



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.57, *Personal Property Management*, dated April 26, 2006.

SUMMARY OF CHANGES: Section 7F(2), Procedures, adds guidance on the management, accountability, and disposition of uniforms and uniform patches.

1. **PURPOSE:** This directive provides TSA policy and procedures for management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment. It introduces the [TSA Personal Property Management Manual \(PMM\)](#), which serves as the single authoritative reference for management of all TSA personal property.
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act, PL 107-71
 - B. 41 CFR 101, Federal Property Management Regulations (FPMR)
 - C. 41 CFR 102, Federal Management Regulations (FMR)
 - D. Chief Financial Officers Act of 1990
 - E. [DHS MD 0565, Personal Property Management Directive](#)
 - F. [DHS MD 1120, Capitalization and Inventory of Personal Property](#)
 - G. EO 12999, Educational Technology – Ensuring Opportunity for all Children in the Next Century
 - H. Federal Property and Administrative Services Act of 1949
 - I. Hazardous Materials Transportation Act, PL 93-633
 - J. Resource Conservation and Recovery Act, PL 94-480
 - K. Toxic Substances Control Act, PL 94-469
 - L. [TSA MD 200.56, Report of Survey for Lost, Damaged, Stolen, or Destroyed Government Personal Property](#)

4. DEFINITIONS:

- A. Accountable Personal Property: Personal property with an initial acquisition cost at, or above, \$5,000 and items designated as sensitive that are recorded in the TSA Property Management System of Record, *Sunflower Asset Management System* (SAMS).
- B. Accountable Property Officer (APO): The individual responsible for the accountability and control of personal property within his/her jurisdiction. The responsibility may be a collateral duty designated to an individual with a different title within the organization.
- C. Administratively Controlled Property: Items below \$5,000 that are not recorded as sensitive, and which are subject to reasonable controls relative to property values.
- D. Approving Official (AO): An individual with final authority to approve findings and recommendations contained in Reports of Survey.
- E. Bulk Purchases: The single purchase of like items in a lot, with the cost of each individual item being below the established capitalization threshold.
- F. Capitalized Personal Property: Personal property that has an estimated service life of two years or more and is acquired at or above a specific cost established in DHS MD 1120, *Capitalization and Inventory of Personal Property*.
- G. Dangerous Personal Property: Items of harmful potential such as weapons, ammunition, and dual-use property that can be converted to terrorist use. Dangerous property will be subject to lifecycle management.
- H. Excess Personal Property: Personal property that is no longer required by TSA in the performance of duties.
- I. Hazardous Property: Personal property components and materials that are deemed hazardous, chemical substances or mixtures, or hazardous waste as defined under the Hazardous Materials Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act.
- J. Idle Property: Personal property that will not be in use for a period of 90 days or more.
- K. Personal Property: Tangible property (equipment, materials, and supplies) that can be moved from place to place.
- L. Property Custodian (PC): The individual assigned physical responsibility for the proper use, maintenance, and protection of property assigned to a particular custodial area. The designation of the PC may or may not correspond with the individual's official job title.
- M. Property Management Officer (PMO): The designated agency official responsible for ensuring compliance with internal policies and Government-wide regulations regarding the acquisition, receipt, accountability, utilization, distribution, and disposal of personal property.

- N. Property Management System of Record: An automated property accountability system designed to provide lifecycle management, control, and accountability of personal property, as well as to feed the financial ledger accounts with physical asset information as required by law.
- O. Property, Plant, and Equipment (PP&E): Tangible assets that have an estimated useful life of two years or more, are not intended for sale in the ordinary course of operations, and have been acquired or constructed with the intention of being used or made available for use by the organization.
- P. Report of Survey (ROS): An administrative process whereby the loss, damage, theft, or destruction of Government property is investigated and reviewed to establish pertinent facts, remedial measures, and employee and/or supervisory responsibility. The formal report, which may be initiated by anyone who uses Government property, shall reflect the facts as accumulated by the PC, the results and recommendations of the Survey Officer or Survey Board conducting the survey, and the decision of the Approving Official.
- Q. Screening: The act of reviewing or comparing unrequired or excess property on hand against a known or anticipated requirement.
- R. Sensitive Personal Property: Personal property requiring a high degree of protection and control due to its dangerous nature, its inherent theft risk and/or security risk, or its inherent attractiveness, portability, and/or sensitivity. This type of property must be recorded in SAMS. Sensitive personal property includes, but is not limited to, the following property categories regardless of dollar value:
- (1) Dangerous and hazardous property
 - (2) Firearms¹
 - (3) Property with memory capability
 - (4) Inherently portable property, property that can be easily converted for private use, or property that has a high potential for theft such as laptop computers and personal computing devices
 - (5) Property authorized for processing and/or storing classified information²
- S. Sunflower Asset Management System (SAMS): TSA's Property Management System of Record.
- T. TSA Asset Tag: Barcode label used to identify TSA Personal Property.
- U. Unrequired Personal Property: Property that is no longer needed by TSA and has not been reported to GSA.

