



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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	<b>Date</b>	<b>Number</b>
<b>INSTRUCTION</b>	March 24, 2000	NETC 6150.1

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## **PERSONAL PROPERTY MANAGEMENT PROGRAM**

1. Purpose. This instruction updates the policy and procedures for the management, accountability, utilization and disposal of Government personal property and assigns responsibility for Government personal property at the National Emergency Training Center (NETC).

2. Applicability and Scope.

a. The provisions of this instruction apply to all U.S. Fire Administration (USFA) organizational elements and FEMA tenant organizations located at NETC.

b. The provisions of this instruction shall apply to all Government personal property acquired by purchase, transfer, excess, acquisition, or by any other means, whether acquired at cost or no charge, which is under the custody of USFA organizational elements and FEMA tenant organizations located at NETC.

c. All personal property located at NETC within the value limitations established by FEMA Manual 6150.1, Personal Property Management Program, including telecommunications equipment, automatic data processing systems, word processing equipment and associated peripherals are included in the scope of this instruction.

3. Supersession: This instruction supersedes NETC Instruction 6150.1, Personal Property Management Program, dated February 26, 1999.

4. Authorities.

a. The Federal Property and Administrative Services Act of 1949, Chapter 88, 63 Stat. 377, as amended.

b. The Federal Managers' Financial Integrity Act of 1982, 31 United States Code (USC) 3512(b)&(c).

c. The General Accounting Office Policies and Procedures Manual for Guidance of Federal Agencies, Title 2.

5. References.

a. FEMA Manual 6150.1, Personal Property Management Program.

b. Federal Property Management Regulations, Subchapter H, 41 CFR 101.

c. Information Resources Management Procedural Directives, FIRMPD, Chapter 3-10.2, March 1995.

d. Executive Order 12821, Improving Mathematics and Science Education in Support of the National Education Goals, November 1992.

e. GSA Public Building Service Policy 5930-2A.

f. Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century, April 1996.

6. Policy. All Government personal property received at NETC by any Federal Government organizational element shall be properly documented regardless of the method or source of acquisition. This includes, but is not limited to, property acquired from commercial sources; property constructed in a FEMA shop; property donated, recovered or obtained by transfer from another Government agency. Property received is recorded on a receiving document such as an invoice; packing slip; Standard Form 122, Transfer Order Excess of Personal Property; FEMA Form 61-8, Property Transfer Report; Standard Form 120, Report Order Excess Personal Property; and the Optional Form 347, Order for Supplies or Services. The receiving document serves to provide a record of receipt, a source document of entry to the automated property system, and input data for financial accounting purposes. Appropriate receiving documents shall be signed and recorded immediately upon receipt of the property.

Property that is lost or found on the NETC campus will be reported to or turned into the NETC Security Office, Building V.

7. Responsibility of NETC Officials. In accordance with FEMA Manual 6150.1, Chapter 1, 1-10.b., the duties and responsibilities of the Property Management Officer (PMO), Accountable Property Officer (APO) and primary custodians shall be identified and documented so that each employee clearly knows his/her role.

a. The Assistant Administrator, NETC Management and Operations or his/her designee, shall:

(1) Designate a PMO to manage the Government Personal Property Accountability System at NETC in Emmitsburg, Maryland;

(2) Designate the APO to ensure accountability of all Government personal property at NETC.

(3) Be responsible for the security of all Government personal property of his/her activity, whether in use or in storage;

(4) Ensure maintenance of the Property Management System;

(5) Administer a Personal Property Management Program within USFA and for other elements located at NETC (Training Division, Field Personnel Division);

(6) Provide all organizational elements within USFA and located at NETC with technical advice and guidance on Government personal property management;

(7) Evaluate the effectiveness of the Personal Property Management Program at NETC;

(8) Establish control and recordkeeping procedures;

(9) Ensure the enforcement of measures established for the security and safety of Government personal property at NETC.

b. The senior official of each organization element located at NETC (Office of the Administrator, NETC Management and Operations, National Fire Academy, Fire Management and Technical Programs, Training Division and Field Personnel Division) shall:

