

PS 4400.04 PROPERTY MANAGEMENT MANUAL



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# Program Statement

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OPI: ADM  
NUMBER: 4400.04  
DATE: 8/13/2001  
SUBJECT: Property Management  
Manual

- \* 1. **PURPOSE AND SCOPE.** To provide controls for real and personal Bureau property and to provide operational direction for staff responsible for property management. \*
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
- a. Information on nonexpendable capitalized personal property and certain noncapitalized sensitive items, located throughout the Bureau, will be maintained.
  - b. Real and personal property belonging to the Federal Government, in compliance with guidelines established in the Federal Property Management Regulations, will be appropriately used and controlled.
  - c. Property management data, necessary to meet the requirements of the General Accounting Office, the Federal Property Management Regulations, and the Justice Property Management Regulations, will be effectively maintained.
3. **DIRECTIVES AFFECTED**
- a. **Directive Rescinded**  
  
PS 4400.03      Property Management Manual (2/27/96)
  - b. **Directives Referenced**  
  
PS 1237.11      Information Security Programs (10/24/97)  
PS 1350.02      Acceptance of Donations (6/29/98)

PS 2000.02 Accounting Management Manual (10/15/86)  
PS 4100.03 BOP Acquisitions (8/21/98)

PS 4200.09 Facilities Operations Manual (7/16/98)  
PS 4500.04 Trust Fund Management (11/24/97)  
PS 4600.02 Farm Manual (10/18/95)  
PS 6000.05 Health Services Manual (10/31/97)

4. **STANDARDS REFERENCED**

- \* a. American Correctional Association 3rd Edition  
Standards for Adult Correctional Institutions: 3-  
4037, 3-4038 and 3-4201M
- b. American Correctional Association 3rd Edition  
Standards for Adult Local Detention Facilities: 3-  
ALDF-1B-10, 3-ALDF-1B-11 and 3-ALDF-3B-03 \*
- c. American Correctional Association 2nd Edition  
Standards for the Administration of Correctional  
Agencies: 2-CO-1B-08

5. **ACTION.** Staff responsible for property management and control will use this Manual to ensure appropriate use of Bureau property.

/s/  
Kathleen Hawk Sawyer  
Director

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## CHAPTER 1 - Overview

**GENERAL.** This Program Statement's purpose is to set forth responsibilities and requirements for receipt, storage, issue, control, and safety of Government-owned personal property with the Federal Bureau of Prisons (Bureau). The Program Statement also provides requirements for using and controlling real property belonging to the Bureau. For technical instructions, procedures, and guidelines regarding both personal and real property, see the Property Management Technical Reference Manual (TRM).

- \* An efficient property management system is required to maintain information regarding nonexpendable capitalized and noncapitalized personal property, and capitalized real property (Land, Buildings, Structures/Facilities, and related Improvements). The data is required to provide management with information concerning property utilization and accountability to meet requirements of the General Accounting Office, the Federal Property Management Regulations (FPMR), the Justice Property Management Regulations, and the Bureau's Property Management Manual.

Physical inventories are required annually of personal and real property maintained in the SENTRY Personal and Real Property Management Systems. Removal of property from the records due to inventory shortage, transfer, loss, theft, or destruction is done only after appropriate investigations are conducted in accordance with the Bureau policy concerning the Board of Survey. \*

## CHAPTER 2 - Responsibilities for Property Management

**GENERAL.** This chapter outlines the responsibilities of individuals within the Bureau property management system. For the organizational relationship of the various individuals and/or committees, see the organization chart in the Property Management TRM.

1. **DIRECTOR OF THE FEDERAL BUREAU OF PRISONS.** The Director is responsible for property management and accountability of all property within the Bureau [Justice Property Management Regulations (JPMR) 128].

2. **PROPERTY MANAGEMENT OFFICER (PMO).** The PMO assists facility Property Officers (POs) to exercise responsibilities necessary for administering the SENTRY Property Management System (SPMS) and serves as liaison with the General Services Administration (GSA) and other agencies, as well as within the Bureau. Responsibilities of the PMO are:

- a. Supervise the operation and maintenance of the SPMS, including the following:
  - (1) Processing and supervising the generation, operation, and maintenance of the code reference files (e.g. item, manufacturer, etc.).
  - (2) Providing direction, guidance, and assistance to the facility PO and others regarding the acquisition, accountability, utilization, maintenance, transfer, and disposition of controlled personal and real property.
- b. Maintain a training program for POs.
- c. Review all GSA, General Accounting Office (GAO), and other Governmental instructions involving property management; recommend necessary revisions to the Bureau's Property Management Manual and the Property Management TRM.

**CHAPTER 2 - Responsibilities for Property Management  
(cont'd):**

- \* 3. **PROPERTY OFFICER/INVENTORY MANAGEMENT SPECIALIST.** This is a Bureau official having responsibility for managing the real and personal property within a Region, institution, or other facility. The PO monitors the record keeping, usage, disposition of property, processes property data into the SPMS and SRPMS, and assists designated staff to prepare documentation for the SPMS and SRPMS. To provide effective internal control, financial personnel involved in the maintenance of the general ledger will not be designated as PO. The PO's responsibilities are: \*
- a. Maintain a comprehensive property management program consistent with the overall requirements of the SPMS, which oversees recording and management of all categories of controlled property.
  - b. Direct and assist the APO participation in the SPMS by:
    - (1) Advising and assisting on all matters relative to the acquisition, accountability, utilization, maintenance, transfer, and disposition of personal property;
    - (2) Supervising, reviewing, and coordinating the preparation of personal property documents, resolution of errors, and distribution of reports;
    - \* (3) Ensuring the preparation and maintenance of inventory and accounting controls. This includes the input of property data, review, and correction of computerized property registers and validation of property inventories through an annual physical inventory; and \*
    - (4) Maintaining up-to-date listings of APOs and personal property accountability by reporting quarterly on the validity, usage, and accuracy of current listings, by forwarding additional data and new item description requests as necessary. The accuracy and completeness of these listings must be certified as part of the

annual physical inventory.

Chapter 2 - **Responsibilities for Property Management**  
(cont'd):

- c. Assign temporary accountability for property when an APO is not designated, incapacitated, or has not accepted accountability in writing.
  - \* (1) The PO will not conduct an Annual Controlled Personal Property Inventory for an APO. \*
- d. Manage the acquisition, utilization, and disposition of property within the facility by:
  - \* (1) Verifying by Program Area Managers (PAM) with the PO the availability of excess or rehabilitated property prior to procuring new property items. \*
  - (2) Maintaining liaison with Bureau's PMO, GSA, and other Government agencies to use excess property in lieu of the purchase, lease, or rental of new property;
  - (3) Investigating all loss, damage, and destruction of controlled property to determine liability, taking appropriate action and referring the matter to the Board of Survey; and
  - (4) Identifying and reporting all excess property and initiate disposal action through departmental agencies, GSA, or other agencies.
- e. Maintain a training program for APOs.
- f. Serve as a member of the facility Board of Survey.
- g. Review and implement revisions to the SPMS.
- \* h. Recognize, account and record real property which meet established capitalization and other criteria in the SENTRY Real Property Management System. \*

Chapter 2 - **Responsibilities for Property Management**  
(cont'd):

At facilities having an Inventory Management Specialist (IMS) position, the incumbent is the designated PO. At other facilities, the responsibility for property management may be a collateral assignment and the individual responsible is referred to as the PO. Written designation of the PO by the Chief Executive Officer (CEO) is required for collateral assignments and the position description will include the IMS' responsibilities. For this Manual's purpose, the terms PO and IMS are synonymous and hereafter will be referred to as PO.

- \* 4. **BOARD OF SURVEY.** The Board of Survey is a committee with memberships including: at the institution level, the Associate Warden of Operations (Chairperson), the Supervisory Contract Specialist (SCS), and the PO; at the Regional level, the Executive Assistant or Deputy Regional Director (Chairperson), Regional Comptroller or Regional SCS, and the Regional PO; and at the Central Office level, Senior Deputy Assistant Director, Administration Division (Chairperson), SCS, Central Office Business Office, and the Central Office PO.

This board investigates the circumstances surrounding unrecorded acquisitions or the loss, damage, or destruction of personal property to assess monetary liability, if any, and recommend administrative actions to be taken with the CEO's final approval. It will also approve Reports of Survey (JPMR). Board of Survey responsibilities are: \*

- a. Require the presentation of all unclassified information pertaining to the property or incident being investigated.
- b. Report to the CEO any employee who does not cooperate or interferes with an investigation.
- c. Request information and/or testimony from personnel involved or from "experts" within and outside the Bureau.
- d. Conduct prompt and impartial investigations.

- e. Examine and certify all evidence presented.

