



310 FW 1
***Personal Property Policy,
 Terms, and Responsibilities***

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 Series: Personal Property
 Part 310: Personal Property
 Management
 Originating Office: Division of
 Contracting and Facilities
 Management

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1.1 What is the purpose of this chapter? This chapter describes the authorities, general responsibilities, and terms you need to know to understand our Personal Property Management Program.

1.2 How is Part 310 organized? Table 1-1 shows how we have organized this Part.

Table 1 1: Part 310, Personal Property Management	
Chapter	Title
310 FW 1	Personal Property Policy, Terms, and Responsibilities
310 FW 2	Classifying, Receiving, and Marking Personal Property
310 FW 3	Recordkeeping, Inventories, and Capitalization of Personal Property
310 FW 4	Personal Property Accountability and Restrictions
310 FW 5	Reuse, Transfer, Loan, Donate, Sales/Exchange, Recycling, or Disposal of Personal Property
310 FW 6	Report of Survey and Standing Boards of Survey
310 FW 7	Personal Property Internal Control Program

1.3 What is the Service personal property management policy? It is our policy to:

- A. Comply with all Federal and Departmental personal property management policy and directives;
- B. Use personal property for official purposes only to carry out our mission and objectives;
- C. Manage personal property at the Regional level, including establishing standing Boards of Survey to determine negligence or establish relief for personal property loss incurred;
- D. Manage and account for personal property as described in [Exhibit 1](#); and
- E. Take appropriate measures to protect personal property.

1.4 What are the authorities for Part 310?

- A. [Office of Management and Budget Circular No. A-123](#), Management Accountability and Control.
- B. Department of the Interior (Department), [Interior Property Management Directives](#).
- C. [DM 411](#), Property Management, Managing Museum Property.

- D. [Executive Order 12999](#), Educational Technology.
- E. [Executive Order 13514](#), Federal Leadership in Environmental, Energy, and Economic Performance.
- F. Memorandum from Department's Chief Information Officer and Director, Office of Acquisitions and Property Management; July 6, 2010; Implementing Sanitization and Disposal Requirements for Information Technology Equipment.
- G. [Federal Information Resources Management Regulation 201-23.000](#).
- H. [Federal Management Regulation Subchapter B – Personal Property and Subchapter H – Utilization and Disposal](#).
- I. Federal Tort Claims Act ([28 U.S.C. 1346, 1402, and 2671 through 2680](#)).
- J. Federal Property and Administrative Services Act of 1949, Section 202, as amended ([40 U.S.C. 483](#)) - Property Utilization and Section 203 - Disposal of Surplus Property.
- K. Government Performance Results Act of 1993 ([5 U.S.C. 305 et. seq.](#)).
- L. Public Contracts and Property Management ([41 CFR 101](#)).
- M. Public Money, Property or Records ([18 U.S.C. 641](#)).
- N. Stevenson-Wydler Act, as amended ([15 U.S.C. 3710\(i\)](#)).
- O. The Department's Annual Internal Control Review Guidance for Acquisitions, Financial Assistance, and Property Management.
- P. The Department's Policy Release 2010-01, July 6, 2010, classification of desktop and laptop computers as system-controlled property.
- Q. [446 DM 22](#), Electronic Control Devices.
- R. [374 DM 6](#), Donations.

1.5 What terms do you need to know to understand Part 310? You can find definitions for property management terms in [DM 410, 114-60.100](#).

1.6 Who is responsible for implementing the Service's personal property management program?

A. The Director:

(1) Approves personal property management policies and procedures and ensures resources are available to administer a personal property management program, and

(2) May be the reviewing and final authority for Boards of Survey decisions

B. The Deputy Director:

(1) Has overall responsibility for personal property management, and

(2) Ensures program and Regional compliance with personal property policies and initiatives.

C. The Assistant Director - Business Management and Operations (ABMO):

- (1) Serves as the Property Management Officer and administers the Service's personal property program and system in accordance with Federal and Departmental policies and procedures,
- (2) Serves as the Property Administrator for Headquarters (HQ),
- (3) Establishes and maintains a HQ personal property program and Board of Survey, and
- (4) Certifies the HQ internal control reviews are conducted on a cyclical basis as the Department requires.