(1) Designate a primary property custodian within his/her organizational element to perform property accountability functions for his/her organizational element. In the case where an organizational unit has employees located in more than one building on the NETC campus, the organization may designate a primary property custodian for each building. An alternate for each primary property custodian will be designated to serve in the primary property custodian's absence. In the case of more than one primary property custodian for an organization, the organization shall designate one of the primary property custodians to act as Chief Primary Property Custodian. This person shall keep the records and be the point of contact for the organization;

(2) Be responsible for the security of all Government personal property under his/her control, whether in use or storage; and

(3) Designate employees to assist the primary property custodian in performing the annual inventory of Government personal property.

c. Operations and Facility Support Branch, NETC Management and Operations, shall:

(1) Ensure that all shipments of Government personal property are addressed for delivery to the NETC warehouse;

(2) Send copies of purchase documents to the appropriate primary custodian, APO and to the receiving officer in advance of shipments. These documents shall include the make, model, description, purchase order or contract number, and estimated delivery date of the Government personal property to be received; and

(3) Periodically check on shipments of Government personal property and notify the receiving officer of changes in estimated delivery dates or receipt of a firm delivery date.

d. Each Government employee at NETC is responsible for all Government personal property in his/her custody. This means that the employee is liable for losses resulting from gross neglect, as well as from mere negligence, i.e., failure to exercise adequate care for the property under his/her control. Government personal property shall be used for official activities only and must not be used for private or personal use (see number 9. Property on Personal Charge). If Government personal property is needed for official activities off campus, an Optional Form 7, Property Pass, must be approved by the primary property custodian and must accompany property when being removed from NETC. The individual signing the Optional Form 7, authorizing Government personal property to be removed from the NETC facility, is responsible to ensure no Federal Government or FEMA rule, regulation or policy is violated by the removal of the Government personal property from the NETC facility.

e. Project Officers of contracts that furnish Government personal property to contractors are responsible for an annual inventory of the Government furnished property. Project Officers should provide a copy of their annual inventory to the APO.

f. NETC Designated APO. The NETC APO shall be a member of the Operations and Facility Support staff and shall:

(1) Be familiar with Federal Government property management regulations and procedures;

(2) Assume responsibility for all Government personal property at NETC;

(3) Coordinate with contractor inventory clerk to perform a wall-to-wall (closed) inventory, within specified time frame, in its entirety by

September 30, of each fiscal year. The property custodians may assist the contracted inventory clerk in the physical inventory. The APO can appoint additional inventory teams to assist with physical inventory with approval of the Chief, Operations and Facility Support Branch.

(4) Ensure a joint inventory is conducted when transferring Government personal property accounts to new property custodians and sign the FEMA Form 61-16, Accountability Statement of Transfer of Personal Property;

(5) Conduct periodic utilization surveys on property at NETC and report discrepancies of excess property to the PMO;

(6) Request excess Government personal property through the appropriate GSA regional office;

(7) Ensure excess or surplus Government personal property at NETC is properly screened prior to being reported to GSA; reports are to be prepared on an SF 120, Report of Excess Personal Property, or on SF 126, Report of Personal Property for Sale;

(8) Sign FEMA Forms 61-8, Property Transfer Report.

(9) Obtain property receipt from staff for Government property they are responsible for;

(10) Designate an alternate to serve in the APO's absence;

(11) Inform employees of their personal responsibility for the proper use and care of Government-owned personal property in their custody or control and inform employees to report promptly the loss or misuse of such property;

(12) Notify property custodians of planned inventories;

(13) Supervise the physical inventory of Government personal property in each organizational element; and

(14) Initiate a Report of Survey, FEMA Form 61-5, when notified by a property custodian of Government personal property loss or damage.

(15) Ensure the disposition of excess obsolete hardware and excess-related equipment to public education facilities in accordance with agency regulations. Prepare FEMA Form 61-8, Property Transfer Report.

g. The NETC APO shall not perform the following:

(1) Serve as the receiving officer certifying the receipt and inspection of Government personal property; and

(2) Participate in the inventory of Government personal property.

h. The NETC PMO shall:

(1) Manage the official NETC Personal Property Management Program for Government personal property in use or in storage. The PMO has the supervisory responsibility for Government personal property at the NETC;

(2) Ensure implementation and maintenance of the Property Management system;

(3) Coordinate property management activities with respect to planning, organizing, scheduling, and initiating action taken in physical inventory of NETC Government personal property, and provide necessary supervision of the acquisition of property and the performance of the APO;