Chapter 2 - **Responsibilities for Property Management**  
(cont'd):

- f. Submit recommendations consistent with circumstances and findings disclosed by the investigation.
- g. Limit access to information received, and findings and recommendations formulated to only personnel having a right and need to know.
- h. Recommend disciplinary and/or adverse actions and establish personal liability, when appropriate.
- i. Approve all Reports of Survey.
- j. Establish the annual controlled property inventory schedule.

5. **BOARD OF SURVEY CHAIRPERSON.** The Board of Survey Chairperson is delegated responsibilities in accordance with JPMR 128. These responsibilities are:

- a. Accept all impartial recommendations and findings of the Board of Survey prior to any action taken.
- b. Grant relief from accountability after considering the recommendations and findings of the Board of Survey.
- c. Document reasons for taking actions, other than those recommended by the Board of Survey, provided these actions differ significantly from the recommendations submitted.
- d. Approve, when appropriate, reasonable administrative efforts to secure an employee's consent to have debt collected by "**administrative offset**" of current pay in accordance with the Federal Claims Collection Standard.
- e. Recommend, to the CEO "**offset,**" action against an employee's final salary payment, including a lump sum payment for accrued leave, at the time of separation from Federal service.
- f. Terminate or compromise financial liability in

accordance with the Federal Claims Collection  
Standard.

Chapter 2 - **Responsibilities for Property Management**  
(cont'd):

- g. Refer cases to the Office of Internal Affairs through the CEO or equivalent for forwarding to the GAO in accordance with the Federal Claims Collection Standard, Office of Professional Responsibility, and the Criminal Division for Prosecution.
- \* h. Ensure affected personnel are advised of appropriate appeal procedures to include the Collective Bargaining Agreement whenever disciplinary or adverse action is taken. \*
- i. Ensure all actions are completed.

- \* 6. **ACCOUNTABLE PROPERTY OFFICER.** The APO is an employee the CEO designates in writing who is responsible for the custody, record keeping, and use of accountable personal property within the employee's assigned location or jurisdiction. The PAM is normally designated such duties; however, redelegation may be authorized.

The APO initiates and is responsible for the flow of property documents, property transactions, and in conjunction with the PO, maintains and updates computerized SPMS inventory listings, and conducts and certifies periodic physical inventories. The APO's responsibilities are: \*

- a. Control all property until removed, with proper authority, from the APO's accountability.
- \* b. Conduct, verify and sign SPMS Transaction Registers prior to an APO's termination and after a new APO's designation. \*
- c. Initiate repair requests for personal property.
- d. Conduct and certify a physical inventory of controlled personal property assigned to another APO's accountability, prepare a Report of Equipment Inventory Difference and Report of Survey, and assist in the reconciliation process.

- 7. **PROPERTY UTILIZATION AND DISPOSAL OFFICER (PUDO).** The PUDO is an employee who has the responsibility and authority

for acquiring and disposing of excess personal property in accordance with the FPMR.

**Chapter 2 - Responsibilities for Property Management  
(cont'd):**

The PUDO's responsibilities are:

- \* a. Locate excess personal property through the internet.
- b. Maintain constant communication with other government agencies in locating and acquiring excess personal property; i.e., Defense Reutilization and Marketing Offices.
- c. Train POs regarding the acquiring and disposing of excess personal property.
- d. Maintain Excess Property Needs List for all facilities and supply excess personal property to facilities based on highest need.
- e. Offer excess personal property equitably throughout the Bureau.
- f. Arrange to transport excess personal property from the PUDO's warehouse to the receiving facility, using a Government Bill of Lading (GBL). Instructions for the preparation of a GBL can be obtained from the PUDO.
- g. Have responsibility for storage of excess personal property within the PUDO's warehouse with special attention to security, safety, and safekeeping of personal property, including hazardous materials.
- h. Maintain accurate excess personal property warehouse inventory.
- i. Supervise inmates working in the warehouse.

8. **SUPERVISORY CONTRACT SPECIALIST.** Each facility's SCS will submit an annual Report of Excess Property Needs to the PUDO. This report will include item description, quantity,

stock number (if available), suitable substitutes (if any), and institution contact person. Additionally, the SCS may update the annual listing quarterly to include additions to or deletions from the original list. \*

The annual report will reach the PUDO no later than October 1st of each year.

## Chapter 2 - Responsibilities for Property Management (cont'd):

\* 9. **SUPERVISOR.** Each supervisor in the Bureau is responsible for establishing the administrative measures necessary to ensure proper care and use of all Government property under their control. **A supervisor, whether designated as an APO, will be held liable for loss, damage, or destruction in accordance with this Program Statement.** \*

10. **INDIVIDUAL EMPLOYEES.** Each employee is responsible personally for the care and protection of assigned property.

- a. It is each employee's duty to report loss, theft, and damage. Individual employees are required to report to his or her APO and PO any instance of loss, theft, or damage. The APOs will forward appropriate investigative reports to the facility PO for Board of Survey action.

The extent of an employee's financial liability is to be determined as follows:

- (1) For lost, damaged, or destroyed property, the liability will be the acquisition cost of the item, reduced by an allowance for depreciation. Credit for salvage may also be offset in appropriate cases.
  - (2) For economically repairable property in accordance with the GSA standards, the liability is to be the cost of repair.
- b. An employee is liable and will be required to pay the Government when the employee's negligence, carelessness, or dereliction of duty contributes to

the loss or damage of Government property as determined by the Board of Survey. The facility Human Resource Manager will be consulted by the Board of Survey prior to assessing liability damages to assure due process is provided to the employee.

Chapter 2 - **Responsibilities for Property Management**  
(cont'd):

An employee will not directly or indirectly use or allow the use of Government property, including property leased to the Government, for other than officially approved activities. The JPMR provides for the limited, permitted personal use of facsimile machines, telephones, photocopiers, etc., if not during or interfering with official work. An employee will be liable for this use. An employee has the duty to protect and conserve such property and obey all rules and regulations applicable to its use.

- \* 11. **ANNUAL INSPECTION.** The Board of Survey Chairperson, or Designee, and the PO are responsible for completing an Annual Inspection of the entire facility each March. The inspection will identify items of personal property which can be economically repaired or rehabilitated through sources of property rehabilitation services listed in FPMR 101-43. The inspection will also identify personal property in excess of the facility's needs.

As identified during the inspection, the PO will take necessary steps to effect transfer or disposal in accordance with Chapter 6. The PO will maintain a memorandum the Board of Survey Chairperson signed on file for program review purposes to document date of inspection, all findings, projected dates when corrective actions will be taken, and actions directed to an APO.

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## Chapter 3 - Identification and Definitions of Personal Property

**GENERAL.** This chapter outlines the elements of a property management accounting system and defines capitalized and noncapitalized property within the Bureau.

1. **PRINCIPLES OF PROPERTY ACCOUNTING.** Property accounting for the Bureau will include appropriate procedures for:

- a. Recording specific accounts all transactions affecting the Bureau investment in personal property, including:
  - (1) All acquisitions, whether by purchase, transfer from other agencies, authorized donation, or other means, as of the date the Bureau takes custody of the property;
  - \* (2) The use, application, or consumption of property. For nonexpendable property, the cost of consumption will be accounted for as an operating cost over its estimated useful life through appropriate depreciation techniques; and \*
  - (3) All dispositions or retirements when the property leaves the control or custody of the Bureau.
- b. Keeping appropriate records of quantities and location of Government-owned personal property. These records will be designed to be of maximum assistance in the procurement and use of such property, including the identification of excess property and its use, transfer, or disposal, in accordance with statutory and regulatory requirements; and
- c. Making periodic independent checks on the accuracy of the accounting records through physical observation, count, weight, or other measurement.

2. **DEFINITIONS OF PERSONAL PROPERTY**

- a. **Expendable personal property** is that which, by its

nature or function, is consumed in use; used as repair parts or components of an end product considered nonexpendable; or has an expected service life of less than one year.

Chapter 3 - **Identification and Definitions of Personal Property**

(cont'd):

- b. **Nonexpendable personal property** is that which is complete within itself, does not lose identity or become a component part of another article when put into use, and is of durable nature with an expected service life of one or more years.

3. **CAPITALIZED PERSONAL PROPERTY.** Each item of capitalized personal property (major equipment) will meet **all** of the following criteria or conditions specified:

- a. The item will have an acquisition cost or a donated or appraised value of \$5,000 or more;
- b. The item will not be real property or permanently affixed to real property;
- c. The item will not lose its identity by being incorporated into another item of personal property; and
- d. The item will have a minimum useful life of more than one year.

4. **NONCAPITALIZED PERSONAL PROPERTY** is any single item of nonexpendable personal property acquired at a value below \$5,000. Certain items of noncapitalized personal property (minor equipment) which are determined to be a security concern or highly susceptible to theft, will be controlled.