¹ Inventory maintained by Program Office (OLE/FAMS). The system of record for firearms and Pads is the Federal Air Marshal Identification System.

² All processing and/or storing of classified information is managed by information security and COMSEC

5. RESPONSIBILITIES:

A. Assistant Secretary is responsible for:

- (1) Effective administration, maintenance, accountability, and controls of TSA personal property and equipment agency-wide.
- (2) Establishing internal control systems to ensure management, accountability, and optimum protection against fraud, waste, misuse and abuse of Government property during the acquisition, receipt, use, movement, maintenance, and disposal cycles.
- (3) Providing sufficient resources to carry out property management functions.
- (4) Designating a PMO in writing.
- (5) Providing internal oversight for property management activities.

B. Chief Administrative Officer (CAO) is responsible for:

- (1) Directing, coordinating, controlling, and ensuring the adequacy of the Personal Property Program within TSA.
- (2) Developing, implementing, and managing the Property Management System of Record.

C. Director, Office of Property Management (OPM), acts as the agency's designated PMO and, as such, is responsible for personal property management within TSA, to include property accountability, oversight of inventory levels, declaration of excess, final disposition, and participation in the contracting function. The PMO is responsible for:

- (1) Maintaining an effective agency Personal Property Management Program.
- (2) Issuing property management policy and detailed operating procedures that provide optimum protection against fraud, waste, and abuse of Government property.
- (3) Evaluating SAMS periodically for optimum performance and effectiveness.
- (4) Ensuring APOs and PCs receive property training to effectively perform personal property management duties and responsibilities.
- (5) Ensuring APO and PC appointments are designated in writing.
- (6) Designating an excess property coordinator to receive and transfer excess personal property for internal screening between other organizational elements within DHS.
- (7) Maintaining accurate agency personal property records.

- D. Deputy Property Management Officials (DPMOs) are responsible for ensuring compliance with internal policies and Government-wide regulations regarding the acquisition, receipt, accountability, utilization, distribution, and disposal of personal property within a specific geographical area. They are also responsible for acting as the localized subject matter expert and liaison for personal property management within a designated area. Assignment information for DPMO areas is found on the TSA Intranet on the [Property Management Home Page](#).
- E. APOs, delegated in writing by each applicable Assistant Administrator or equivalent, or Federal Security Director (FSD), are responsible, at a minimum, for:
- (1) Establishing and maintaining records in the property accountability system, to include a complete audit trail of all transactions.
 - (2) Ensuring capitalized property and financial records are reconciled quarterly.
 - (3) Designating custodial areas.
 - (4) Designating PCs, in writing, to manage the property within custodial areas.
 - (5) Ensuring all PCs are properly trained.
 - (6) Monitoring acquisition, storage, utilization, transfer, and disposal of property.
 - (7) Evaluating responsibility when property has been reported lost, damaged, destroyed, or stolen.
 - (8) Ensuring ROSs for lost, damaged, destroyed, or stolen property are promptly prepared and submitted.
 - (9) Certifying assigned property is inventoried, executed, and documented in accordance with TSA's Annual Inventory Plan.
 - (10) Scheduling physical inventories and assisting in their completion.
 - (11) Coordinating with OPM for matters relating to personal property accountability and management.
- F. PCs are responsible for:
- (1) Maintaining current custodial records for all accountable personal property within his/her assigned custodial area.
 - (2) Initiating and/or processing, in accordance with established procedures, documents affecting the accountability or custody of personal property.
 - (3) Ensuring that personal property has proper maintenance and protection, and is used only for official purposes.