(4) Review computerized property accountability listings of

furniture, equipment, and other inventory reports to ensure all government personal property at NETC is properly managed and accounted for;

(5) Review and make recommendations on FEMA Form 61-5, Report of Survey;

(6) Evaluate the effectiveness of inventory procedures and practices, and make recommendations for improvements;

(7) Supervise the transfer of property accountability from the departing APO to the succeeding APO. Under these circumstances it becomes mandatory to take a physical inventory of the Government personal property. Sign FEMA Form 30-1, NETC Employee Out-Processing Record, to indicate clearance approved or withheld upon separation or transfer of an APO property custodian or employee from NETC;

(8) Make periodic reviews of the acquisition of property at the NETC to ensure procedures are being followed and Government personal property is being utilized to the best advantage;

(9) Determine whether Government personal property should be replaced, repaired, or rehabilitated;

(10) Coordinate Government personal property management activities with the Assistant Administrator, NETC Management and Operations; and

(11) Comply with GSA-prescribed use standards for FEMA-owned furniture and equipment (FPMR 101-25.3).

i. The NETC PMO shall not perform the following:

(1) Serve as the PMO and the APO simultaneously;

(2) Maintain property accountability records; and

(3) Serve as the receiving officer certifying the receipt and inspection of Government personal property.

j. NETC Organization Element Property Custodians. Property custodians (a primary and an alternate) shall be designated for each organizational element (Division level or higher) at NETC. Designated property custodians shall perform the following:

(1) Be familiar with Federal Government property management regulations and procedures;

(2) Have day-to-day custody and responsibility for Government personal property in his/her assigned organizational element.

(3) Report to the Accountable Property Officer (APO) any changes (acquisitions, transfers, disposals, etc.) affecting the property within the assigned organizational element to ensure proper disposition in accordance with Agency regulations.

(4) Perform periodic physical inventories of Government personal property within the assigned organizational element at the direction of the PMO.

(5) Notify employees within the organizational element when physical inventories of Government personal property are scheduled.

(6) Conduct periodic utilization surveys on property in his/her organizational element and report discrepancies of excess property to the APO.

k. Receiving Officer. The Receiving Officer is the government or

contract person in charge of ensuring the receipt of items delivered to the NETC Warehouse.

8. Procedures.

a. Requisition.

(1) Requisitions of Government personal property shall be initiated by the project officer or users on FEMA Form 60-1, Requisition for Supplies, Equipment and/or Services; or FEMA Form 40-1, Requisition and Commitment for Services and Supplies.

(2) Each requisition, in addition to the required signatures, must also have the concurrence of the primary property custodian and the Accountable Property Officer. (This is to ensure that the material or equipment requested is not available from an on-campus source.)

(3) The requisition will be processed through the budget office and then sent to the procurement office for acquisition.

(4) The procurement office will provide copies of the purchase order or other requisition documents to the primary property custodian, APO, Receiving Officer and the project officer. For the Training Division, these documents will be sent to the Training Division financial contact.

b. Receipt.

(1) The NETC Receiving Officer, upon receipt of delivery of Government personal property, shall notify, via fax, the primary property custodian, who will notify the project officer who requested the property to coordinate movement of property. For the Training Division, the primary property custodian will be the individual notified. The NETC Receiving Officer is responsible for the following functions:

(a) Receipt and inspection of Government personal property and to ensure that required documentation is processed;

(b) Sign all receiving documents;

(c) Certify that all property or services listed on receiving documents are received. All incoming shipments are compared against the packing slip to ensure that quantity ordered has been delivered. Provide certification to APO;

(d) Record all defects and/or damages to property at the time of receipt;

(e) Request assistance from qualified personnel (such as project officers, computer specialists, engineers, etc.) for the identification of technical items. Follow the appropriate procedures found in FEMA Manual 4100.1, Acquisition Management;

(f) Be accountable for property received until such time as the item is placed on the property records and the primary custodian or project officer signs a receipt for such property; and

(2) The Receiving Officer shall coordinate with the primary property custodian for delivery of the property from the warehouse to the user's designated area. Property such as telecommunication equipment, automatic data processing systems, word processing equipment and associated peripherals which require manufacturer or supplier installation or assembly shall be delivered directly to the user's area with the coordination of the project officer, primary property custodian, Receiving Officer and APO.

c. Delivery. All Government personal property must be delivered through the warehouse for receipt and accountability.

d. Found or Lost Property.