5. **CONTROLLED PERSONAL PROPERTY** is capitalized and all noncapitalized personal property that good management practice dictates would be in the best interest of the Government to assign and record accountability to assure the proper use, maintenance, protection, and disposal. This includes, but is not restricted to, property which is:

- a. Leased by, in the custody of, or loaned to/or from the Bureau; and
- b. A security concern or is highly susceptible to theft.

Chapter 3 - Identification and Definitions of Personal Property

(cont'd):

\* The following items are generally considered to be controlled noncapitalized personal property:

VCRs	Still Cameras
Firearms <sup>1</sup>	Tape Recorders
Camcorders	Radios, two-way
Key Cutters	Facsimile Machines
Body Alarms	Cellular/Mobile Telephones
Dictaphones	All Leased/Loaned Property
All Items of Staff Quarters Furnishings	
Personal Computers <sup>2,3</sup> (Central Processing Unit, monitor, and keyboard are to be entered as aggregate)	

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<sup>1</sup> Each firearm must have an individual FPS-ID number.

<sup>2</sup> Should be tagged but not etched.

<sup>3</sup> Noncapitalized Personal Computers acquired by Trust Fund are not controlled. \*

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6. **ALL OTHER PERSONAL PROPERTY**

- a. **Accountable Property** is all controlled personal property and certain items of expendable personal property for which records are maintained. **Examples** would be: equipment, institution stores (Warehouse, Food Service, Mechanical Services, Buildings and Facilities, etc.), and Trust Fund sales unit inventories.
- b. **Excess Property** is all expendable or non-expendable personal property not needed by the holding facility.
- c. **Surplus Property** is all property excess to the needs of the Bureau and determined by the General Services Administration to exceed the Government's needs. Such property will be donated or disposed of in accordance with FPMR 101-43.
- d. **Contractor-Held Property** is Government-owned property that has been:

- (1) Delivered or otherwise made available to a contractor, with the Government retaining the title; or
- (2) Procured or otherwise acquired by a contractor for the performance of a contract; title to which, therefore, is vested in the Government.

Chapter 3 - **Identification and Definitions of Personal Property**

(cont'd):

- e. **Salvage** is property that has a value excess to its basic material content but which is in such condition that it has no reasonable use for any purpose as a unit, either by the holding agency or other Federal agency, and its repair or rehabilitation is clearly impractical. Repairs or rehabilitation estimated to exceed 65 percent of the original acquisition cost would be clearly impractical.
- f. **Scrap** is material that has no value except for its basic material content.
- g. **Expensed Property** includes all expendable property.
- h. **Leased Property** is property conveyed on a contractual agreement which is rented for a specific period of time.
- i. **Loaned Property** is property borrowed for temporary use by the Government.
- j. **Inmate Personal Property** is all inmate personally owned property, stored and/or shipped, for which the Government has assumed responsibility.
- k. **Donated Property** is property received from sources other than Federal Government agencies at no cost.

## Chapter 4 - Administration of Personal Property

\* **GENERAL.** This chapter describes how personal property is accounted for within the SENTRY Property Management System (SPMS) and the Financial Management Information System (FMIS).\*

1. **BASIS OF VALUATION.** Controlled personal property may be obtained through various sources, including:

a. **Purchase.** Such property will be recorded at an amount equal to the purchase price plus transportation and installation charges, where applicable, less trade-in allowance or any discounts (trade, commercial, or volume). When a trade-in is involved, the book value gain or loss realized on the traded asset will be recognized and recorded in accordance with the Accounting Management Manual.

b. **Sources other than the Bureau, by donation or transfer at no cost.** Such property will be recorded at an amount established in accordance with Chapter 6 and the corresponding Property Management TRM.

c. **Donation or transfer at no cost from sources other than the Bureau or another Federal Government agency.** Such property will be recorded at either the cost price to the Bureau or appraised value in accordance with Chapter 6 and the corresponding TRM.

\* d. **All Buildings and Facilities (B&F)** purchased controlled personal property will be recorded in the SPMS as a Salaries and Expenses (S&E) acquisition.

2. **ACCOUNTING AND MANAGEMENT CONTROL OF CAPITALIZED PERSONAL PROPERTY**

a. The SPMS is the sole mechanism for the accountability of controlled personal property acquisition totals and subsequent depreciation. The FMIS direct expenses all property. Therefore, the property values the PO enters into the SPMS is the **"official"** and only property record that exists.

Chapter 4 - **Administration of Personal Property (cont'd):**

- b. Property Management policy states Bureau-owned property will be managed and controlled to ensure: \*
  - (1) Maximum utilization and use of such property for official purposes only;
  - (2) Effective assignment and accountability for the use and custody of such property, and the maintenance of adequate inventory controls and accountability records; and
  - (3) Proper care, including preservation, handling, storage, and preventive maintenance.

3. **PROPERTY TAGS - FEDERAL PRISON SYSTEM IDENTIFICATION (FPS-ID) NUMBERS**

- \* a. The property tag represents a unique FPS-ID number. Property tags will be put on each piece of controlled personal property. The original FPS-ID number assigned will remain the unique identifier throughout the life of an item of controlled personal property, wherever located in the Bureau.

If controlled personal property is transferred outside the Bureau, disposed of, or disposed of through sale or exchange, the FPS-ID tag will be removed and attached to the Report of Survey.

- b. In addition to the property tag, the ten-digit FPS-ID number will be permanently marked on the item with an electric etcher. Due to the sensitivity of personal computers, central processing units will not be etched.
- c. A log will be maintained, consecutively, of all FPS-ID numbers which includes the date the number was issued, the Program Area (PA)/Program Area Location (PAL) to which the item was issued, item description and the Receiving Report number used for receiving the personal property. Responsibility for FPS-ID tags/log and etching/affixing tags is found in the TRM.

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Chapter 4 - **Administration of Personal Property (cont'd):**

4. **CONTROLLED PROPERTY EQUIPMENT REPAIRS.** Controlled personal property requiring repairs will be completed as follows:

- a. If repairs require the personal property to be removed from the facility, a Stores Requisition will be prepared by the APO and numbered by Warehouse personnel. A copy of the Stores Requisition will be signed by the APO as a temporary receipt and retained by the warehouse.

**Controlled property will not be removed from the facility without proper authority and documentation.**

- b. The APO retains the original and two copies of the Stores Requisition with the personal property to be repaired. The APO will obtain the signature of the repair service representative on at least the original Stores Requisition when the personal property is removed for repair.
- c. After the repair service representative receives the personal property, all copies of the Stores Requisition will be returned to the warehouse and the temporary receipt returned to the APO. The Stores Requisition will then be distributed as follows:

Copies - Warehouse, APO, and Property Officer

- \* 5. **ACCOUNTABILITY CODES.** The CEO is responsible for designating APOs (see Chapter 2). These designations are normally at the Program Area Manager's level; however, redelegation may be authorized. The facility PO will maintain a current list of APOs and make it available for program review purposes. \*

## CHAPTER 5 - Inventories - Controlled Nonexpendable Property

**GENERAL.** The Bureau requires a complete physical inventory (wall-to-wall) of property on hand once a year. The inventory will be conducted during the month of April. This inventory ensures the computer-generated property registers agree with the property on hand. The physical inventory also gives an indication of how security and maintenance systems are functioning.

The annual inventory will be completed no later than April 30. Procedures for conducting annual inventories are included in the Property Management TRM.

- \* 1. **SCHEDULING INVENTORIES.** The facility PO, with the Board of Survey's approval, will schedule inventories. This schedule will have the written approval of the Regional Director or the facility CEO, whichever is appropriate. At the Central Office, the Assistant Director for Administration will approve the schedule. Schedules will indicate each Program Area (PA)/Program Area Location (PAL) being inventoried, the APO being inventoried, the APO conducting the inventory, and the specific date on which the inventory is to be completed. The PO will maintain the schedule on file.

The Regional Board of Survey will ensure inventories at Community Corrections Offices are scheduled. The Central Office Board of Survey will ensure Central Office funded off-site facilities are scheduled; e.g., training centers.

2. **CONDUCTING THE INVENTORY.** The following is a listing of restrictions which affect the conducting of the Annual Inventory of controlled personal property:

- a. APOs will not conduct inventories of each other's PA/PAL, i.e. Electric Shop inventorying the Armory and the Armory inventorying the Electric Shop;
- b. An APO will not conduct an inventory of another APO within the same PA; i.e. Pharmacy inventorying the Dental Lab;
- c. An APO will not conduct an inventory of an APO who is a direct-line supervisor, i.e. General Foreman inventorying the Facility Manager; and

CHAPTER 5 - **Inventories - Controlled Nonexpendable Property**  
(cont'd):

- d. Financial staff with General Ledger entry responsibilities will not be designated as an APO; i.e. Accounting Supervisor, Accountant, and Accounting Technician.

