

Property Management Fact Sheet

NOTE: Numerous laws and regulations protect the use, care and control of all Government property. Property with a unit cost of \$5,000 or more, as well as all sensitive and pilferable property, regardless of cost (such as personal computers, TV monitors, VCRs, balances, cameras and telephone answering machines) are subject to special controls and procedures. This fact sheet is designed to help you understand what those special controls and procedures are so you can comply with them. Any questions you may have should be discussed with your organization's Property Custodial Officer (PCO). Check with your Administrative Officer if you do not know the name of your PCO.

1. Decaling New Property

- **NIH Purchases** – New items should be decaled by your POC immediately upon receipt. Un-decaled, new property should NOT be left sitting in boxes. Report property items not decaled within three (3) days after receipt to the PCO for appropriate action.
- **Property Fabricated or Manufactured at NIH or Furnished by a Construction Contractor** – This typically results from a renovation project in your area. Report newly installed items to your PCO so items can be decaled immediately.
- **Gifts** – Gifts of property result in ownership vesting in NIH – not the NIH employee. Report these items to your POC so items can be decaled immediately.

2. Reporting Lost or Stolen Property

- **To NIH Police** – Reports must be phoned in to the NIH Police immediately at (301)496-5685. Off-campus activities must also notify their local law enforcement officials. The loss must be reported by the PCO to the Personal Property Branch on NIH Form 254, "Report of Loss or Damage to Property."
- **Confidential Reports** – Employees wishing to report situations which may ultimately impact negatively on any property management matter, including the control, care of disposition of NIH equipment, may provide any relevant information anonymously by calling the NIH Personal Property Branch at (301) 496-5712.

3. Transferring Property to Another NIH Activity, Including Another Program Area Within Your IC

- **Non-permanent Arrangement** – This is for a short-term reassignment (30 days or less) when return of the property is anticipated. Requires a completed NIH Form 368, "Property Pass" signed by your PCO (on-line in PMIS).
- **Permanent Transfer** – Requires a completed NIH Form 649 "Report of Property Transfer" (on-line in PMIS).
- The approval of the Property Management Offices and the ICD Executive Officer is required for the transfer of property to a Federal, State or other agency.

4. Taking Property Home (for official use related to a Government function only –personal use is NOT authorized)

- **For up to 5 years** – requires a completed NIH for 368, "Property Pass," signed by the ICD PCO.

5. Surplusing Unserviceable or Un-required Property

- Property including furniture and non-accountable items should NOT be thrown away. All unserviceable or unrequired property must be reported for disposition to the NIH Property Utilization Disposal Section, using NIH form 649, "Report of Property Transfer." The NIH Form 2683, "Certificate that Property is Free from Hazards," is also required if the property was used in a laboratory or clinical area.
- Property should not be declared excess for the purposes of removal or transfer from NIH.

- All excess property will be screened for a minimum of three (3) days before reporting to GSA as surplus.

6. Loaning Property

- **To individuals** – Must be documented and approved on NIH Form 2489 “Personal Property Loan Record.” Period of loan is limited to six (6) months, but may be renewed.
- **To U.S. Non-Federal Institutions** – Must be documented and approved on NIH Form 2489, “Personal Property Loan Record.” Period of loan is limited to twelve (12) months, but the loan can be renewed.
- **To Other U.S. Government Agencies** – Must be documented and approved on NIH Form 2489, “Personal Property Loan Record” for a period of time not to exceed three (3) years.
- **To Foreign Entities or Individuals** – Must be documented and approved on NIH Form 2489 “Personal Property Loan Record.” Period of loan is limited to twelve (12) months, but the loan can be renewed.

7. Donating Property/Book Surplus

- **Within the US** – No NIH Program is authorized to donate property/books/supplies to any domestic research facility, school or other entity or individual. Only the General Service Administration has this authority. There may be alternative ways to meet your needs. Check with your PCO or call the Personal Property Branch at (301) 496-5712.
- **To Foreign Entities or Individuals**– NIH has special authority under the law to donate property/books/supplies to foreign entities when beneficial to the US and NIH missions. Approvals must be documented on NIH Form 2489, “Personal Property Loan Record.” THIS ACTION REQUIRES HIGH LEVEL IC RECOMMENDATION/APPROVAL of the OD, OIR and NIH PCO. Check with your PCO or call the NIH Personal Property Branch at (301) 496-5712.

8. Making Property From Laboratory and Clinical Areas Safe for Movement or Transfer

- All such property must be decontaminated and certified safe before being moved. NIH Form 2683, “Certification that Property is Free from Hazards,” must be used for this purpose. Instruction and Information Memorandum DL 91-3 is available for specific guidance. Check with your PCO.

9. Having Property Repaired

- **Local** (when the repair is to be done by a repair person taking the property with him/her) – Requires a completed NIH Form 368, “Property Pass” signed by the AO and PCO.
- **Shipped Out for Repair**– In addition to the Property Pass, NIH Form 1884, “Request for Shipment,” is required.

10. Borrowing Property for Evaluation/Testing Purposes

- **From Commercial Vendors or Other Non-Governmental Entities** – Requires a completed NIH Form 2179, “Agreement for the Loan of Property to NIH.”
- **From Other Government Agencies**– Requires a completed NIH Form 2179, “Agreement for the Loan of Property to NIH,” as well as documentation required by the lending agency, such as an Inter/Intra-Agency Agreement.

11. Trading-In (Exchange) of Property for New Property Purchases

- A trade-in must be for the same type of equipment and must be approved by the NIH Personal Property Branch using NIH Form 1872, “Report of Action and Disposal of Replacement Property.” Trade-ins are encouraged as a cost-saving technique when acquiring new property.

12. Scrapping Property or Cannibalizing it for Parts

- **Scrapping** (this is NOT authorized) – All un-required or unserviceable property must be turned in to the NIH property Utilization and Disposal Section. Use NIH Form 649, “Report of Property Transfer.”

- **Cannibalization** (this must be approved by the Chief, NIH Personal Property Branch)– Requests for cannibalization must be provided to the Personal Property Branch using NIH Form 2741, “Request to Cannibalize Personal Property,” **PRIOR** to cannibalizing.

13. Providing Property to NIH R&D Contractors and Grantees

- **Government-Owned Property** – Transfer of property to an organization for use under an NIH contract or Grant must be approved by the NIH/ICD Contracting of Grants Management Officer. Approval documents are prepared by the Property Administrator located in the Personal Property Branch.

14. Clearing Separating Personnel

- **NIH Employees** – Information on Property assigned to an employee is available from the NIH Property Management Information System (PMIS) through the PCO. Clearance requires a completed HHS Form 419, “Clearance of Personnel for Separation or Transfer,” or equivalent ICD form.
- **Visiting Scientists, Guest Researchers and Others**– These staff may not take property with them without securing necessary approvals. See Loaning Property.

15. Abandoning Property

- An obsolete, damaged, broken, or otherwise unrequired property must be reported on the NIH 649 for disposal action.
- Property shall not be moved to the halls, entrances, elevator areas or stairways. Coordinate with your Building Manager and PCO before moving to temporary storage. Failure to comply may result in disciplinary action.