titles**

GENERAL. This chapter defines the Bureau's requirements and responsibilities for the accounting of postage stamps, vehicle titles, meal tickets, and protective clothing.

1. **POSTAGE STAMPS.** Postage stamps purchased from the (S&E) appropriation will be stored in a secure safe. Receipt and/or issuance of stamps will be performed under strict accountability. See the TRM.

2. **VEHICLE TITLES.** Vehicle titles or certificates of origin for all vehicles at a facility will be maintained on file in a secure safe. Specific procedures for handling vehicle titles can be found in the TRM.

3. **MEAL TICKETS.** Authority for furnishing meals to employees is provided by Public Law 88-459 (5 U.S.C. § 5911 and 18 U.S.C. § 4011). Meals will be furnished to employees through the employee dining room or other designated area of each facility.

The employee must present an automated Meal Ticket (debit card) or Cash Meal Ticket for each facility meal consumed. Meals may be furnished, without charge, to persons whose service to the facility is in the best interest of the Government, under the Accounting Management Manual. A memorandum, in lieu of Guest Meal Ticket(s), from the Associate Warden of Operations to the facility Food Service Administrator will list the total number of persons and the specific date(s) of the guest meal. The memorandum will be forwarded to the Food Service Administrator at least two days in advance of the meal. A copy of the memorandum(s) will be maintained on file in the Food Service Administrator's office.

Procedures for receipt, issuance, and accountability of Meal Tickets are in the TRM.

4. **PROTECTIVE CLOTHING.** The CEO is delegated the authority to prescribe protective clothing for the protection of uniform clothing and/or personal clothing. Protective clothing may be issued to:

- + any employee required to work outside in inclement weather,
- + an employee assigned to temporary duties where such clothing is required, or
- + for safety or environmental health purposes.

Medical protective clothing may be made available, on site, as prescribed by the Clinical Director. Protective clothing will not to be issued to employees permanently.

All employees whose work areas are designated as foot hazard areas by an Institution Supplement will wear safety shoes. When safety shoes are required, they will be provided at Government expense to uniformed or non-uniformed employees alike. This will be in addition to the uniform allowance for uniformed employees.

Each eligible employee is entitled to two pairs of safety shoes on initial issue and one pair every nine months. Exceptions will be made for loss or damage associated with official duty.

Safety shoes will be obtained according to required acquisition procedures. Detailed procedures regarding protective clothing are provided in the TRM.

Chapter 11 - Unclaimed Property

GENERAL. For this policy's purpose, unclaimed property is divided into two classifications (i.e., "abandoned" and "voluntarily abandoned") as defined below:

1. **ABANDONED PROPERTY.** Abandoned property is any personal property meeting the criteria in FPMR 101-48. A more detailed definition and disposal procedures are located in JPMR 128. These regulations define the efforts required to:

- + locate the owner,
- + establish dollar thresholds, and
- + set time periods for appropriate steps to be followed before title is vested in the U.S. Government.

2. **VOLUNTARILY ABANDONED PROPERTY.** This refers to personal property meeting the criteria in FPMR 101-48. For property so classified, the title vests in the U.S. Government immediately, and the property will be used or disposed of without efforts to locate the owner.

The JPMR indicates personal property, regardless of value, left behind by an inmate who has departed a facility by parole, release, escape, or any other manner, except approved for furlough, will be considered voluntarily abandoned.

It is Bureau policy to retain voluntarily abandoned property, without regard to value, for a period of 30 calendar days after the inmate's departure. If after this period of time, the property has not been claimed, it will be used by the Government, destroyed, or donated/sold through the General Services Administration at the CEO's discretion. Proceeds from these sales will be deposited under the Accounting Management Manual (miscellaneous receipts account) and FPMR 101-48.

Confiscated inmate personal property will be considered voluntarily abandoned. Confiscated currency will be deposited in the miscellaneous receipts account. Usable confiscated self-adhesive postage stamps will be distributed to indigent inmates in accordance with the Program Statements on Inmate Personal Property and Inmate Discipline and Special Housing Units.

Negotiable instruments will also be considered voluntarily abandoned and disposed of, under Treasury Department Regulations.

The provisions of this chapter are cross referenced to the Correctional Services Manual.

Chapter 12 - **Seasonal Decorations**

GENERAL. This chapter prescribes the circumstances under which seasonal decorations may be purchased.