Finally, the APO accountable for the property being inventoried will accompany the individual performing the inventory to assist in locating controlled property. \*

3. **RECONCILIATION.** The reconciliation process is considered "complete" when the PO has: received all completed inventories; approved Reports of Survey for missing or added items; and updated the SENTRY Property Management System by July 31 of the current year.

All Regional Supervisory Contract Specialists (SCS) will report to the Chief, Property and Construction Branch the status of each facility's annual inventory as of April 30 and the status of each facility's reconciliation efforts as of July 31 each year. The SCS will report through the CEO to the Regional SCS who will consolidate reports.

Reports are due to the Chief, Property and Construction Branch within 20 working days from the respective dates. In addition to these reports, the Regional SCS will provide monthly updates reflecting the status of incomplete and unreconciled inventories. Updates will be routed as above and submitted to the Chief, Property and Construction Branch by the 20th working day of each month.

- \* 4. **CONTROLLED PROPERTY TRANSACTION REGISTER.** Another method of assuring the accuracy of inventories is using transaction registers. No later than the fifth working day of the month following the previous quarter, the facility PO will produce separate monthly transaction registers which reflect the previous quarter's activity [acquisitions, dispositions, transfers, or corrections to controlled property under the APO control].

The PO will distribute the registers to the APO for verification. All registers will be returned (signed and dated) to the PO by the last working day of the month following the previous quarter. Technical guidance for using

monthly transaction registers is provided in the TRM.

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## Chapter 6 - Acquisition, Transfer, and Disposal of Excess Personal Property

**GENERAL.** This chapter outlines Bureau requirements and responsibilities in the acquisition, transfer, and disposal of excess property.

1. **ACQUISITION OF EXCESS PERSONAL PROPERTY.** The acquisition of excess personal property will be made in accordance with FPMR 101-43. Facilities will practice caution and **only** acquire materials:

- a. When there is a definite need determined in advance;
- \* b. Not in excess of a 180-day supply when acquisition is for local use only; \*
- c. Which have immediate use if being acquired for construction;
- d. Which do not have limited use; and
- e. Which has been acquired in accordance with the Health Services Manual for medical equipment.

Additional guidelines for acquisition, redistribution, and appraisal of excess personal property are contained in the Property Management TRM.

### 2. **INSPECTION AND TRANSFER OF EXCESS PERSONAL PROPERTY**

- a. **Inspection.** Prior to offering excess personal property to any other facility, bureau, or agency, it is important the property be inspected thoroughly and a determination made by the facility Board of Survey as to whether the property is worthy of declaring excess, see FPMR 101-43.

It is not in the Government's interest to declare property as excess which has little or no value and could be justifiably described as salvage or scrap. Detailed procedures for the preparation and distribution of screening listings are provided in the TRM.

Chapter 6 - Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):

b. Requirements for Transfer of Excess Property

(1) **From Other Agencies.** To the extent possible, facilities will use excess personal property as the first source of supply in fulfilling their requirements, consistent with good supply management.

\* (2) **Within the Department of Justice (DOJ) and Bureau.** Based upon local needs, facilities will transfer personal property between facilities and other components of the DOJ. Higher level approval is **required** prior to transferring any of the following items: arms, ammunition, and armory equipment.

In the case of arms, ammunition, and armory equipment, transfer of these items will only be made after receiving written approval from the Regional Correctional Services Administrator. Motor vehicles which have been selected for replacement sale will not be screened within the Bureau and/or DOJ.

Guidance for the Transferring Out (TRO) and Transferring In (TRI) of controlled personal property within the Bureau will be obtained from the TRM. \*

Excess personal property will be reported **to the appropriate General Services Administration (GSA)** office after screening within the DOJ has been accomplished.

(3) **To GSA**

(a) Automated Data Processing (ADP) equipment will be excessed in accordance with the Computer Security Manual and FPMR 101-43.

\* (b) Weapons may be donated to state and local law enforcement agencies, after approval from the Regional Correctional Services Administrator. The weapons will be screened within the DOJ, and excessed to GSA, (if they are not

transferred within DOJ).

Chapter 6 - **Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):**

Form SF-120 is then completed, noting which state/local agency the Bureau would like to transfer the weapons. The transfer will be in accordance with the FPMR 101-43.

- (c) Facilities will follow the procedures prescribed in FPMR 101-43 and 101-45 and submit a Report of Excess Personal Property (SF-120) to GSA in an original and three copies. See the TRM for preparation instructions.
- (d) Property pending disposal. Property which has been declared excess to the facility will be transferred to the control of the Warehouse via Stores Requisition for care, handling, storage, and security pending final disposition. \*

- (4) **To Non-Federal Recipients.** FPMR 101-43 provides for equipment) to non-Federal recipients. Executive Order 12999, dated April 1996, authorizes the direct donation of ADP equipment to educational institutions without GSA approval after screening within the Bureau and DOJ has been accomplished. A facility committee appointed by the CEO, comprised of, but not limited to, an executive staff member, volunteer coordinator, and members of the community relations board, will recommend the disposition of donated ADP equipment.

Prior to donation, all ADP equipment hard drives will be "degaussed" or wiped clean of any data and software in accordance with the Program Statement on the Information Security Program. The originally purchased or "bundled" software may be included with the donated equipment if the software license permits.

Finally, a Report of Survey will be prepared for donations of computer equipment with the appropriate official's signature as proof of receipt.

\* Reporting requirements for property furnished to non-Federal recipients are in FPMR 101-43. Each

report will provide the non-Federal recipient furnished property's Federal Supply Code two-digit number, acquisition cost, and recipient's name/location.

Chapter 6 - **Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):**

All ADP equipment donated to educational institutions and weapons donated to state/local law enforcement agencies will be included in the report. To enable the preparation of a consolidated submission, each facility Property Officer (PO) will prepare a report for the past fiscal year. This report will be mailed to the Regional PO who will review for accuracy all reports and forward to the Chief, Property Management, no later than October 10th of each year. Instructions for preparing these reports are in FPMR 101-43. \*

For further guidelines, see the TRM.

\* 3. **DISPOSAL (SALE OR EXCHANGE) OF EXCESS PERSONAL PROPERTY**

- a. **Salvage and Scrap.** Salvage and scrap will be accumulated and separated by nature of material (iron and steel, brass, copper, stainless steel, batteries, etc.) to obtain the highest return for the Government, and the facility will develop a sales method.

The scrap will be placed on the Federal Prison Industries' scrap pile for sale if the facility Board of Survey determines the salvage and scrap does not warrant accumulation and separate sale. The Regional PO will monitor all scrap sales facilities conduct within the region.

For condition codes and definitions for classifying personal property items as salvage and scrap, see FPMR 101-43 and for additional guidelines, see the TRM.

- b. **Spent Brass Ammunition Casings.** When a sufficient quantity of spent brass ammunition casings has been collected, separated, and stored in the Armory by the facility Security Officer, the PO will determine final disposition of the casings by exchange or sale as follows:

Spent ammunition casings will be exchanged for new or factory reloaded ammunition, or sold, with the proceeds applied to the purchase of "like" ammunition in

accordance with FPMR 101-46, Exchange/Sale Authority.

GSA approval is not required prior to conducting an  
exchange/sale of spent ammunition casings.

\*

Chapter 6 - **Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):**

**Note:** The Correctional Services Manual authorizes the use of factory reloaded ammunition for training only.

c. **Recovery of Precious Metals.** It is DOJ policy that a silver recovery program be implemented at each Bureau facility generating precious metal bearing waste. Each Bureau facility is required to comply with the terms and conditions of the DOJ Interservice Support Agreement with the Defense Reutilization and Marketing Service (see the TRM for instructional information).

d. **Sale and Application of Proceeds**

- \* (1) Property to be sold with the intent to apply proceeds will be processed on a SF-126 in accordance with the instructions contained in FPMR 101-45 and forwarded to the appropriate GSA office, Utilization and Disposal Service. Instructions for handling the proceeds from sales and exchanges are found in the Accounting Management Manual.
- (2) Facilities may sell small lots of personal property with the proceeds from these sales deposited in the miscellaneous receipts account.

e. **Exchange or Trade-in of Similar Equipment**

- (1) Personal property will be exchanged or traded-in for similar items including, but not limited to, those items appearing in FPMR 101-46. \*
- (2) Trade-ins are considered one of the better methods of disposal. Invitations for purchasing new equipment will include items for trade-in. A complete description of the trade-in item, including the statements "as is" and "where is," will prevent the possibility of any misunderstanding.
- \* (3) Motor vehicles, which the Central Office Fleet Manager has approved for replacement, will be sold by GSA or by a GSA contractor at the nearest GSA contract auction facility. The location of the

nearest GSA auction facility can be obtained by  
contacting the regional GSA office.

