



310 FW 4
***Personal Property
Accountability and
Restrictions***

Supersedes 310 FW 1, FWM
257, 06/13/96
Date: January 25, 2011 as
[amended 03/08/11](#)
Series: Personal Property
Part 310: Personal Property
Management
Originating Office: Division of
Contracting and Facilities
Management

[PDF Version](#)

4.1 What is the purpose of this chapter? This chapter describes accountability and restrictions for property management.

4.2 What are the authorities for this chapter?

A. See [310 FW 1](#) for a list of authorities for all the chapters in Part 310.

B. For Departmental policy specific to this chapter, read [Interior Property Management Directives \(IPMD\)](#), 410 – Subpart 114-60.2, Accountability.

4.3 How is 310 FW 4 organized? Table 4-1 shows how we have organized this chapter.

Table 4 1: Organization of 310 FW 4	
Chapter	
4.1 – 4.3	What are the purpose, authority, and organization of the chapter?
4.4	When are Accountable Officers relieved of their responsibility for personal property?
4.5	How does the Service transfer accountability for personal property?
4.6	What are employees' responsibilities when using Service personal property?
4.7	May the Service hold an employee accountable for the loss, damage, or destruction of Government property?
4.8	Are there restrictions on the use of non-Government or employee-owned personal property in the workplace?

4.4 When are Accountable Officers relieved of their responsibility for personal property?

Accountable Officers remain responsible for accountable personal property (see [310 FW 1, Exhibit 1](#)) under their control, until one of the following occurs:

- A. Transfer of accountability to another Accountable Officer within the Service or Department;
- B. Transfer of excess personal property to another Government agency or eligible recipient;
- C. Sale of the property;
- D. Authorized condemnation, destruction, abandonment, or donation;
- E. Board of Survey determination; or

F. Termination of a lease or loan agreement.

4.5 How does the Service transfer accountability for personal property?

A. Accountable Officers who are either leaving the Service or relinquishing their responsibilities must request that the Regional Personal Property Manager transfer their inventory to an interim or incoming Accountable Officer. The departing Accountable Officer is responsible for:

- (1) Conducting an exit inventory with the interim or incoming Accountable Officer, or their supervisor,
- (2) Reconciling any discrepancies with the Regional Personal Property Manager before the transfer occurs,
- (3) Certifying their exit inventory (see [FWS Form 3-2409](#)), and
- (4) Printing a copy of their inventory for their records.

B. Assistant Directors and the Chief, Office of Law Enforcement (for Headquarters) and Regional Directors (Regions 1-8) must designate, in writing, an interim or incoming Accountable Officer and provide that information to the Regional Personal Property Manager (see [FWS Form 3-2408](#)).

C. The designated interim or incoming Accountable Officer assumes full responsibility for the inventory of system-controlled personal property involved in the transfer.

D. If the departing Accountable Officer leaves without conducting an exit inventory, or if an interim or incoming Accountable Officer is not designated, the outgoing Accountable Officer's supervisor becomes accountable for the inventory.

4.6 What are employees' responsibilities when using Service personal property? Employees:

A. Must use Service personal property only for official use;

B. Are responsible for the safekeeping, reasonable care, use, and return of personal property;

C. Must sign a Receipt for Property ([Form DI-105](#)) for assigned system-controlled and bureau-managed personal property; and for personal property the Regional Personal Property Manager, Accountable Officer, or supervisor determines is bureau-managed (definitions for bureau-managed property [1] and [2] are in [310 FW 1, Exhibit 1](#)).

D. Must notify supervisors immediately of any loss, damage, or destruction of personal property;

E. Must not use personal property away from the workplace to which the property is assigned unless the Property Administrator, Regional Personal Property Officer, or Accountable Officer has provided specific written authority on [Form OF-7](#), Property Pass or [DI-105](#) Receipt of Property.

(1) The form:

(a) Must indicate the period of time of authorized use,

(b) Must state the termination date of the authorization, and

(c) Is granted only for official use to perform assigned duties.

(2) Section 4.6E(1) does not apply to field equipment used to perform authorized work (e.g., using heavy equipment authorized through a cooperative agreement).

F. May use Service-owned or leased office equipment for personal use only on non-duty time and when such use:

(1) Does not interfere with official business,

(2) Is not being used for commercial gain, and

(3) The expense to the Government is negligible (see [410 DM 2](#), Limited Personal Use of Government Office Equipment and Library Collections).

4.7 May the Service hold an employee accountable for the loss, damage, or destruction of Government property? Yes. We may hold you financially liable for loss, damage, or destruction to Government property entrusted to your care if the loss was the result of simple or gross negligence or failure to install necessary management controls to safeguard and maintain the property.

4.8 Are there restrictions on the use of non-Government or employee-owned personal property in the workplace?

A. Employees must not install, affix, or otherwise make non-Government-owned personal property a part of any Government-owned personal or real property in a manner that makes the Government responsible for any loss or damage, or that has the potential to damage the Government-owned property involved.

B. Employees may not use employee-owned personal property to perform official duties unless the appropriate Regional or Assistant Director, or his/her designee, specifically authorizes it in writing. This limits the possibility of tort claims against the Government in case of accident or injury caused by or related to the use of non-Government-owned property.

C. Employees may refer to the Division of Human Capital's [Web Site](#) for requirements and restrictions on the use of Government-furnished property while teleworking.

D. Employees may bring decorative items or memorabilia into the workplace at their own risk.

(1) The Government and our lessors are not responsible for loss, theft, or damage to employee-owned items; and

(2) Supervisors must ensure that these items are work-appropriate and that they do not compromise the structure of our facilities and employee safety.

E. Refer to [IDPM, 114-60.207](#) for additional policy/guidance and exceptions about employee-owned property.

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.

[Directives Home](#)

PDM Web sites: [Centralized Library of Servicewide Policies](#) | [FWS Forms](#) | [PDM Services](#)
[Privacy, Disclaimer and Copyright Information](#) | [Information Quality Act](#)
[U.S. Fish and Wildlife Service Home Page](#) | [Department of the Interior](#) | [USA.gov](#) |
[About the U.S. Fish and Wildlife Service](#) | [Accessibility](#) | [Privacy](#) | [Notices](#) | [Disclaimer](#) | [FOIA](#)