1. **USE OF APPROPRIATED FUNDS.** Appropriated funds may be used to purchase seasonal decorations when the purchase is consistent with work-related objectives and meets the Bureau's mission. Under 60 CG 580 (1981), such decorations are restricted to public areas where they would contribute to a pleasant atmosphere.

2. **CEO APPROVAL.** The Bureau facilities are to exercise care when purchasing seasonal decorations to ensure they are: work-related; not for an employee's personal convenience or satisfaction; and not for private office areas.

The CEO must approve the purchase of seasonal decorations.

3. **ESTABLISHMENT CLAUSE.** The CEO is to be sensitive in determining the type of seasonal decorations that may be inappropriate. This includes seasonal decorations which are religious in character and could be viewed as:

- + An endorsement of religion;
- + Lacking any clearly secular purpose; or
- + Government conduct prohibited by the Establishment Clause of the First Amendment, of the United States Constitution

Chapter 13 - **Employee Housing (Quarters)**

GENERAL. Public Law 88-459 (5 U.S.C. § 5911) authorizes Government agencies to provide housing to civilian employees. Housing on the facility reservation has been established to provide temporary living accommodations for a small number of personnel.

The Bureau does not require occupancy of government housing by any employee as a condition of employment. Rental rates for the housing are established under Office of Management and Budget (OMB) Circular No. A-45.

1. **ASSIGNMENT PROCEDURES.** The CEO, at facilities with housing, will establish a Housing Committee consisting of at least four members. The Committee will include at least one Associate Warden (Chairperson) and other employees with knowledge of the facility, such as the Financial Management Supervisor, Facilities Manager, Human Resource Manager, etc.

- + The Union will be entitled to a minimum of one representative on the Housing Committee.

This Committee's responsibility is to provide occupancy and termination recommendations to the CEO for final determinations. The facility's PO will serve as the recorder for the committee.

The committee will establish procedures for determining housing occupancy. Facilities will issue an Institution Supplement regarding housing assignment and termination procedures. The Institution Supplement will include at least the following:

- a. Use of a formal notice of filling housing vacancies, housing assignment, as well as, formal notice of termination. The termination letter will allow employees at least 90 days to vacate the unit, except for 14 days notice for probationary termination, terminations for cause, and voluntary resignations.
- b. Assignments and termination of occupancy will be made as the facility needs dictate. Assignment notices will include a statement that whenever the need arises to terminate occupancy, for just cause, moving costs will be solely at the employee's expense. The Assignment of Employee Housing (BP-S126.023), Assignment of Transient Quarters (BP-S128.023), and Termination of Employee Housing (BP-S127.023) forms are available on BOPDOCS.

2. **RENTAL RATES.** Rental rates will be established under OMB Circular No. A-45 using the Quarters Management Inventory System the Department of the Interior (DOI), National Business Center developed.

As stated in OMB Circular No. A-45, it is Government policy that rental rates and charges for Government-owned housing will be based on reasonable value to the employee in circumstances under which the housing is provided, occupied, or made available.

Reasonable value to the employee is determined by the rule of equivalence, namely, that charges for rent will be set at levels equal to those prevailing for comparable private housing located in the geographical regional area.

As required by OMB Circular No. A-45, housing rental rates are adjusted annually based on changes in the Consumer Price Index. OMB guidelines also provide for reconfirmation of the market-based rental rates at least once every five years, or sooner, if conditions warrant.

Rent for incoming and outgoing employees, who are occupants for partial pay periods, will be pro-rated for the number of days actually in such status within a 14-day period. For example, two days occupancy will be computed as 2/14ths of the bi-weekly rate. Increases/decreases in rental rates will be implemented under a written memorandum from the Central Office.

3. **SERVICES INCLUDED.** The rental rates cover furnished and unfurnished dwellings, utilities, garbage/trash service, lawn care (if applicable), maintenance and repair of buildings, and Government-owned equipment.

Rental rates **do not include** maintenance and service supplies, such as, light bulbs, tools, cleaning supplies, cleaning equipment, floor wax, furniture polish, laundry service, etc. The occupant must furnish these items at the occupant's personal expense. The Government will neither purchase nor provide firewood to employee residences.

