



Office of Governmentwide Policy • Office of Travel, Transportation and Asset Management

Personal Property Policy Program

www.gsa.gov/personalpropertypolicy

Overview. All Federal employees use personal property assets to complete their agencies' mission. These assets can include computers used to distribute benefit checks to citizens, microscopes to search for cures to diseases, vehicles to conduct undercover operations, and even missiles to defend our country. Industry experts suggest that effective property management can save 10 to 15 percent of the value of the property annually. Because employees have the necessary tools, the need to retain extra, unused assets "just in case" is eliminated. The annual savings from effective asset management is estimated to be over \$100 billion.

Mission

The Personal Property Policy Program provides policy solutions for the comprehensive asset management of Federal personal property used by executive agencies. The program develops and promotes policies, regulations, and guidelines for the most efficient and effective management of these assets.

Authorities

GSA issues regulations and guidance pertaining to personal property under the authority of 40 U.S.C. Section 121-Public Buildings, Property, and Works.

The following regulations are included in the Federal Management Regulation (FMR):

- 41 CFR 102-21 -102-28 Supply and Procurement governing the acquisition and use of personal property
- 41 CFR 102-35, Disposition of Personal Property
- 41 CFR 102-36, Disposition of Excess Personal Property
- 41 CFR 102-37, Donation of Surplus Personal Property
- 41 CFR 102-38, Sale of Surplus Property
- 41 CFR 102-39, Exchange/Sale of Personal Property
- 41 CFR 102-40, Items Requiring Special Handling/Hazardous Material

41 CFR 102-41, Seized, Forfeited and Abandoned Property

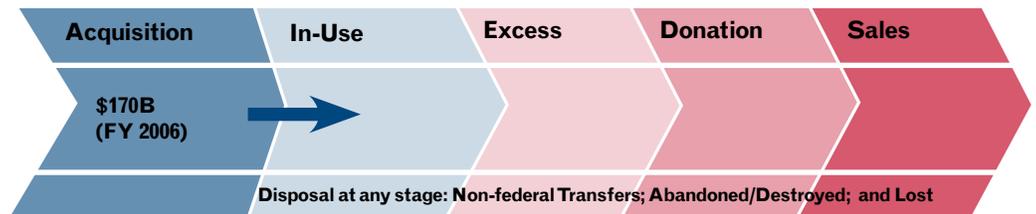
41 CFR 102-42, Foreign Gifts and Decorations

Program Strategy

OGP strives to raise the profile of personal property management through bringing effective policies, guidance, and professionalism to the workforce and introducing standardized metrics, therefore helping agencies achieve a substantial cost savings. Specific strategic goals include:

- Distinguish and clarify the role of the agency asset manager for agency executives. Traditionally, agencies combine personal property or asset manager roles with acquisition activity or real property functions, or as a collateral duty.
- Identify the knowledge and skills necessary for succession planning to include recruiting and retaining excellent employees, assisting with knowledge transfer, and developing internship programs.
- Examine the current state of Federal personal property regulations and policies to determine improvements to strengthen agency performance.
- Determine the necessary training requirements and certifications to properly educate the asset management community and assist in raising the series to a professional level.
- Identify, reward, and provide best practices and proven solutions.

Stage of Asset Life Cycle:



Selected Disposal Methods:



Need to Know

- The Personal Property Management Policy Program has two awards that it presents annually:
 - The Miles Romney Achievement Award for innovation in personal property management; and
 - The Gold Star Award for excellence in implementing Federal Computers for Learning programs.
- Federal policy for firearms is made in coordination with the Department of Justice and other law enforcement agencies.
- Prior to the development of policies related to hazardous materials and waste, OGP collaborates with the Environmental Protection Agency and the White House, among others.
- Demilitarized assets, which is property no longer needed for military purposes, must be rendered safe before release to the public.
- Many agencies have authorities unique to their agency, such as the ability to transfer property directly to foreign governments (e.g. Departments of State and Defense), or to loan firefighting aircraft and equipment directly to state firefighting activities (USDA).

Statistics and Reports

Financial reports indicate that our government's personal property investments exceed \$1.3 trillion.

Non-Federal Recipient Report -

	2005	2006	2007
Agencies Reporting	51	59	33
Transfers to non-federal recipients (except for EO 12999 transfers)	\$1.532b	\$463m	\$315m
EO 12999 transfers	\$28m	\$24m	\$47m
Total Transfers to non-Federal entities	\$1.560b	\$487m	\$362m

Source: GSA Office of Governmentwide Policy

Non-federal recipients may receive property through many avenues, such as the donation program, contracts, grants, or loans. In addition, agencies have the authority to transfer computers and related property to schools and educational organizations under Executive Order (EO) 12999. Collectively, these figures represent significant savings by non-federal agencies, schools, and educational organizations. Each year, executive agencies must submit an annual report to GSA that documents the personal property furnished to any non-federal recipient during the previous fiscal year.

Exchange Sale Annual Report -

	2005	2006	2007
Agencies Reporting	25	26	25
Number of Items	96,403	114,438	135,541
Original Acquisition Cost	\$1.418b	\$1.926b	\$1.729b
Allowances and Proceeds	\$338.1m	\$551.7m	\$380.4m
Rate of Return	23.8%	28.6%	22.0%

Source: Annual Report of Agency Exchange/Sale Activity

This report shows the significant cost savings from this authority. The increase seen in 2007 was largely due to the exchange/sale of FEMA assets originally acquired in the immediate aftermath of Hurricanes Katrina and Rita. Under Federal

Management Regulation (FMR) 41 CFR 102-39, each executive agency provides a summary report on transactions made under the exchange/sale authority of 40 U.S.C. 503 during the fiscal year preceding the report. Negative reports are required if no exchange/sale transactions are conducted.

Key Business Drivers

- Maximize the return on the government's investment
- Manage the government's inventory effectively
- Minimize the cost of the government's management systems
- Make excess the first source of supply
- Maximize reuse
- Meet national disposition objectives
- Enhance recycling and energy conservation
- Ensure property managers are well trained

Collaboration

OGP hosts the Property Management Executive Counsel (PMEC), where executives from each agency address issues regarding personal property management.

OGP also sponsors the Interagency Committee on Property Management (ICPM), which is comprised of executive agency personal property managers. It conducts studies, reviews and projects related to personal property policy issues.

Associations/Training

- National Property Management Association (NPMA) national and regional conferences
- NPMA personal property certifications: Certified Professional Property Specialist (CPPS), Certified Professional Property Administrator (CPPA), and Certified Professional Property Manager (CPPM)
- ASTM International
- National Association of State Agencies for Surplus Property
- Users and Screeners Association