(1) Property that is lost or found on the NETC campus will be reported to or turned into the NETC Security Office, Building V.

(2) Security will initiate FEMA Form 12-15, Report of Security Violation, and obtain custody of the property.

(3) Security will complete FEMA Form 12-15 with specific identification of property, location lost/found, etc.

(4) Property will be secured in a designated location for safe keeping until claimed by owner or no longer than 60 days. Location will be determined by size and value.

(5) Presentation of identification will be required by any individual claiming found property.

(6) Before releasing found property to anybody claiming ownership of the property, NETC Security will obtain the claimant's signature on FEMA Form 12-15, which signature will be witnessed by a third person.

(7) Persons claiming ownership of cash or negotiable instruments must make such claims in writing.

(8) After 60 days, any unclaimed property will be turned over to the NETC Accountable Property Management Officer for appropriate disposition in accordance with the FEMA Manual 6150.1, Personal Property Management Program.

(9) Funds received from disposition of found property will be deposited in the U.S. Treasury General Fund.

(10) Currency will be deposited into the U.S. Treasury General Fund.

9. Government Property on Personal Charge.

a. Employees requiring property on a temporary basis shall submit the request on a FEMA Form 60-1, Requisition for Supplies, Equipment, and/or Services. The form must contain a statement of justification signed by the appropriate approving authority or official designee. The form will be presented to the property custodian.

(1) The FEMA Form 60-1 will be prepared in duplicate and must be signed by the employee.

(2) The form must contain the employee's name, telephone number, organizational unit, and an accurate description of the property.

(3) The property custodian will keep the signed original in an active file and the duplicate will be released to the employee.

b. The Property Custodian will complete a FEMA Form 61-9, Custody Receipt for Government Property on Personal Charge for all FEMA property issued to employees on a temporary basis.

c. The primary property custodian is authorized to issue property passes for removal of Government personal property from Government premises. Copies of the property pass and FEMA Form 60-1 which has been signed by a supervisor (Division Chief or higher) will be sent to the APO.

(1) The property pass shall be prepared in duplicate.

(2) The form shall include the employee's name, telephone number, organizational unit, and an accurate description of the property.

(3) The primary property custodian will retain the original form.

(4) The duplicate copy shall be kept by the employee and presented to security personnel, if challenged, when removing property from the premises.

10. Forms Prescribed. This instruction prescribes the use of the following forms which may be obtained from the NETC Warehouse:

- a. Standard Form 122, Transfer Order Excess of Personal Property.
- b. FEMA Form 61-8, Property Transfer Report.
- c. Standard Form 120, Report Order Excess Personal Property.
- d. Optional Form 347, Order for Supplies or Services.
- e. FEMA Form 60-1, Requisition for Supplies, Equipment and/or Services.
- f. FEMA Form 40-1, Requisition and Commitment for Services and Supplies.
- g. Optional Form 7, Property Pass.
- h. FEMA Form 61-9, Custody Receipt for Government Property on Personal Charge.
- i. FEMA Form 12-15, Report of Security Violation.

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Ronald P. Face, Jr.  
Assistant Administrator  
NETC Management and Operations  
U.S. Fire Administration

Attachment  
NETC Designated Property  
Officers and Custodians

## **NETC Designated Property Officers and Custodians**

Designated Property Management Officer (PMO) – **Pamela Kemenyas**

Designated, Accountable Property Officer (APO) - **Tonya Kuhn-McClain**

Designated, Alternate Accountable Property Officer (AAPO) - **Deb Coshun**

### **Designated Organizational Element Property Custodians:**

#### Office of the Administrator, USFA

Deb Coshun, primary

#### Fire Management and Technical Programs

Phyllis Krietz, Primary

Tim Ganley, Alternate

#### National Fire Academy

Terry Gladhill, Primary

Becky Eiker, Alternate

#### NETC Management and Operations

Deb Coshun, Primary

#### Training Division

Edwina Arnold, Primary

Eileen Harrison, Alternate

#### Field Personnel Division

Shirley Kuhn, Primary

Margie Crowl, Alternatate

#### Satellite Procurement Office

Lori Welch, Primary