

**PROCEDURES**

**OFFICE OF NEW DRUGS**

**Government-Issued Nonaccountable Personal Property**

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**PURPOSE**

- This MAPP provides instruction for the use, inventory, and disposal of government-issued nonaccountable personal property (e.g., monitors, printers, keyboards) assigned to employees in the Office of New Drugs (OND).
- This MAPP establishes standardized procedures for assigning, tracking, and disposing of government-issued nonaccountable personal property for use at an official duty location or at an approved off-site location while participating in the Flexible Workplace Arrangements Program (FWAP).
- This MAPP applies to all OND staff authorized to use, and/or responsible for the management of, government-issued nonaccountable personal property.

**BACKGROUND**

OND employees are issued government-owned nonaccountable property to ensure that they have adequate equipment and resources to effectively perform their assigned work at their official duty location or at an approved off-site location while participating in the FWAP. This government-issued nonaccountable personal property represents a significant outlay to OND in terms of both resources and cost and therefore must be properly accounted for. Nonaccountable personal property will be tracked through the OND property database.

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**RESPONSIBILITIES****The Employee<sup>1</sup> will:**

- Assume responsibility of government-owned nonaccountable personal property issued to them and understand proper procedures for the use, maintenance, protection, and disposal of such property
- Ensure that government-issued nonaccountable personal property is not received, loaned, traded, discarded, or moved without approval from the appropriate property custodial officer (PCO)
- Obtain property pass(es) signed by the appropriate PCO before removing government property from government buildings, including nonaccountable personal property<sup>2</sup>
- Use government-issued personal property only for government-authorized purposes and not allow any other person to use such property for any reason
- Not take, for personal use, any abandoned government-issued nonaccountable personal property or government-owned property
- If responsible for the custody or use of government-issued nonaccountable personal property, immediately notify the appropriate PCO and supervisor if any such property is lost, stolen, destroyed, or damaged
- Participate in inventories and reconciliation of government-issued nonaccountable personal property
- Return to the appropriate PCO any government-issued nonaccountable personal property that needs to be disposed of or is not being used for government-authorized purposes
- Coordinate with the appropriate PCO to ensure proper tracking and disposition of all government-issued nonaccountable personal property when transferring to another position within OND that is outside of the PCO's area of responsibility
- Coordinate with the appropriate PCO to ensure proper tracking and return of all government-issued nonaccountable personal property before retiring, transferring

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<sup>1</sup> An employee may be held financially liable and/or subject to disciplinary measures for violations of these responsibilities.

<sup>2</sup> The property pass is form HHS-679 and can be found at <https://assetweb.psc.gov/Forms/HHS-679.pdf>.

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to another part of the FDA outside of OND, or otherwise terminating work for OND

**The Property Custodial Officer will:**

- Approve property passes so that government-issued nonaccountable personal property may be removed from government buildings, and maintain a record of all such property taken out of government buildings.
- Provide guidance to employees on their responsibilities for the proper use, maintenance, protection, and disposal of government-issued nonaccountable personal property.
- Prepare and process the proper documents for the issuance, acquisition, transfer, disposal, temporary removal, and inventory of government-issued nonaccountable personal property.
- Work with the OND administrative staff to conduct an annual inventory and to reconcile inventory under his or her responsibility with proper documentation.
- Maintain data tracking, files, and records to account for all government-issued nonaccountable personal property.
- Ensure the proper use, care, and safeguarding of all government-owned personal property issued or assigned to a custodial area.
- Sign as the receiving official for government-issued nonaccountable personal property and verify the purchase request for all such property.
- Obtain the signature of each employee receiving government-issued nonaccountable personal property and provide each employee with a copy of this MAPP.
- Prepare and participate with the supervisor and employee in the completion of the Report of Survey form for stolen, lost, or damaged government-issued nonaccountable personal property. Follow the Report of Survey procedures in accordance with FDA Staff Manual Guide (SMG) 2620.5.
- Conduct joint inventory upon transfer of custodial responsibility and initiate action to reconcile any differences that may be discovered.

**The Office/Division Director will:**

- Approve requests for participation in the FWAP and provide approvals for government-issued nonaccountable personal property to be used off-site.
- Approve requests to issue government-owned nonaccountable personal property based on available funds.
- Allow employees time to conduct inventories and reconcile government-issued nonaccountable personal property.
- Appoint or recommend the PCO for the office/division.
- Serve as the principal official responsible for completion of a Report of Survey form for an employee who reports the theft, loss, or damage of government-issued nonaccountable personal property. Follow the Report of Survey instructions discussed in FDA SMG 2620.5.

