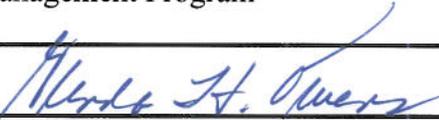


	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: ADS-18
		Transmittal Number: 961
		Date: MAY 22 2009
Subject: Personal Property Management Program		
Approval: Glenda H. Owens		
		Title: Acting Director

1. **Purpose.** The purpose of this Directive is to establish a personal property management program that consists of uniform procedures for the utilization, maintenance, tracking, replacement, and disposal of personal property.
2. **Summary of Changes.**
 - a. This Directive aligns the Office of Surface Mining Reclamation and Enforcement's (OSM) policy on personal property management with the Federal requirements in Title 41 of the Code of Federal Regulations, Public Contracts and Property Management, that addresses accountability, receiving, tracking, managing, and disposing of personal property.
 - b. The Personal Property Management Handbook was created to assist employees in implementing the Directive's requirements.
 - c. Chapter 7, Loan of Government-owned Personal Property, of the Personal Property Management Handbook eliminates the need for ADS-17.
 - d. Updated property management definitions are included in the Personal Property Management Handbook.
 - e. This Directive eliminates outdated property forms and provides the Department of the Interior and the General Services Administration forms website links that give users the ability to view, fill, print, and save forms.
 - f. Other minor, organizational, and editorial changes were made for purposes of clarity and consistency.
3. **Definitions.**
 - a. **Personal Property.** All property including IT hardware not otherwise classified as land, land improvement, buildings, and structures. Includes vehicles, furniture, equipment, supplies, appliances, and machinery.
 - b. For other relevant definitions, refer to the OSM Personal Property Management Handbook (Appendix A), Chapter 11.

4. **Policy.**

a. It is OSM's policy to maintain management controls for the systematic accountability, receiving, tracking, managing, and disposing of personal property assets. OSM employees have a personal obligation for the proper use, care, security, and return of personal property entrusted to them or under their control or direct supervision. No OSM employee will use, or permit the use of, Government property for other than official purposes except as permitted by law. The use of property while assisting in major disasters or other emergencies is considered official. OSM employees may be held financially liable for loss, damage, destruction, or theft of personal property assets.

b. The Financial and Business Management System (FBMS) is OSM's single automated personal property management system. FBMS supports the physical and accounting control over OSM's system-controlled and OSM-managed personal property. The system provides information, among other things, on accountability for the initial acquisition, tracking and control, utilization, and disposal of personal property.

5. **Responsibilities.**

a. Assistant Director, Finance and Administration Directorate, is responsible for the overall management of the Personal Property Management Program and is designated the Senior Asset Manager.

b. Chief, Division of Administration, is responsible for overseeing the operation of the Personal Property Management Program and designating a Property Management Officer.

c. Property Management Officer is responsible for the development and implementation of policies, procedures, and guidelines relating to all aspects of the utilization, accountability, management, and disposition of personal property.

6. **Procedures.** The OSM Personal Property Management Handbook provides the process and procedures for receiving, accounting for, inventorying, transferring, loaning, donating, excising, and disposing of personal property. The Handbook guidelines shall be followed by all OSM employees in fulfilling their personal property responsibilities.

7. **Reporting Requirements.** The reports required in support of the OSM Personal Property Management Program are contained in the Handbook.

8. **Effect on Other Documents.** This Directive supersedes Directive ADS-18, Transmittal Number 579, dated October 12, 1989; Directive Change Notice ADS-18-1, Transmittal Number 718, dated April 23, 1992; Directive ADS-17, Transmittal 462, dated August 8, 1988; Directive Change Notice 17-1, Transmittal Number 691, October 24, 1991; and Directive Change Notice 17-2, Transmittal Number 742, August 12, 1992.

9. **References.**
 - a. Public Contracts and Property Management, 41 CFR 102-34 through 102-41
 - b. Interior Property Management Directive, 114-60
 - c. Interior Property Management Directive, 400 DM 1
 - d. OSM Asset Management Plan, June 1, 2006
10. **Effective Date.** Upon issuance
11. **Distribution.** By electronic format
12. **Appendices.** Appendix A: OSM Personal Property Management Handbook

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