D. The Assistant Directors and the Chief, Office of Law Enforcement:

- (1) Ensure HQ program compliance with personal property policies, procedures, and reporting;
- (2) For the HQ, are responsible for appointing Accountable Officers (see [FWS Form 3-2408](#)), certifying annual physical inventories, ensuring controls are in place to protect personal property, and notifying employees annually of their responsibilities for personal property (see [sections 1.6E\(3\) through \(6\)](#)); and
- (3) Designate a national firearms coordinator for the National Wildlife Refuge System and for the Office of Law Enforcement (responsibility of the Assistant Director – National Wildlife Refuge System and the Chief, Office of Law Enforcement).

E. Regional Directors:

- (1) Serve as the Property Administrator for their Regions and implement a Regional personal property program in compliance with all Federal, Departmental, and Service policies, procedures, and reporting;
- (2) Establish and maintain Regional standing Boards of Survey;
- (3) Appoint Accountable Officers (see [FWS Form 3-2408](#)) and advise them of their responsibilities for protecting and accounting for Government personal property;
- (4) Certify that staff conduct and reconcile annual physical inventories for system-controlled personal property;
- (5) Ensure controls are in place to adequately protect personal property from fraud, waste, and abuse;
- (6) Notify all employees annually that they are responsible and accountable for the proper use, safekeeping, and disposal of personal property and for reporting incidents of serious misuse of Government personal property; and
- (7) Certify that management control reviews of all offices and field stations with accountable property are conducted on a cyclical basis as the Department requires.

F. The Chief, Division of Contracting and Facilities Management (CFM), HQ:

- (1) Develops and implements personal property policy and procedures;
- (2) Manages and maintains the Personal Property Management System (PPMS), including certification and accreditation;

- (3) Conducts management control reviews of all Regions and HQ programs ([310 FW 7](#));
- (4) Prepares and coordinates Service data calls, audit requests, and reports;
- (5) Maintains personal property accountability records;
- (6) Serves as the Property Officer for the HQ;
- (7) Designates a HQ Personal Property Program Manager who:
 - (a) Is responsible for the same tasks as a Regional Personal Property Manager,
 - (b) Coordinates Board of Survey actions, and
 - (c) Annually conducts an on-site management control review of firearms management for Service programs operating at the Federal Law Enforcement Training Center.

G. Chiefs, Contracting and General Services (CGS) and CFM in Regions 1 through 8:

- (1) Serve as Property Officers for their Regions;
- (2) Implement personal property policies, procedures, and reporting and develop procedures that the Regional Property Administrator requires;
- (3) Establish system-controlled personal property accountability records; and
- (4) Designate a Personal Property Manager for their Regions and ensure the designee accomplishes his/her responsibilities.

H. Regional Personal Property Managers are the primary Regional contacts managing all aspects of the personal property program. They provide advice and guidance on day-to-day personal property matters. Regional Personal Property Managers also:

- (1) Provide training to Accountable, Custodial, and Receiving Officers;
- (2) Coordinate with Accountable Officers on timely submission ([310 FW 2](#)) of documentation for acquiring, transferring, or disposing of system-controlled personal property;
- (3) Manage Property Officer profiles and establish inventories in PPMS for system-controlled personal property (excluding museum property) and reconcile (through Accountable Officers) inventories annually;
- (4) Reconcile monthly capitalized equipment reports against financial reports ([310 FW 3](#));
- (5) Ensure completeness and accuracy of information in the PPMS database;
- (6) Coordinate reuse, transfer, loan, sales/exchange, recycling, disposals, and donations of excess personal property;
- (7) Conduct Regional internal management control reviews of all offices or field stations with accountable property ([310 FW 7](#)) according to the Department's cyclical requirements;
- (8) Maintain personal property records;

(9) Coordinate with CFM in the HQ, Regional CGS/CFM offices, and the General Services Administration on personal property matters;

(10) Prepare individual non-recurring requests, such as internal and external audits, and formal requests that the Director or Deputy Director issues; and

(11) Send annual recurring reports to CFM in the HQ.

