

MS 511 Property Management

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Office: Management/Administrative Services

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1.0 Purpose

This Manual Section sets out the requirements for receipt, use, maintenance, control and disposal of Peace Corps personal property.

2.0 Authorities

40 USC 701(b), 40 USC 574, 22 USC 2504(b)(9), Federal Acquisition Regulation (FAR), and Federal Management Regulation (FMR).

3.0 Policy

It is the policy of the Peace Corps to actively manage and control its personal property by establishing standards, delegating responsibility and instituting accountability systems in order to maximize the value of the personal property to the Peace Corps. Implementing procedures for the personal property management system are contained in the [Personal Property Management Handbook](#).

4.0 Definitions

- (a) An asset is a tangible item of personal property, with monetary value, regardless of whether the asset was purchased by, acquired by, or donated to, the Peace Corps.
- (b) Personal property is tangible, Peace Corps-owned, moveable property located in the U.S. and overseas. It does not include land and buildings (see MS 733 Leases), four-wheeled vehicles (see MS 527 Vehicle Acquisition, Disposal, and Management), or medical supplies (see MS 734 Medical Supplies and Equipment).

- (c) [Personal Property Management Handbook \(PPMH\)](#) is the guide that supplements this Manual Section with the procedures and processes necessary to carry out Peace Corps policy on personal property management.
- (d) Property Management Software System (PMSS) is the software utilized by Peace Corps to track and record assets as part of its inventory management system.
- (e) Residential Personal Property is an asset with a minimum initial acquisition cost as described in the PPMH, having an average life span of over one year, and typically loaned to U.S. Direct Hire employees to furnish their residences at Post.

4.0 Roles and Responsibilities

4.1 Chief of the Office of Administrative Services

The Chief of the Office of Administrative Services (M/AS) is responsible for implementing and overseeing the policy and process controls of Peace Corps personal property worldwide and is in charge of the Peace Corps worldwide personal property management system. The Chief provides guidance, training, and other support.

4.2 Inventory Management Specialist

The Inventory Management Specialist in M/AS/Facilities Management Division is responsible for the day-to-day operation and upkeep of Peace Corps personal property management system worldwide.

4.3 Property Account Holder

The Property Account Holder, usually a Country Director, Regional Manager, or other employee assigned to that position, is ultimately responsible for all Peace Corps personal property assigned to his or her office. The Property Account Holder can be held financially liable for neglecting to safeguard and control Peace Corps personal property.

4.4 Property Officer

The Property Officer is the Administrative Officer of the Post or a Regional Recruitment Office, unless another official is designated to serve in that capacity by the Property Account Holder. The Property Officer is responsible for carrying out functions to safeguard and control all Peace Corps personal property assigned to his or her office. The Property Officer can be held financially liable for neglecting to safeguard and control Peace Corps personal property.

4.5 Employees and Volunteers

Each employee and Volunteer (including Trainees) is responsible for the proper care, security, and effective utilization of Peace Corps personal property issued for his/her use, and may be held financially liable for the property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper usage, or willful action.

5.0 Property Controls

Property controls for Peace Corps personal property must be utilized to ensure that assets are not lost, stolen, misused, or otherwise subjected to waste, fraud or abuse. The necessary property controls, which include operating methods and actions, to be used by employees vary by the type of personal property and are determined by the potential risk of financial or other damage to Peace Corps if the asset is lost, stolen, misused or otherwise subjected to waste, fraud or abuse. The Chief of M/AS establishes property control standards including inventories and separation of duties guidance, and other parties are responsible for implementing the controls. See [PPMH](#).

6.0 Property Management Software System and Records

The Property Officer, with the support of an information technology specialist, is responsible for overseeing the maintenance and use of the PMSS at Posts and Regional Recruitment offices. The types of property that are tracked in the PMSS and the required information that needs to be provided and retained is detailed in the Procedures.

M/AS, in conjunction with the Office of the Chief Information Office, maintains the master database of PMSS, including the inventories for all Posts and Regional Recruitment Offices, at the Peace Corps Headquarters. Physical records that cannot be maintained by the Inventory Management Specialist will be retained by the Property Officer responsible for the asset.

7.0 Acquisition and Receiving

The Property Account Holder is responsible for overseeing the acquisition and receipt of personal property. The Property Officer is responsible for reviewing and approving requests for new personal property, for developing appropriate receiving procedures, and for ensuring these procedures are followed. See [PPMH](#).

8.0 Asset Life

Assets at Peace Corps locations must be fully utilized, maintained in good condition for as long as possible, and subject to proper property controls during their life spans. The Property Officer is responsible for establishing proper procedures, staff training, and methods of property control to ensure that Peace Corps personal property is correctly maintained and utilized during their life spans. See [PPMH](#).

9.0 Lost, Stolen, or Damaged Property

In cases of lost, stolen, or damaged property, the Property Officer must prepare a Personal Property Loss Report. The reports are sent to the Inventory Management Specialist, who will forward reports to other offices if necessary.

10.0 Disposal of Excess Property

It is the responsibility of the Property Officer to ensure that property, which is no longer needed by a Peace Corps location or is no longer capable of fulfilling its function, is disposed of in a timely fashion. The practice of storing and accounting for property in excess of requirements is uneconomical and an unnecessary administrative burden.

10.1 Appropriate Methods of Disposal

All personal property disposals must be conducted in the best interests of the Peace Corps and the U.S. Government. Details on how to conduct a disposal are included in the [PPMH](#).

10.2 Disposal of Obsolete Property or Property with no Value

Obsolete property, property with no commercial value, or property for which the estimated cost of collection and disposal exceeds the estimated proceeds of sale may either be used for parts to fix like equipment, abandoned, destroyed, recycled, or placed in the local dump. All such actions must be fully documented and completed in a manner consistent with applicable statutes, regulations, and local laws.

11.0 Effective Date

The effective date is the date of issuance.