4. **FURNISHINGS.** Residential appliances/furnishings provided by the Government for employee housing, will be limited to the following items:

- a. **Carpeting.** Carpeting is approved for all housing and may be installed at the CEO's discretion. Any carpet installed must meet applicable fire safety standards. All carpet must be acquired under the Federal Acquisition Regulation, and will not be replaced simply

because of color, style, grade, etc. It is recommended that only neutral color carpet be installed.

- b. **Window Coverings (Drapes or Blinds).** Window coverings may be provided for housing with oversized or irregular windows on a case-by-case basis with the Assistant Director for Administration's written approval. An oversized or irregular window may have either drapes or blinds as window coverings, not both.
- c. **Residential Appliances.** The following appliances will be provided for each residence:

Refrigerator white, with top or bottom freezer, ice maker, size 12 to 18 cubic foot (Federal Supply Schedule)

Free standing range, white, 24" to 36" width, without microwave (Federal Supply Schedule)

Dishwasher, white (Federal Supply Schedule)

The occupant is to furnish all other appliances not listed above at the occupant's personal expense.

Appliances/furnishings will not be replaced merely because of a change of decor. However, appliances/furnishings may be replaced when the Board of Survey has determined that the item is beyond reasonable repair or has outlived its useful purpose.

- d. **Supplemental Furnishings.** Bedrooms and/or common areas in transient quarters may be furnished with limited supplemental furnishing; i.e., tables, chairs, night stands, dressers, and beds.

+ Initial acquisitions of free-standing ranges, window air conditioners, dishwashers, refrigerators, humidifiers/dehumidifiers, carpet, window coverings, and supplemental furnishings require the Assistant Director for Administration's approval, and will be forwarded through the Regional Director to the Central Office, before acquisition, for special approval under the BOP Acquisition Policy.

All appliances/furnishings (e.g., appliances, carpeting, drapes, supplemental furnishings, etc.) must be procured from mandatory sources (UNICOR, General Services Administration and/or Federal Supply Schedule).

- e. **Air Conditioning.** If warranted, and at the CEO's discretion, window air conditioning units may be installed. The cost of purchase, installation, and maintenance of air conditioning equipment in Government-owned housing, as well as the cost of utilities associated with its operation, will be recovered through increases in basic rental rates using the formula the DOI provided.

- f. **Rental Rate Adjustments.** Rental rates for furnished housing will be adjusted to take into account appliances/ furnishings supplied.

+ The Central Office must be advised when any changes occur.

The Government Quarters Inventory (GQI) form, available on BOPDOCS, must be prepared and forwarded to the Central Office, Chief, Property Management Section, with a memorandum noting the change(s) within 10 calendar days. General instructions for completing the GQI form are provided in the TRM.

- g. **Accountability of Furnishings.** All residential appliances/ furnishings provided by the Government, except for carpeting and window coverings, will be recorded in the SPMS as accountable property, regardless of cost or value.

Inventories of housing will be conducted/updated on change of appliances/furnishings and/or occupants. Inventories will be completed by the occupant and the PO on occupancy and before vacating the housing. A separate inventory for each residence will be maintained on file and signed by the current occupant. Occupants are responsible for notifying the PO whenever assigned appliances/furnishings are added or removed from quarters.

An individual, other than the occupant, will be assigned APO responsibilities, as described in Chapter 2, for all residences.

Facilities will schedule an annual inventory of appliances/furnishings, and a walk-through inspection of residences in conjunction with the annual property inventory in April. A formal inspection is also required on occupancy and before a residence being vacated.

Transfer of Government-owned quarters appliances/furnishings from one institution to another requires approval of both the gaining and losing CEOs and the Regional Directors.

When ordering new or replacing existing appliances or furnishings, a copy of the procurement document must be maintained on file with the Employee Quarters records.

- h. **Employee Housing Review.** The Program Review Division will review procedures for employee quarters furnishings and rental rates.

5. **PUBLIC HEALTH SERVICE (PHS) OFFICERS.** A PHS Commissioned Officer who accepts and occupies quarters will pay the established rental rate, not to exceed their quarters allowance (E.O. 10204 and 41 CG 32). "Quarters" will include fuel, water, electricity or gas, and other necessary utilities. **The Chief, Commissioned Corps Personnel, Health Services Division, Central Office will be notified if a PHS Commissioned Officer is not paying employee quarters rent.**

6. **TRANSIENT QUARTERS**

- a. If available, suitable rooms may be provided to transient employees and others visiting the institution on business, at the daily rate the DOI established. The rooms and common areas may be furnished with limited supplemental furnishings; i.e., tables, chairs, night stands, dressers, and beds.
- b. So that proper accountability is established when transient quarters are used, a record of the assignment quarters will be made promptly. The Assignment of Transient Quarters form (BP-S128.023), available on BOPDOCS, will be prepared in duplicate, immediately on assignment of transient quarters by the CEO.