Chapter 6 - **Acquisition, Transfer, and Disposal of Excess  
Personal Property (cont'd):**

The monies collected from a GSA sale or a GSA auction will be returned to the Bureau for purchasing replacement vehicles, in accordance with the Accounting Management Manual. Questions regarding fleet replacement authorization will be directed to the Central Office Fleet Manager.

- (4) Weapons are not eligible for exchange or trade-in, in accordance with the FPMR. \*
- (5) For application of trade-in values, see the Accounting Management Manual.

f. **Recycled Materials.** Specified materials may be recycled and proceeds used by a facility in accordance with the Program Statement on Recycling, Records, and Reports.

Chapter 7 - **Gifts or Donations of Personal and Real Property**

- \* **GENERAL.** Gifts, donations of money, or property will be accepted in accordance with the Program Statement on Acceptance of Donations.
1. **PERSONAL PROPERTY.** Personal property which has been approved for acceptance as a gift or donation will be assessed a value, issued a Federal Prison System Identification Number and entered into the SENTRY Property Management System in accordance with Chapter 4.
  2. **REAL PROPERTY.** Real property which has been approved for acceptance as a gift or donation will be recorded on a SENTRY Real Property Management System (SRPMS) Record in accordance with the Property Management TRM.
  3. **GIFTS RECEIVED FROM FOREIGN GOVERNMENTS.** The CEO will report all tangible foreign gifts, including travel or travel expenses for travel entirely outside the United States not specifically authorized by the Bureau, via BOPNet GroupWise, to the Chief, Property Management <<BOP1349>> by January 1st of each year for gifts received during the preceding calendar year. All reports will be prepared as shown in the TRM. \*

Chapter 8 - **Real Property (Owned or Leased)**

\* **GENERAL.** This chapter outlines the Bureau's real property (owned or leased) requirements and responsibilities in accordance with FPMR 101-47.

1. **REAL PROPERTY TRANSACTIONS, PERMITS, AND EASEMENTS**

- a. **Real Property Transactions.** The acquisition, donation or disposal of real property (Land, Buildings, or other Structures/Facilities), will be coordinated with the Regional Facilities Administrator with the approval of the Central Office, Chief, Facilities Management. Authority to acquire or dispose of real property is not delegated below the Central Office level. The acceptance of donated real property will be in accord with the Acceptance of Donations Program Statement. A copy of the approval to dispose of Land, Buildings and Structures/Facilities will be forwarded to the Central Office, Chief, Property Management.
- b. **Permits for Ingress and Egress.** The Assistant Director for Administration has authority by virtue of 28 CFR 0.96 and 0.97 to grant/accept permits to/from states or public agencies for right-of-way upon land administered by the Bureau or states or public agencies under the authority of Title 43 U.S.C. §§ 931c and 961. This type of authorization generally covers entry permits of a temporary nature, such as cleaning of drainage ditches by the county, temporary use of Government land for a public purpose, entering and exit rights for installing utilities on or adjacent to Government-owned land.

These entry permits are granted for the interim pending the execution of a formal easement. Permits will be revoked at will by the Government and normally are not recorded due to their temporary nature.

The Assistant Director for Administration will sign permits, unless specific delegation is granted to the local level. Requests for permits will be transmitted through the Regional Office to the Central Office, Chief, Property and Construction Branch. Concurrence by the facility's CEO and the respective Regional Director will be noted on the request for permit.

\*

Chapter 8 - Real Property (Owned or Leased) (cont'd):

- \* c. **Easements.** Right-of-way easements will be processed \*  
through the Regional Facilities Administrator and the  
request forwarded to the Central Office, Chief, Property  
and Construction Branch. All requests for easement will  
be accompanied by a metes and bounds description, or the  
equivalent, prepared by a licensed surveyor and three  
copies of a plat map or sketch showing the metes and  
bounds thereon. Concurrence by the facility's CEO and  
the respective Regional Director will be noted on the  
easement requested.

**The Attorney General has reserved the authority to  
execute easements.** After an easement is granted, it will  
be forwarded to the originating facility with a request  
to have it signed by the grantee and recorded. The  
recording information will then be forwarded to the  
Central Office, Chief, Property and Construction Branch.

\* 2. **REAL PROPERTY RECOGNITION, ACCOUNTABILITY, RECORDING, AND  
INVENTORY.**

- a. **Real Property Recognition And Accountability.** In accord  
with the Federal Accounting Standards for Property,  
Plant, and Equipment and the Accounting Program  
Statement; real property [Land, Building(s),  
Structure(s)/Facility(s), and related Improvement(s)]  
which meet established capitalization and other criteria  
will be recognized and accounted for once a real property  
Asset or Improvement is "Placed In Service."

Each facility will recognize and account for the real  
property using the instructions provided in the Property  
Management TRM.

- b. **Real Property Recording.** In order to accurately record  
the recognized and accounted for real property each  
facility will record all real property which meets the  
established capitalization and other criteria in the  
SENTRY Real Property Management System (SRPMS).

The Property Officer (PO) will provide the Accounting  
Supervisor with the SRPMS Listing Depreciation (LID)  
Report for Land, Building(s), Structure(s)/Facility(s),  
and related Improvement(s) no later than the fifth

working day of the following month. The TRM provides instructions for recording real property in the SRPMS.

Chapter 8 - **Real Property (Owned or Leased) (cont'd):**

- c. **Real Property Inventory.** The Board of Survey Chairperson/Designee, PO, and the Facility Manager (FM)/Facilities Administrator (FA) will complete and reconcile an Annual Real Property Inventory of a Facility's real property each August to ensure all Real Property is recognized, accounted, and recorded.

These staff members will walk the entire inside perimeter and drive the entire outside perimeter while "writing down" the name and/or number of **all** observed Building(s), Structure(s)/Facility(s), and any obvious new Improvement(s). The Inventory will be conducted without the use of the SRPMS Records which could influence the Inventory's objectivity.

Upon completing the Inventory, the PO and FM/FA will compare the completed listing to their respective records and reconcile all "missing", "add", and/or incorrectly classified real property. The PO is to maintain reconciliation efforts; (e.g., Reports of Survey, project files, etc.) and a signed copy of the memorandum by the Board of Survey Chairperson detailing reconciliation results on file for program review purposes. \*

3. **ANNUAL REPORT OF REAL PROPERTY (OWNED)**

- a. **Real Property Owned.** To enable the preparation of a consolidated submission, each facility PO (including camps), will prepare a General Services Administration (GSA) Form 1166 (Annual Report of Real Property Owned by or Leased to the United States) for the past fiscal year.

The PO will prepare this report based on the SENTRY Real Property Management System as of September 30 and mailed to the Regional PO who will thoroughly review it for accuracy and provide a consolidated submission of all reports to the Chief, Property Management, no later than December 1st of each year. **Facilities are urged to review preparation instructions thoroughly to avoid returned reports.**

Preparation guidelines are included in the Property Management TRM. For new facilities not listed, contact the Central Office, Chief, Property and Construction

Branch.

- b. **Forms.** Each facility will obtain GSA Form 1166 from their appropriate GSA office.

Chapter 8 - Real Property (Owned or Leased) (cont'd):

\* 4. **REVIEW OF REAL PROPERTY AND THE GENERAL SERVICES ADMINISTRATION SURVEYS.** Facilities scheduled for a review of real property will use the following guidelines: \*

- a. **Facility Real Property.** Facilities will achieve the most effective and economical use of real property (Land, Buildings, Structures/Facilities and related Improvements) to meet the needs of facility programs.
- b. **Review of Real Property.** FPMR 101-47 requires identifying excess Federal real property and further requires implementing the policies set forth in the FPMR. In this regard, a thorough review of an agency's real property will be made every five years.

Accordingly, each year 20 percent of Bureau facilities will conduct a review of their various property holdings. The appropriate Regional Office scheduled for the review will be notified in writing by the Central Office, Chief, Property and Construction Branch. Instructions and guidelines will be provided at that time.

\* An itemized written record in the format outlined in the instructions will be prepared. Facility POs will prepare and send the original and a copy (original and the copy will have original photographs) of the report to the Regional PO who will review it for accuracy and forward it to the Chief, Property Management, no later than April 30th. The CEO will sign and date the report. Detailed guidelines for conducting the review of real property are contained in the TRM. \*

- c. **Excess Real Property.** Upon recommendation to declare under utilized property as excess to the Bureau's needs, the facility forwards such recommendation to the Regional Office. The Regional Director then forwards the recommendation to the Central Office, Chief, Property and Construction Branch, with comments.
- d. **GSA Surveys.** The GSA conducts continual surveys of real

property holdings of all executive agencies. Upon notification by the Department of Justice (DOJ), the Central Office, Property Management, will notify the facility of a scheduled GSA survey.