I. Regional Contracting Officers are the only employees in the Regions who may procure firearms. Procurement must be approved in advance by the:

(1) Chief, Office of Law Enforcement;

(2) Chief, Division of Refuge Law Enforcement; or

(3) A Division Chief for non-law enforcement programs.

J. Accountable Officers are management officials responsible for the personal property of a specific accountable area, such as a Regional office, project office, refuge, hatchery, law enforcement office, division, or branch. Accountable Officers:

(1) Establish and maintain accountability records to effectively control personal property (see [Exhibit 1](#) to this chapter and [310 FW 3](#));

(2) Designate and appoint, in writing, Custodial and Receiving Officers within their property accountability area to help control personal property. Accountable Officers with large areas of responsibility may designate one or more Custodial and Receiving Officers (see [sections 1.6K and L](#));

(3) Authorize and process documentation for acquiring, transferring, or disposing of accountable personal property to the Regional CGS or CFM Personal Property Manager (see [310 FW 2](#));

(4) Ensure personal property is inspected to account for proper use, maintenance, and safekeeping and establish procedures for repair and rehabilitation;

(5) Ensure employees sign a [Form DI-105](#), Receipt for Property, for assigned accountable personal property and maintain those records;

(6) Perform physical inventories (see [310 FW 4](#)), reconcile discrepancies, and certify accuracy of inventories; and

(7) Immediately report all instances of loss, theft, or damage of system-controlled personal property to the Regional CGS or CFM Personal Property Manager (see [310 FW 7](#)).

K. Custodial Officers are typically supervisors, management officials, or other individuals authorized to use Government property to perform tasks within their program mission. The Accountable Officer designates (in writing) Custodial Officers. Custodial Officers:

(1) Serve as the operating official with daily control and supervision of accountable personal property assigned. The Custodial Officer is responsible for the property until:

(a) The Accountable Officer transfers (in writing) the property to another custodial or accountable area, or

(b) Disposal procedures have been completed in accordance with existing regulations to remove the personal property from the records of the Custodial Officer.

(2) May also be Receiving Officers, but cannot be Accountable Officers;

(3) Process documentation for the Accountable Officer for acquiring, transferring, or disposing of accountable personal property. They must send documentation for system-controlled personal property to the Regional CGS or CFM Personal Property Manager (see [310 FW 2](#));

(4) Assist with the physical inventory of accountable personal property as directed by the Accountable Officer; and

(5) Coordinate reuse, transfer, loan, sales/exchange, recycling, disposals, and donations of excess personal property through the Accountable Officer to the Regional Personal Property Manager.

L. Receiving Officers are typically administrative assistants or other non-supervisory personnel that the Accountable Officer designates to assist the Custodial Officer (as applicable). The Accountable Officer may also designate a Receiving Officer as the Custodial Officer, but the Accountable Officer must ensure that both functions are identified in writing. Receiving Officers:

(1) Receive and inspect all personal property on behalf of the Service at a specific location and ensure the property is not damaged;

(2) Are responsible for accountable personal property received until the item is placed on the accountable property records of the Accountable Officer, or until the Accountable or Custodial Officer or other authorized recipient signs a receipt for property;

(3) Process DI-102 forms with supporting documentation for new acquisitions of system-controlled personal property for the Accountable Officer. (The Accountable Officer must send DI-102 forms to the Regional CGS or CFM Personal Property Manager (see [310 FW 2](#)));

(4) May assist the Custodial Officer with the annual physical inventory of accountable personal property; and

(5) Must not be responsible for purchasing personal property (unless they are in a small office or field station). See [Interior Property Management Directives, 410, Section 114-60.502](#) for more information.

For information on the content of this chapter, contact the Division of Contracting and Facilities Management. For information about this Web site, contact [Krista Holloway](#) in the Division of Policy and Directives Management.

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