- c. **Electrical Consumption.** Electrical charges will be recovered by increases in the basic rental rates for heating and small appliances per the formula provided in the survey provided by the DOI.

See the TRM for the rental computation chart.

7. **RESTRICTED OR PROHIBITED ACTIVITIES.** Each facility's orderly operation requires various controls over the activities conducted at reservation housing.

Each facility with employee housing will issue an Institution Supplement. The Institutional Supplement will provide employee housing requirements, guidelines, and instructions and will cover such subjects as:

- + annual inspections;
- + inventory of Government-provided appliances/furnishings;
- + GQI forms;
- + contraband;
- + installation of appliances/furnishings;
- + maintenance work;
- + pets;
- + use of utilities; and
- + reasonable care of property, etc.

A copy of the Institution Supplement will be furnished to all occupants and the Central Office, Chief, Property Management Section. The Institution Supplement will provide the following minimum restrictions and prohibitions:

- a. **Private Enterprise on Government Reservation.** No business or private enterprise will be conducted from an employee residence, or property, without the Director's written consent. This authority will not be re-delegated.

No enterprise will be approved which may interfere with neighborhood compatibility, instigate uncontrolled traffic on and off the reservation, or in any manner bring disrepute on the Government. An enterprise must not constitute or give the appearance of a conflict of interest with official duties, nor can a business operate in any manner which consumes Government utilities, other than for office space and office machines.

Signs **will not** be displayed which invite the general public to an employee's house. Whenever an employee, or member of the employee's household who is residing in an employee residence, desires to conduct a private enterprise or business venture of any nature whatsoever, the employee will submit a written request to the institution CEO. The request will include, at a minimum:

- (1) Name and relationship of the person(s) involved;
- (2) Identification of the business venture;
- (3) Equipment and utilities necessary;
- (4) Amount of space required;
- (5) Recipients of the services and/or products;
- (6) Patrons visiting the employee residence; and
- (7) Identified services and/or products delivered.

The CEO will evaluate the merits of the request and forward comments (along with the request) to the Regional Director. After review by the Regional Director, the request (with the CEO's evaluation and the Regional Director's comments,) will be forwarded to the Director for final approval/disapproval.

An employee's failure to report and obtain prior approval to conduct a private enterprise, is subject to investigation.

- b. **Firearms.** No personal firearms and/or weapons will be kept in reservation housing. This includes firearms of all types, and other types of weapons such as, but not limited to, crossbows, bows, arrows, explosive devices, ammunition, or pellet guns.

Personal firearms (not to include other types of weapons) will be placed in the facility's Armory for safekeeping. For accountability purposes, a log will be established and maintained for all personal firearms stored in the Armory.

- c. **Sunbathing.** Local regulations governing sunbathing and summer attire such as bathing suits, shorts, and halters will be developed for the times when inmates and/or visitors may be expected to be in the vicinity of employee housing.
- d. **Laundry.** To limit inmate access to civilian clothing, laundry will not be hung outdoors to dry during times when inmates are in the vicinity of employee housing.

- e. **Social Functions.** All alcoholic beverages will be stored, used, and disposed of in a manner that precludes access by inmates.
- f. **Subleasing.** No portion of any Government-furnished housing will be subleased, rented, or otherwise shared with anyone other than the occupant's immediate family, or another Bureau employee officially designated as an occupant of the residence. This restriction does not apply to temporary visitors.

8. **REQUEST FOR RECONSIDERATION/APPEALS.** Employees/tenants have the right to contest any aspect of the rental rate establishment process. The two mechanisms for doing so are:

- + request for reconsideration
- + appeals

- a. A **Request for Reconsideration** is the first step of the appeal process whenever the employee/tenant believes the housing has been improperly classified, rates have not been established properly, or the rates do not reflect reasonable value of the employee quarters.

The request for reconsideration will be made in writing from the employee, outlining in detail the basis for the request. The request will be filed with the Central Office, Chief, Property and Construction Branch, within 20 days following receipt of the notice of change in rate.