Chapter 8 - Real Property (Owned or Leased) (cont'd):

- (1) **Designation of Representative.** The CEO will designate a representative at the facility to assist in the survey and also to serve as a contact point. The name, title, and phone number of the representative will be forwarded to the Central Office, Property Management, for forwarding to the DOJ and the GSA. The GSA will contact the facility's representative to make the necessary arrangements for the survey.
- (2) **Findings of GSA Surveys of Real Property.** The GSA representative conducting the survey will be instructed to have a close-out meeting with the CEO or his/her designated representative, not below the Associate Warden level, and discuss any findings prior to leaving the facility and preparing the survey report.
- (3) **Buffer Zone.** Where feasible and existing land is available, all facilities, including camps and detention centers, should have a buffer zone of 1,000 yards. Moreover, where maintenance cadre or camp facilities are provided, the distance between such facilities and the property lines will be considered in establishing buffer zones.

Mission and program changes will affect buffer zone requirements. In situations such as high-rise correctional centers in urban areas, it is necessary to establish "buffers" through architectural techniques. High-rise buildings with detention quarters far above the ground serve this purpose. Adequate buffer zones are critical to the effective operation of the Bureau facilities.

The buffer zone serves to:

- (a) Offer staff a relatively unobstructed observation of inmate activity outside the facility perimeter fence;
- (b) Maintain a psychological barrier to inmates planning escape or other prohibited activities;

- (c) Provide staff a measure of time, often of critical importance, to react to escape attempts or other disturbances before the facility's ultimate perimeter is threatened;

Chapter 8 - **Real Property (Owned or Leased) (cont'd):**

- (d) Present an aesthetically positive appearance to the community;
  - (e) Restrict the closeness of structures or activities which are inconsistent with the management and control of facility functions;
  - (f) Channel the interaction between inmates and the community into those areas designated by facility management;
  - (g) Support the mechanical devices such as warning systems or perimeter fences, which provide part of the facility's overall security; and
  - (h) Offer protection to the surrounding community when staff must use firearms or other dangerous weapons to control inmate disturbances or escape attempts.
- (4) **Regional Office.** The Regional Office will be kept advised of surveys being conducted by the GSA, and upon receipt of GSA's report, the CEO will prepare a response to the Regional Office for review, commenting on the findings of the survey along with recommendations.

The report will then be forwarded to the Chief, Property Management.

\* 5. **ASSIGNMENT AND UTILIZATION OF SPACE** \*

- a. **Approval.** The Assistant Director for Administration is delegated the authority to approve all requests for leased space. **This authority will not be delegated below the Central Office level.**
- b. **Request for Space.** All leased space requests, including office, storage, parking, warehouse, special purpose, etc., will be submitted through the Regional Office for the Regional Director's approval to the Central Office, Chief, Property and Construction Branch, for review on the Request for Space form (SF-81), in accordance with FPMR 101-17.



Chapter 8 - **Real Property (Owned or Leased) (cont'd):**

Upon final approval by the Assistant Director for Administration, requests will be returned to the requesting facility's Regional Director. Central Office requests will be submitted through the appropriate Division Assistant Director for approval, to the Chief, Property and Construction Branch, for further processing.

- c. **Termination of Leased Space.** All leased space termination requests will be submitted for the Regional Director's approval to the Chief, Property and Construction Branch for review **at least 120 days prior to anticipated vacancy**, when space or a portion thereof, will no longer be required.

The notification will be in writing, giving a description of the area involved, the location, and the estimated date of vacancy. Central Office terminations will be submitted for approval through the appropriate Division Assistant Director to the Chief, Property and Construction Branch. Upon final approval by the Assistant Director for Administration, termination requests will be returned to the requesting facility's Regional Director for further processing.

## Chapter 9 - Receiving Reports and Reports of Survey

**GENERAL.** This chapter provides direction on the preparation and use of receiving reports. It also instructs on the preparation and numbering of the Reports of Survey.

- \* 1. **RECEIVING REPORTS.** The Trust Fund/Warehouse/Laundry Management Manual provides instructions for preparing and using the Receiving Reports. The receiving report is the source document for all controlled personal property accounted for in the SENTRY Property Management System, including credit card purchases. The Property Management TRM provides instructions to Property Officers on using receiving documents.
2. **REPORT OF SURVEY.** When goods are damaged or become unsuitable for further use while in the Warehouse, they must be surveyed. Equipment inventory differences are to be recorded by a Report of Equipment Inventory Difference (available on BOPDOCS). A Report of Survey (BP-S111.044) (available on BOPDOCS) must be used to report differences identified by Accountable Property Officers and Program Area Managers. The Report of Survey is to be used also by the Board of Survey to report findings and recommend disposition. \*
- a. **Preparation.** A copy of the Report of Survey (complete with explanation) is to be furnished to the Regional Director if the book value exceeds \$5,000 (per item) of personal property when such property has been stolen or damaged/destroyed by unusual causes such as fire or flood.
- \* b. **Numbering.** The PO must number Reports of Survey consecutively at the beginning of each fiscal year followed by the last digit of the current fiscal year (e.g., 0001-5, 0002-5, 0003-5, etc.). Salaries and Expenses, Buildings and Facilities, National Institute of Corrections, and any other appropriations (except Trust Fund) must be in the same numbering sequence. A separate series of numbers must be established for Trust Fund (e.g. TF-0001-5, TF-0002-5, TF-0003-5, etc.). \*
- c. **Adjusting Records.** After the Board of Survey has approved a Report of Survey, the Report of Survey must be the basis for adjusting entries to appropriate property

and accounting records.

**CHAPTER 10 - Inmate Postage Stamps, Vehicle Titles, Meal Tickets,  
and Protective Clothing**

**GENERAL.** This chapter defines the requirements and responsibilities of the Bureau for the accounting of postage stamps, vehicle titles, meal tickets, and protective clothing.

1. **POSTAGE STAMPS.** Postage stamps purchased from the Salaries and Expenditures (S&E) appropriation will be stored in a secure safe. Receipt and/or issuance of stamps will be performed under strict accountability. See the Property Management TRM.
2. **VEHICLE TITLES.** Vehicle titles or certificates of origin for all vehicles at a facility will be maintained on file in a secure safe. Specific procedures for handling vehicle titles can be found in the TRM.
3. **MEAL TICKETS.** Authority for the furnishing of meals to employees is provided by Public Law 88-459 (5 U.S.C. § 5911 and 18 U.S.C. § 4011). Meals will be furnished to employees through the staff dining room or other designated area of each facility.

A Meal Ticket will be presented for each facility meal consumed. Upon the CEO's written approval, guest Meal Tickets may be furnished without charge to persons whose service to the facility is in the best interest of the Government.

Procedures for receipt, issuance, and accountability of Meal Tickets are in the Property Management TRM.

4. **PROTECTIVE CLOTHING.** The CEO is delegated the authority to prescribe protective clothing for the protection of uniform clothing and/or personal clothing. Protective clothing may be issued to any employee required to work outside in inclement weather, an employee assigned to temporary duties where such clothing is required, or for safety or environmental health purposes. Medical protective clothing may be made available, on site, as prescribed by the Clinical Director. Protective clothing will not to be issued to employees permanently.

\* Safety shoes will be worn by all employees whose work areas are designated as foot hazard areas by an Institution Supplement. When safety shoes are required, they will be

provided at Government expense to uniformed or non-uniformed employees alike. For uniformed employees, this will be in addition to the uniform allowance.

**CHAPTER 10 - Inmate Postage Stamps, Vehicle Titles, Meal  
Tickets,  
and Protective Clothing (cont'd):**

Each eligible employee is entitled to two pairs of safety shoes on initial issue and one pair every nine months. Exceptions will be made for loss or damage associated with official duty.

Custom-made or other special type shoes will not be provided at Government expense. Safety shoes will be obtained according to required acquisition procedures. Detailed procedures regarding protective clothing are provided in the Property Management TRM. \*

## Chapter 11 - Unclaimed Property

**GENERAL.** For this policy's purpose, unclaimed property is divided into two classifications (i.e., "abandoned" and "voluntarily abandoned") as defined below:

1. **ABANDONED PROPERTY.** Abandoned property is any personal property meeting the criteria in FPMR 101-48. A more detailed definition and disposal procedures are located in Justice Property Management Regulations (JPMR) 128. These regulations define the efforts required to locate the owner, establish dollar thresholds, and set time periods for appropriate steps to be followed before title is vested in the U.S. Government.

2. **VOLUNTARILY ABANDONED PROPERTY.** This refers to personal property meeting the criteria in FPMR 101-48. For property so classified, the title immediately vests in the U.S. Government and the property will be used or disposed of without efforts to locate the owner.

