
CHAPTER 2. RESPONSIBILITIES

2-1 DEPARTMENTWIDE.

- A. The Director, Office of Administrative and Management Services (OAMS), is responsible for the Department's personal property management program.
- B. The Director, Office of Finance and Accounting (OFA), in conjunction with the Director, OAMS, is responsible for achieving reconciliation of its capitalized assets accounting records with OAMS accountability records.
- C. The Director, Office of Procurement and Contracts (OPC), is responsible for ensuring that OAMS and OFA are notified of the procurement and leasing of personal property and related services.
- D. The Deputy Director, Office of Administrative and Management Services (OAMS), serves as the Headquarters Appellate Official for reviews of and decisions on appeals made in Headquarters property survey actions.
- E. The Director, Facilities Operations Division (FOD), is responsible for administering the personal property management program.
- F. The Chief, Property and Supply Branch (P&SB), is the Departmental Property Management Officer (DPMO) and shall:
 - 1. Coordinate personal property management programs.
 - 2. Provide technical advice, guidance, and assistance to Regional and Field Offices.
 - 3. Evaluate the effectiveness of personal property management programs.
 - 4. Maintain a viable property inventory control and accountability system, which includes operation of the automated Furniture and Equipment Management Information System (FEMIS).

2-2 REGIONWIDE.

- A. The Regional Director, Administrative Services Division (ASD) or Administrative and Management Services Division (AMSD), as the Regional Accountable Property Officer (RAPO) shall:
 - 1. Coordinate Regional property management activities.

2. Provide technical advice, guidance and assistance to Field Offices.
3. Evaluate Regional property management activities.
4. Ensure Field Offices are advised of their responsibilities to the FEMIS including the conduct of periodical physical personal property inventories.

B. The Director, Regional Accounting Division (RAD), in conjunction with the Director, ASD/AMSD, is responsible for achieving reconciliation of its capitalized accounting records with FEMIS accountability records.

2-3 Major HUD Offices. Each major HUD Office must appoint Accountable Property Officers (APOs).

- A. APOs, as property managers, are administratively responsible for personal property assigned to their organizations.
- B. Working Property Officers (WPOs), at the discretion of APOs, may be designated to help administer property management functions. WPOs may be assigned one or more property accounts for which they are to report. The duties of the APO may be delegated, however, the responsibilities of the APO are not delegated by the assignment of WPOs.
- C. Major HUD office APOs are designated as follows:

<u>HUD Office</u>	<u>Accountable Property Officer (APO)</u>
Departmental	Chief, Property and Supply Branch
Headquarters Office	Administrative Officer or designee
Regional Office	Director, ASD/AMSD
Field Office	Director, Administrative Management Division (AMD) or Administrative Officer

- D. Within their assigned areas, APOs, and WPOs shall:
 1. Coordinate property management activities, including the conduct of personal property inventories.
 2. Evaluate the effectiveness of inventory procedures and make recommendations for improvements.
 3. Review FEMIS reports to ensure proper management and accountability of all personal property.
 4. Review and refer Reports of Survey to Property Survey Board and make recommendations as appropriate (See Chapter 9).
-

5. Coordinate personal property management activities with appropriate elements of OAMS, OFA, and OPC, and/or their respective Field Office counterparts.
6. Supervise property accountability transfer whenever there is a change of APO. Under these circumstances, it may be necessary to conduct a physical inventory of HUD personal property.
7. Educate employees on the proper use and care of Government-owned personal property while in their custody or control, and to notify their supervisor immediately of theft, loss, or misuse of such property.
8. Ensure that excess personal property is properly screened for disposition and promptly reported to GSA.
9. Serve as HUD representative when dealing with other agencies, contractor, vendors, etc., on matters relating to personal property management.

2-4 MANAGERS AND SUPERVISORS. Managers and supervisors are responsible for property within their offices and property assigned to staff who report to them. Managers and supervisors must:

- A. Be familiar with Federal Government property management regulations and procedures.
- B. Determine what property is necessary for the effective operation of the office and coordinate the acquisition of that property with the appropriate APO.
- C. Notify APO when property requires repair, rehabilitation, or replacement.
- D. Work with APO to return unneeded property. Ensure that office property in use complies with work station allowances listed in Space Management Handbook 2216.1.
- E. Ensure the security of property, reporting all losses by theft or damage to the APO.
- F. Advise staff of their responsibility to maintain property assigned to them and take appropriate action when property is misused or abused.

2-5 HUD EMPLOYEES. HUD employees must:

- A. Reasonably safeguard the property assigned for use in the performance of their official duties. Such property belongs to the Government and may not be converted for personal or private use.
- B. Notify their supervisor when property assigned to them is no longer required or has been lost, stolen, or damaged (See Chapters 3 and 9).