- (4) Identifying and reporting to the APO any excess property.
 - (5) Promptly submitting ROSs for lost, damaged, destroyed or stolen Government property.
 - (6) Ensuring that property received and issued is properly identified with a TSA asset tag (barcode) when applicable.
 - (7) Assisting with conducting physical inventories and reconciling inventory records.
 - (8) Making inventory adjustments to property records when required (e.g., loan, loss, damage, disposal, transfer, excess, etc.).
 - (9) Assisting with exit clearance procedures to ensure the return of all assigned property.
 - (10) Retaining documentation to support an audit trail for acquisition, transfer, and disposition activities.
- G. TSA employees are responsible for the immediate physical custody of all personal property within their possession by:
- (1) Properly handling, using, and protecting Government property issued to or assigned for his/her use.
 - (2) Ensuring that personal property in their possession, custody, or control is used only for Government purposes, and not for individual or private use.
 - (3) Reporting immediately any personal property out of service, lost, damaged, stolen, or destroyed.
- H. TSA Contractors are responsible for:
- (1) Accounting for all Government property in their possession.
 - (2) Establishing and maintaining a property control system to control, preserve, and maintain all assigned Government property.
 - (3) Making available all records of Government property as directed by the Contracting Officer (CO).
 - (4) Conducting and reporting to TSA the results of periodic physical inventories.
 - (5) Ensuring that Government property in their possession, custody, or control is used only for Government purposes, and not for individual or private use.
 - (6) Reporting all lost, damaged, stolen, destroyed, and excess personal property to the CO.

6. POLICY:

- A. Government personal property must be maintained, protected, controlled, used, and disposed of in a responsible and effective manner in accordance with Federal and departmental regulations.
- B. Assistant Administrators, Heads of Offices, and FSDs are responsible for designating a senior management official within their organization to serve as the APO using [TSA Form 269, Accountable Property Officer Designation](#). The completed form must be forwarded to the Office of Property Management within 30 days of APO designation via email at TSA-Property@dhs.gov or via fax at 571-227-2912¹.
- C. Senior management officials and designated APOs shall be held accountable for the lifecycle management of all TSA personal property assigned within their jurisdiction.

7. PROCEDURES:

A. Personal Property Records

- (1) TSA shall maintain its accountable property records in SAMS. All capitalized and sensitive personal property shall be recorded in SAMS, as identified in the *TSA Property Categories* chart (see **Appendix**). Standard operating procedures (SOPs) for SAMS are located on the [TSA Intranet Property Management Functional Page](#).
- (2) All acquired TSA property meeting the thresholds established in DHS MD 1120, *Capitalization and Inventory of Personal Property*, shall be capitalized in SAMS.
- (3) All PP&E acquired as new property shall be recorded at the acquisition cost and will include all executory costs including, but not limited to, payments to vendors for freight, handling, storage, design, construction, and installation.
- (4) Administratively controlled property is accountable property where the value is below the threshold required, as such, local accountable property records (APRs) shall be maintained by the APO.

B. Physical Inventories

- (1) TSA has specific guidelines and procedures for conducting and reconciling required physical inventories as detailed in the TSA Annual Inventory Plan. As such, a physical inventory of personal property shall be conducted as follows:
 - (a) A wall-to-wall physical inventory of all accountable personal property shall be conducted at a minimum of every two years, or as required by DHS.

¹ Submit completed OLE/FAMS forms to the OLE/FAMS office at NPC@secureskies.net or via fax at 609-813-3314.

(b) A complete physical inventory of all sensitive personal property and capitalized property shall be conducted annually, to include any foreign gifts and decorations for official display purposes.

- (2) For internal control purposes, employees participating in physical inventories shall not be the same individuals who are responsible for such property; however, APOs and PCs may assist in locating, identifying, and reconciling the physical inventory process.
- (3) After the completion of any inventory, the APO shall complete [TSA Form 270, Personal Property Inventory Certification](#), to certify completeness and accuracy of physical inventory results. Certifications shall be sent within 5 days of inventory conclusion to OPM via email at TSA-Property@dhs.gov or fax at 571-227-2912.

C. Report of Survey

- (1) A ROS shall be initiated in certain situations involving personal property lost, damaged, destroyed, or stolen. The formal report, [DHS Form 200-2, Report of Survey](#), shall be completed by the APO. For further ROS guidance, refer to TSA MD 200.56, *Report of Survey for Lost, Damaged, Stolen, or Destroyed Government Personal Property*¹.
- (2) At the end of any inventory cycle, ROSs shall be initiated to account for any property that cannot be located during the physical inventory and shall be submitted to OPM for reconciliation purposes.
- (3) APOs shall annually submit an electronic report of loss, damaged, or destroyed Government personal property to OPM on or before November 1st.

D. Loans: Loans of Government personal property within TSA will require documented approval and signature of the APO of the losing entity and the APO of the gaining entity. The documentation retained in the property files will be specific to include nomenclature, date of transfer, expected date of return (not to exceed one year), and reason for loan. Loans expected beyond a one-year period require written PMO approval. Loans of personal property outside TSA also require written approval by the PMO.

E. Gifts: The receipt, control, and reporting of gifts will be in accordance with [DHS MD 1010, Accepting Gifts and Decorations](#) and [TSA MD 200.58, Non-Monetary Gifts to TSA](#).