\* JPMR indicates personal property, regardless of value, left behind by an inmate who has departed a facility by parole, release, escape, or any other manner, except approved for furlough, will be considered voluntarily abandoned. \*

It is Bureau policy to retain voluntarily abandoned property, without regard to value, for a period of 30 calendar days after the inmate's departure. If after this period of time the property has not been claimed, it will be used by the Government, destroyed, or donated/sold through the General Services Administration at the CEO's discretion. Proceeds from these sales will be deposited in accordance with the Accounting Management Manual (miscellaneous receipts account) and FPMR 101-48.

\* Confiscated inmate personal property will be considered voluntarily abandoned. Confiscated currency will be deposited in the miscellaneous receipts account. Confiscated stamps will be destroyed and can not be transferred to indigent inmates. They will be disposed of in accordance with the Inmate Personal Property and Inmate Discipline and Special Housing Units Program Statements. \*

Negotiable instruments will also be considered voluntarily abandoned and disposed of in accordance with Treasury Department Regulations.

The provisions of this chapter are cross referenced to the Correctional Services Manual.

## Chapter 12 - **Seasonal Decorations**

**GENERAL.** This chapter prescribes the circumstances under which seasonal decorations may be purchased.

1. **USE OF APPROPRIATED FUNDS.** Appropriated funds may be used to purchase seasonal decorations where the purchase is consistent with work-related objectives and meets the Bureau's mission. In accordance with 60 CG 580 (1981); such decorations are restricted to public areas where they would contribute to a pleasant atmosphere.
2. **APPROVAL OF THE CEO.** The Bureau facilities are to exercise care when purchasing seasonal decorations to ensure they are: work-related; not for personal convenience nor satisfaction of an employee; and not for private office areas. The CEO must approve purchase of seasonal decorations.
3. **ESTABLISHMENT CLAUSE.** The CEO is to be sensitive in determining the type of seasonal decorations that may be inappropriate. This includes seasonal decorations which are religious in character and could be viewed as:
  - an endorsement of religion,
  - lacking any clearly secular purpose, and
  - might be challenged as Government conduct prohibited by the Establishment Clause of the First Amendment, of the United States Constitution.

## Chapter 13 - **Staff Housing (Quarters)**

**GENERAL.** Public Law 88-459 (5 U.S.C. § 5911) authorizes Government agencies to provide housing to civilian employees. Housing on the facility reservation has been established to provide temporary living accommodations for a small number of personnel.

- \* The Bureau does not require occupancy of government housing by any employee as a condition of employment. Rental rates for the housing are established in accordance with Office of Management and Budget (OMB) Circular No. A-45.

1. **ASSIGNMENT PROCEDURES.** The CEO, at facilities with housing, will establish a Housing Committee consisting of at least four members. The Committee will include at least one Associate Warden (Chairperson) and other employees with knowledge of the facility, such as the Supervisory Contract Specialist, Facilities Manager, Human Resource Manager, etc. Union representation on the Committee is encouraged. This Committee's responsibility is to provide occupancy and termination recommendations to the CEO, for final determinations. The facility's PO will serve as the recorder for the committee.

The committee will establish procedures for determining housing occupancy. Facilities will issue an Institution Supplement regarding housing assignment and termination procedures. The Institution Supplement will include at least the following: \*

- a. Use of a formal notice of filling housing vacancies, housing assignment, as well as, formal notice of termination. The termination letter will allow employees at least 90 days to vacate the unit, except for probationary termination, terminations for cause, and voluntary resignations and for each of these three situations, 14 days notice is required.
- \* b. Assignments and termination of occupancy will be made as the facility needs dictate. Assignment notices will include a statement that whenever the need arises to terminate occupancy, for just cause, moving costs will be solely at the employee's expense. The forms Assignment of Staff Housing (BP-S126.023), Assignment of Transient Quarters (BP-S128.023), and Termination of Staff Housing (BP-S127.023) are available on BOPDOCS. \*

2. **RENTAL RATES.** Rental rates will be established in

accordance with OMB Circular No. A-45 using the Quarters  
Management Inventory System the Department of the Interior  
(DOI), Bureau of Reclamation developed.

Chapter 13 - **Staff Housing (Quarters)** (cont'd):

As stated in OMB Circular No. A-45, it is Government policy that rental rates and charges for Government-owned housing will be based upon reasonable value to the employee in circumstances under which the housing is provided, occupied, or made available. Reasonable value to the employee is determined by the rule of equivalence, namely, that charges for rent will be set at levels equal to those prevailing for comparable private housing located in the geographical regional area.

As required by OMB Circular No. A-45, housing rental rates are adjusted annually based on changes in the Consumer Price Index. OMB guidelines also provide for reconfirmation of the market-based rental rates at least once every five years, or sooner, if conditions warrant.

Rent for incoming and outgoing employees, who are occupants for partial pay periods, will be pro-rated for the number of days actually in such status within a 14-day period. For example, two days occupancy will be computed as 2/14ths of the bi-weekly rate. Increases/decreases in rental rates will be implemented in accordance with a written memorandum from the Central Office.

\* 3. **SERVICES INCLUDED.** The rental rates cover furnished and unfurnished dwellings, utilities, garbage/trash service, lawn care (if applicable), maintenance and repair of buildings and Government-owned equipment. Rental rates **do not include** maintenance and service supplies, such as, light bulbs, tools, cleaning supplies, cleaning equipment, floor wax, furniture polish, laundry service, etc. The occupant must furnish these items at the occupant's personal expense. Firewood is not to be purchased for or provided to staff residences by the Government. \*

4. **FURNISHINGS.** Residential appliances/furnishings provided by the Government for staff housing, will be limited to the following items:

- a. **Carpeting.** Carpeting is approved for all housing and may be installed at the CEO's discretion. Any carpet installed must meet applicable fire safety standards. All carpet must be acquired in accordance with the Federal Acquisition Regulation and will not be replaced simply because of color, style, grade, etc. It is recommended that only neutral color carpet be installed.

Chapter 13 - **Staff Housing (Quarters)** (cont'd):

\* b. **Window Coverings (Drapes or Blinds).** Window coverings may be provided for housing with oversized or irregular windows on a case-by-case basis with the Assistant Director for Administration's written approval. An oversized or irregular window may have either drapes or blinds as window coverings, not both. \*

c. **Residential Appliances.** The following appliances will be provided for each residence:

\* ✓ Refrigerator white, with top or bottom freezer, ice maker, size 12 to 18 cubic foot (Federal Supply Schedule). \*

✓ Free standing range, white, 24" to 36" width, without microwave (Federal Supply Schedule).

✓ Dishwasher, white (Federal Supply Schedule).

The occupant is to furnish all other appliances not listed above at the occupant's personal expense.

Appliances/furnishings will not be replaced merely because of the change of decor. However, appliances/furnishings may be replaced when the Board of Survey has determined that the item is beyond reasonable repair or has outlived its useful purpose.

\* d. **Supplemental Furnishings.** Bedrooms and/or common areas in transient quarters may be furnished with limited supplemental furnishing; i.e., tables, chairs, night stands, dressers, and beds. \*

\* **Initial acquisitions of free-standing ranges, window air conditioners, dishwashers, refrigerators, humidifiers/dehumidifiers, carpet, window coverings, and supplemental furnishings require the Assistant Director for Administration's approval, and will be forwarded through the Regional Director to the Central Office, prior to acquisition, for special approval in accordance with the BOP Acquisition Policy.** \*

All appliances/furnishings (e.g., appliances, carpeting, drapes, supplemental furnishings, etc.) must be procured from mandatory sources (UNICOR, General Services Administration and/or Federal Supply Schedule).

Chapter 13 - **Staff Housing (Quarters) (cont'd):**

- \* e. **Air Conditioning.** If warranted, and at the CEO's discretion, window air conditioning units may be installed. The cost of purchase, installation, and maintenance of air conditioning equipment in Government-owned housing, as well as the cost of utilities associated with its operation, will be recovered through increases in basic rental rates using the formula the DOI provided.
- f. **Rental Rate Adjustments.** Rental rates for furnished housing will be adjusted to take into account appliances/furnishings supplied. The Central Office must be advised when any changes occur. The Government Quarters Inventory (GQI) form, available on BOPDOCS, must be prepared and forwarded to the Chief, Property Management, with a memorandum noting the change(s) within 10 calendar days. General instructions for completing the GQI form are provided in the Property Management TRM.
- g. **Accountability of Furnishings.** All residential appliances/ furnishings provided by the Government, except for carpeting and window coverings, will be recorded in the SENTRY Property Management System as accountable property, regardless of cost or value. \*

Inventories of housing will be conducted/updated upon change of appliances/furnishings and/or occupants. Inventories will be completed by the occupant and the PO upon occupancy and prior to vacating the housing. A separate inventory for each residence will be maintained on file and signed by the current occupant. Occupants are responsible for notifying the PO whenever assigned appliances/ furnishings are added or removed from quarters.

An individual other than the occupant, will be assigned Accountable Property Officer responsibilities, as described in Chapter 2, for all residences.