The filing of a request for reconsideration will not delay implementing the revised rental rates. However, should the rental rate be lowered, the facility will refund to the employee any overpayment which resulted during the period from the date the rental increase became effective, to the date the rate is modified.

The Central Office, Chief, Property and Construction Branch, will issue a decision by certified mail, (return receipt requested) within 30 days of receipt. Within 20 days of receipt of decision an employee (not other occupants) may appeal the decision to the Assistant Director for Administration.

The appellant will have the burden of proof on a request for reconsideration.

- b. An **Appeal** is a written request by the employee to the:

Assistant Director for Administration
Federal Bureau of Prisons
320 First Street NW - 5009
Washington DC 20534

The appeal will include a request to examine the issues raised in the request for reconsideration. The filing of a request for reconsideration and a decision, thereon, as described above, are prerequisites to an appeal.

The Assistant Director for Administration will refer the appeal to an ad hoc board consisting of one or more persons. The decision of the ad hoc board will be final. The appeal to the Assistant Director for Administration will be the sole procedure for appeal of the reviewing official's decision on reconsideration. Appeals will be subject to the following conditions:

- (1) Appeals undertaken as to either existing or proposed rates will be adjudicated as of the date the rate increases were implemented.
- (2) The filing of an appeal will not result in postponing implementation of a proposed rate pending adjudication of the appeal.
- (3) When an appeal results in the rental rate's revision, the facility will refund the employee for any overpayment which resulted during the period from the date the rental increases were implemented to the date of the appeal decision.
- (4) An appeal must list all alleged errors with specifications. No alleged errors will be considered that have not been listed.
- (5) If an employee is on official leave or in travel status when rates are issued, the time period for filing a request for reconsideration or appeal will be extended accordingly.

9. **DISPOSAL OR STRUCTURAL MODIFICATION/EXPANSION.** Any disposal or structural modifications/expansion of housing will be under the Facilities Operation Manual.

10. **CONVERSION OF EMPLOYEE RESIDENCES FOR OTHER USES.** Requests to convert employee houses to uses other than employee residences (command centers, additional office space, etc.) will be forwarded to the Central Office, Chief, Property Management Section, for approval by the Assistant Director for Administration.

11. **ACQUISITION OF EMPLOYEE HOUSING.** Requests to acquire employee housing must be initiated before the property's acquisition. The memorandum request is initiated by the Regional Director and forwarded to the Assistant Director for Administration, for final approval by the Director. All requests must be accompanied by interior/exterior photos and a description of the floor plan and amenities. Rental rates will be established, under OMB Circular No. A-45, utilizing the Quarters Management Inventory System developed by the DOI, National Business Center.

Chapter 14 - **Bureau Employee Transit Subsidy (BETS) Program**

GENERAL - This chapter describes the requirements and responsibilities of the Bureau and Bureau employees for the maintenance and use of the Bureau Employee Transit Subsidy (BETS) Program.

1. **AUTHORITY AND PURPOSE.** Executive Order (EO) 13150, "Federal Workplace Transportation," requires federal agencies to provide a monthly Transit Subsidy to qualified employees who use public mass transportation to commute to their work locations. The purpose of the EO is to reduce traffic congestion and air pollution, and to expand employee's commuting alternatives.

2. **DEFINITIONS**

- a. Public Mass Transportation is defined as transportation which is available to the general public and includes: public bus, train, rapid transit, subway, ferry, and commuter highway vehicle.
- b. Commuter Highway Vehicle (CHV) is defined as a highway vehicle; i.e., 7-15 seat passenger van - which must meet all of the following criteria:
 - (1) Transports commuters for compensation or hire.
 - (2) Seats at least six adult riders (not including the driver), and in which at least 80% of the CHV mileage can reasonably be expected to be for the purpose of transporting riders between their residences and work locations.
 - (3) Has at least three adult riders and a driver at all times.

Note: **A car pool is not considered Public Mass Transportation. Employees who car pool are not eligible for the Transit Subsidy.**

- c. The Transit Subsidy will be issued in the form of fare media, such as: a pass, token, farecard or voucher, depending on the employee's geographic location, type of Public Mass Transportation to be used, and type of Transit Subsidy the Public Mass Transportation Authority accepts. In the unusual event of fare media not being available to a qualified employee, the recipient will be entitled to cash via direct deposit.