F. Reassignment and Disposal of Unrequired Personal Property

- (1) Personal property no longer required for use shall be reported by the APO to the DPMO for internal screening. If no internal agency needs are identified, the DPMO shall notify OPM to commence external screening within other Federal agencies. If no external needs are identified, personal property no longer required for its intended purpose shall be disposed of in accordance with the Federal Management Regulations and Federal Property Management Regulations.

¹ Submit completed forms to OLE/FAMS via email at NPC@secureskies.net or via fax at 609-813-3314.

- (2) Uniform patches and insignia are classified as administratively controlled property that is sensitive in nature. The handling and disposition of the patches require special instructions:
 - (a) Serviceable uniforms with patches, or the patches themselves, will be handled and secured by the Property Custodian or Uniform Coordinator until such time as the patches are processed for destruction.
 - (b) Unserviceable uniforms with patches should have the patches removed from the uniform and subsequently destroyed by shredding, burning, or cutting i.e. cutting into pieces small enough not to allow for repair, restoration, or potential reuse.
 - (c) [TSA Form 255, Certificate of Final Disposition](#) will be used to record patch destruction.
 - (d) Reports of Survey ([DHS Form 200-2](#)) will be created to record lost or missing uniforms with patches or the patches themselves.
 - (e) Reports of Survey will be managed at the local level but will be subject to audits from OPM.
 - (f) Uniforms returned by TSOs with no potential for reuse should be promptly reported by the APO/PC, *minus patches and insignia*, to the respective DPMO for possible transfer or donation to a Public Body.
 - (3) For further disposition processing of unrequired personal property, including donation of assets to eligible schools within the scope of EO 12999, contact TSA-Property@dhs.gov.
- G. Annual Reporting Cycles: TSA shall submit consolidated annual reports to the DHS Office of Asset Management as indicated below. All report submissions from TSA elements are to be sent to TSA OPM for consolidated reporting by the dates stipulated in the following Table for annual reporting cycle schedules:

Table. Annual Reporting Cycle Schedule

<i>Report Title</i>	<i>Due Date to OPM</i>	<i>Responsible Office</i>
Foreign Gifts Given to Individuals	October 30	Office of the Assistant Secretary
Annual Report of Lost, Damaged, or Stolen Property	November 1	DPMO & OPM
Excess Property Furnished to Non-Federal Recipients	November 15	APO
EO 12999 Computers for Learning	November 15	DPMO & OPM
Exchange/Sale Report	November 15	Office of Acquisition & OPM
Foreign Gifts Received from Individuals	December 15	Office of Chief Counsel
Annual Inventory Plan and Schedule	Jan 30 (DHS)	OPM
Government Furnished Property to the Contractor	March 15	Office of Acquisition

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



David R. Nicholson, Assistant Administrator for
Finance and Administration/Chief Financial Officer

7/27/07
Date

Filing Instructions: File 200.1.1
Effective Date: Date of Signature
Review Date: Two Years from Date of Signature
Distribution: Assistant Administrators, Office Directors, All Employees
Point-of-Contact: Office of Property Management, TSA-Property@dhs.gov

Appendix

TSA Property Categories

Accountable Property	
<i>Capitalized Personal Property</i>	
All TSA personal property	\$50,000 and over
Bulk purchases	\$1,000,000 and over
<i>All Personal Property Items \$5,000 and above are Accountable</i>	
<i>Sensitive Personal Property Regardless of Price</i>	
Security and mission equipment	
Firearms, weapons, munitions ¹	
Training simulators	
Electronic encryption devices (STU-III, STE)	
Information technology equipment (having memory)	
Other items to include, but not limited to: digital cameras, personal data assistants, BlackBerry® devices	
<i>Accountable Personal Property Regardless of Price</i>	
Vehicles ²	
<i>Accountable Personal Property \$1,000 and above</i>	
Telephones and electronic equipment (including cell phones) ³	
<i>Foreign Gifts and Decorations (Above \$305 or if retained by the agency)</i>	
Non - Accountable Property	
<i>Administratively Controlled Property</i>	
Items below \$5,000 that are not recorded as sensitive but are subject to reasonable controls. Uniform patches are administratively controlled property that is sensitive in nature. Administratively controlled property is not entered in the TSA Property Management System of Record (Sunflower Asset Management System); however, local Accountable Property Records (APRs) shall be maintained i.e. excel spreadsheets, local databases, etc.	

¹ Inventory maintained by Program Office (OLE/FAMS)

² Inventory maintained by Program Office (CAO/OPM/Fleet)

³ If leased, inventory maintained by Program Office