Facilities will schedule an annual inventory of appliances/ furnishings and walk-through inspection of residences in conjunction with the annual property inventory in April. A formal inspection is also required upon occupancy and prior to a residence being vacated.

Transfer of Government-owned quarters appliances/ furnishings from one institution to another requires

approval of both the gaining and losing CEOs and the  
Regional Directors.

Chapter 13 - **Staff Housing (Quarters) (cont'd):**

When ordering new or replacing existing appliances or furnishings, a copy of the procurement document must be maintained on file with the Staff Quarters records.

- \* h. **Staff Housing Review.** The Program Review Division will review procedures for staff quarters furnishings and rental rates.

5. **PUBLIC HEALTH SERVICE (PHS) OFFICERS.** Any PHS Commissioned Officer who accepts and occupies quarters must forfeit their quarters allowance (E.O. 10204 and 41 CG 32). "Quarters" will include fuel, water, electricity or gas, and other necessary utilities. **Whenever a change occurs in the occupancy by a PHS Commissioned Officer, the Chief, Personnel Management Branch, Health Services Division, Central Office, will be notified.** \*

6. **TRANSIENT QUARTERS**

- \* a. If available, suitable rooms may be provided to transient employees and others visiting the institution on business, at the daily rate set forth by the DOI. The rooms and common areas may be furnished with limited supplemental furnishings; i.e., tables, chairs, night stands, dressers, and beds. \*
- b. So that proper accountability is established when transient quarters are used, a record of the assignment quarters will be made promptly. BP form Assignment of Transient Quarters, available on BOPDOCS, will be prepared in duplicate, immediately upon assignment of transient quarters by the CEO.
- c. **Electrical Consumption.** Electrical charges will be recovered by increases in the basic rental rates for heating and small appliances per the formula provided in the survey provided by the DOI.

See the TRM for the rental computation chart.

Chapter 13 - **Staff Housing (Quarters) (cont'd):**

7. **RESTRICTED OR PROHIBITED ACTIVITIES.** Each facility's orderly operation requires various controls over the activities conducted at reservation housing. Each facility with staff housing will issue an Institution Supplement. The Institutional Supplement will provide staff housing requirements, guidelines, and instructions and will cover such subjects as: annual inspections; inventory of Government-provided appliances/ furnishings; Government Quarters Inventory forms; contraband; installation of appliances/furnishings; maintenance work; pets; use of utilities; and reasonable care of property, etc.

A copy of the Institution Supplement will be furnished to all occupants and the Chief, Property Management. The Institution Supplement will provide the following minimum restrictions and prohibitions:

- a. **Private Enterprise on Government Reservation.** No business or private enterprise will be conducted from a staff residence, or property, without the Director's written consent. This authority will not be re-delegated.

No enterprise will be approved which may interfere with neighborhood compatibility, instigate uncontrolled traffic on and off the reservation, or in any manner bring disrepute upon the Government. An enterprise must not constitute or give the appearance of a conflict of interest with official duties, nor can a business operate in any manner which consumes Government utilities, other than for office space and office machines.

Signs **will not** be displayed which invite the general public to an employee's house. Whenever an employee, or member of the employee's household who is residing in a staff residence, desires to conduct a private enterprise or business venture of any nature whatsoever, the employee will submit a written request to the institution CEO. The request will include, at a minimum:

- (1) name and relationship of the person(s) involved;
- (2) identification of the business venture;
- (3) equipment and utilities necessary;
- (4) amount of space required;
- (5) recipients of the services and/or products;
- (6) patrons visiting the staff residence; and
- (7) identified services and/or products delivered.

Chapter 13 - **Staff Housing (Quarters)** (cont'd):

The CEO will evaluate the merits of the request and forward comments along with the request to the Regional Director. After review by the Regional Director, the request along with the CEO's evaluation and the Regional Director's comments, will be forwarded to the Director for final approval/disapproval.

An employee's failure to report and obtain prior approval to conduct a private enterprise, is subject to appropriate disciplinary action.

- b. **Firearms.** No personal firearms and/or weapons will be kept in reservation housing. This includes firearms of all types, and other types of weapons such as, but not limited to, crossbows, bows, arrows, explosive devices, ammunition, or pellet guns.

Personal firearms (not to include other types of weapons) will be placed in the facility's Armory for safekeeping. For accountability purposes, a log will be established and maintained for all personal firearms stored in the Armory.

- c. **Sunbathing.** Local regulations governing sunbathing and summer attire such as bathing suits, shorts, and halters will be developed for the times when inmates and/or visitors may be expected to be in the vicinity of staff housing.
- d. **Laundry.** To limit inmate access to civilian clothing, laundry will not be hung outdoors to dry during times when inmates are in the vicinity of staff housing.
- e. **Social Functions.** All alcoholic beverages will be stored, used, and disposed of in a manner that precludes access by inmates.
- f. **Subleasing.** No portion of any Government-furnished housing will be subleased, rented, or otherwise shared with anyone other than the occupant's immediate family, or another Bureau employee officially designated as an occupant of the residence. This restriction does not apply to temporary visitors.

Chapter 13 - **Staff Housing (Quarters) (cont'd):**

8. **REQUEST FOR RECONSIDERATION/APPEALS.** Employees/tenants have the right to contest any aspect of the rental rate establishment process. The two mechanisms for doing so are:

- # request for reconsideration, and
- # appeals.

- a. A request for reconsideration is the first step of the appeal process whenever the employee/tenant believes the housing has been improperly classified, rates have not been established properly, or the rates do not reflect reasonable value of the staff quarters.

The request for reconsideration will be made in writing from the employee, outlining in detail the basis for the request. The request will be filed with the Chief, Property Management, within 20 days following receipt of the notice of change in rate.

\* The filing of a request for reconsideration will not delay implementing the revised rental rates. However, should the rental rate be lowered, the facility will refund to the employee any overpayment which resulted during the period from the date the rental increase became effective, to the date the rate is modified.

The Chief, Property Management, will issue a decision by certified mail, (return receipt requested) within 30 days of receipt. Within 20 days of receipt of decision an employee (not other occupants) may appeal the decision to the Assistant Director for Administration.

The appellant will have the burden of proof on a request for reconsideration.

- b. An appeal is a written request by the employee to the:

Assistant Director for Administration  
Bureau of Prisons  
320 First Street NW - 5009  
Washington DC 20534

The appeal will include a request to examine the issues raised in the request for reconsideration. The filing of a request for reconsideration and a decision thereon as described above are prerequisites to an appeal.

Chapter 13 - **Staff Housing (Quarters) (cont'd):**

The Assistant Director for Administration will refer the appeal to an ad hoc board consisting of one or more persons. The decision of the ad hoc board will be final. The appeal to the Assistant Director for Administration will be the sole procedure for appeal of the reviewing official's decision on reconsideration. Appeals will be subject to the following conditions:

- (1) Appeals undertaken as to either existing or proposed rates will be adjudicated as of the date the rate increases were implemented.
- (2) The filing of an appeal will not result in postponing implementation of a proposed rate pending adjudication of the appeal.
- (3) When an appeal results in a revision of the rental rate, the employee will be refunded by the facility for any overpayment which resulted during the period from the date the rental increases were implemented to the date of the appeal decision. \*
- (4) An appeal must list all alleged errors with specifications. No alleged errors will be considered that have not been listed.
- (5) If an employee is on official leave or in travel status at the time rates are issued, the time period for filing a request for reconsideration or appeal will be extended accordingly.

**9. DISPOSAL OR STRUCTURAL MODIFICATION/EXPANSION.** Any disposal or structural modifications/expansion of housing will be in accordance with the Facilities Operation Manual.

**10. CONVERSION OF STAFF RESIDENCES FOR OTHER USES.** Requests to convert staff houses to uses other than staff residences (command centers, additional office space, etc.) will be forwarded to the Chief, Property Management, for approval by the Assistant Director for Administration.

**CHAPTER 14 - Report Calendar**

\* Periodic reports are to be prepared and submitted in connection with Property Management operations as listed below:

<b>ANNUAL DUE DATE</b>	<b>SUBJECT MATTER</b>	<b>REFERENCE</b>
October 1	Report of Excess Property Needs	Chapter 2
October 10	Report of Excess Property Transferred to Non-Federal Recipients*	Chapter 6
December 1	Report of Real Property Owned by or Leased to the United States*	Chapter 8
January 1	Report of Gifts Received from Foreign Governments	Chapter 7
April 30	Real Property Survey*	Chapter 8

\*

Reports are due in Central Office by these dates. See referenced chapter for submission due dates to Regional Offices and other specific requirements.

The report will be mailed by the facility Property Officer (PO) to the Regional PO who will review for accuracy and forward all reports to the Chief, Property Management, no later than the due date specified.