- d. Employees who receive a government subsidized work place parking permit and are the named "Prime Member" permit holder - are not entitled to receive a Transit Subsidy.

3. **BETS RECIPIENT QUALIFICATIONS AND BENEFITS.** Employees who use Public Mass Transportation and are not a "Prime Member" parking permit holder, are entitled to receive a Transit Subsidy equal to their actual monthly Public Mass Transportation commuting costs, not to exceed \$100 per month.

4. **BETS INITIAL APPLICATION, CHANGE OF APPLICATION, OR CANCELLATION OF APPLICATION**

- a. **Initial Application.** Employees who qualify for BETS will fill out and sign a BETS Application form under the TRM.
- b. **Change of Application.** Recipients who transfer to a new facility, have a permanent change in their actual Public Mass Transportation commuting costs, or make a permanent change in fare media are required to fill out a new BETS Application form.

Note: Employees will not be required to submit a new BETS Application form if the permanent change in actual commuting costs will not increase or decrease their quarterly Transit Subsidy disbursement amount.

- c. **Cancellation of Application.** Recipients who permanently cease using Public Mass Transportation will notify their respective facility BETS Coordinator immediately. The BETS Coordinator will write "CANCEL" on the BETS Application form and fax the form to the Central Office, Property Management Section.
- d. All BETS Application forms (initial, changes, or cancellations) should be returned to your respective facility BETS Coordinator. The facility BETS Coordinator will then forward the form to the Central Office, Property Management Section.

The facility BETS Coordinator will immediately:

- + fax all of the form(s) to (202) 307-5755 or (202) 616-6055, and
- + mail the original initial BETS Application form(s) to:

Federal Bureau of Prisons
Property and Construction Branch
320 First St NW - 5002
Washington DC 20534
Attention: Property Management Section
Telephone: (202) 307-2068

5. **BETS ISSUANCE AND ACCOUNTABILITY**

- a. BETS fare media will be issued quarterly to qualified BETS recipients during the last month of each Fiscal Year quarter; i.e., March, June, September, and December. The total quarterly Transit Subsidy, not to exceed \$300, is to be used during the quarter, to reimburse the Public Mass Transportation carrier on a monthly, not quarterly, basis. The BETS recipient will sign a BETS Disbursement Record on receipt of the BETS fare media.

Note: BETS recipients who do not use the entire quarterly Transit Subsidy during the quarter, must request a reduced Transit Subsidy amount, less the amount not previously used, the next quarter.

BETS fare media cannot be transferred or sold by a recipient.

- b. **Return of Unused Quarterly Bets Fare Media.**

Note: Recipients who permanently cease using Public Mass Transportation will return all unused quarterly BETS fare media.

The facility or Central Office cashier can accept a check or money order (made payable to the Federal Bureau of Prisons), in lieu of unused quarterly BETS fare media.

Procedures for the return of all unused quarterly BETS fare media are as follows:

(1) **Field locations**

- + Recipients will return all unused quarterly BETS fare media to their respective BETS Coordinator (field locations).
- + BETS Coordinators (field locations) will then return the unused BETS fare media, via

certified mail, to the Department of
Transportation/TASC/TRANSERVE.

(2) **Central Office**

- + Recipients will return all unused quarterly BETS fare media to the Central Office, Property Management Section.
- + Central Office, Property Management Section, will then return the unused quarterly BETS fare media to the Department of Transportation/TASC/TRANSERVE.

Chapter 15 - Report Calendar

Periodic reports are to be prepared and submitted in connection with Property Management operations as listed below:

ANNUAL DUE DATE	SUBJECT MATTER	REFERENCE
October 1	Report of Excess Property Needs	Chapter 2
October 10	Report of Excess Property Transferred to Non-Federal Recipients *	Chapter 6
37538	Report of Gifts Given to Foreign Individuals	Chapter 7
37925	Report of Real Property Owned by or Leased to the United States *	Chapter 8
37630	Report of Gifts Received from Foreign Individuals	Chapter 7
On Notification	Real Property Surveys *	Chapter 8
On Notification	Semiannual Theft Report	Chapter 5

Reports are due in Central Office by these dates. See referenced chapter for submission due dates to Regional Offices and other specific requirements.

These reports will be mailed by the facility PO to the Regional PO, who will review for accuracy, and forward all reports to the Central Office, Chief, Property Management Section, no later than the due date specified.