**Where appropriate, the Administrative Staff (Management Officer, Management Specialist, and Program Specialist) will:**

- Provide oversight and guidance to the PCOs on government-owned property procedures and regulations
- Conduct the appropriate training to the PCOs on their responsibilities
- Oversee the annual inventory and reconciliation of property activities conducted by the PCOs
- Process paperwork for equipment being purchased and circulate same to obtain appropriate signatures
- Approve and sign for available funds
- Certify all invoices for payment after receipt of equipment

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**PROCEDURES**

**For Non-FWAP Employees:**

- To receive government-issued nonaccountable personal property, the employee should forward a request, which includes a list of equipment needed, to his or her office/division director for approval.

- The office/division director will notify the administrative staff and PCO of approval to assign and issue nonaccountable personal property to the employee. If the nonaccountable personal property requested is not in the office's inventory, the administrative staff will purchase the necessary equipment based on available funds.
- The PCO will assign and issue the nonaccountable personal property to the employee for use at the official duty location.
- Annual inventories will be conducted to verify that the listing of all government-owned nonaccountable personal property issued to the employee is accurate and consistent with the PCO's inventory database.

**For FWAP Employees:**

- Before requesting to take government-issued nonaccountable personal property to an approved off-site location for government-authorized use, the employee must meet eligibility requirements to participate in the FWAP and be authorized to work at an off-site location.
- To receive government-issued nonaccountable personal property, the employee should forward a request, which includes a list of equipment needed, to his or her office/division director for approval.
- The office/division director will notify the administrative staff and PCO of approval to assign and issue nonaccountable personal property to the employee. If the nonaccountable personal property requested is not in the office's inventory, the administrative staff will purchase the necessary equipment based on available funds.
- The PCO will complete a property pass for all government-issued nonaccountable personal property before it is removed from a government building by the employee for use at the approved off-site location. The PCO will assign and deliver the property pass, equipment, and a copy of this MAPP to the employee and obtain a signature of receipt.
- The employee will take the assigned government-issued nonaccountable personal property to the approved off-site location for government-authorized use. Annual inventories will be conducted to verify that the listing of all government-owned nonaccountable personal property issued to the employee is accurate and consistent with the PCO's inventory database.

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**REFERENCES**

- FDA Staff Manual Guide 2620.2 “Accounting, Inventory Controls, Utilization, and Disposal of Personal Property Assigned to Custodial Areas” (<http://www.fda.gov/AboutFDA/ReportsManualsForms/StaffManualGuides/ucm188274.htm>)
- Request for Property Action (HHS-22) (<https://assetweb.psc.gov/Forms/HHS-22.pdf>)
- Property Pass (HHS-679) (<https://assetweb.psc.gov/Forms/HHS-679.pdf>)
- Report of Survey (HHS-342) (<https://assetweb.psc.gov/Forms/HHS-342.pdf>)

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**DEFINITIONS**

**Accountable Property** — All government-owned personal property meeting the definition of equipment that:

- Has an acquisition cost or estimated value of \$5,000 or more (includes photocopiers and printers that meet the dollar threshold); or
- Has an acquisition cost or estimated value of less than \$5,000 but requires special controls or is determined to be subject to unusual rates of loss, theft, or misuse. These property items are classified as sensitive equipment items.

**Flexible Workplace Arrangements Program (FWAP)** — An alternative workplace arrangement that permits an employee to perform work away from his or her official duty station on a long- or short-term basis.

**Government-Issued Personal Property** — Government-issued personal property is identified as equipment (e.g., computers, monitors, keyboards, ironkeys) assigned to employees for use within their official office or at their approved off-site location. Government-issued personal property is classified as accountable or nonaccountable property.

**Nonaccountable Personal Property** — All government-owned property acquired at a cost of less than \$5,000 (excludes sensitive items). Examples of nonaccountable personal property include: monitors, printers, computer peripherals, BlackBerries (purchased during and before 2006), office furniture, among others.

**OND Property Database** — A Web-based inventory system used to track all government personal property assigned to OND employees.

**Property Custodial Officer (PCO)** — An employee designated to account for government-owned personal property. The PCO assigned to an OND office/division assists the OND office/division staff with the proper disposal of government-owned personal property. Generally, one PCO is assigned per OND division. (Note: A PCO may not have any purchasing functions within the organization.)

**Surplus Personal Property** — Any government-issued personal property for which there is no longer a need within the Federal Government (e.g., manual typewriter), or property that no longer functions.

**Transfer Personal Property** — Any government-issued personal property that will be transferred from one OND custodial area to another. The coordination to transfer government-issued personal property will be handled by the PCOs of the respective custodial area.

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#### **EFFECTIVE DATE**

This MAPP is effective upon date of publication.