



FEMA

US&R PROGRAM DIRECTIVE - 2012-008

August 30, 2012

FOR: National Urban Search & Rescue Response System
Task Force Representatives / Program Managers / Grant Managers

FROM: Fred Endrikat, Chief
Urban Search and Rescue Branch

SUBJECT: US&R Program Directive 2012-008 –Management of Federally-Issued Property

ISSUE STATEMENT

The purpose of this Urban Search and Rescue (US&R) Program Directive is to provide direction to the US&R task forces on how Federal Government-owned accountable property shall be maintained, managed and disposed, ensuring compliance with the Federal Management Regulation.

REQUIRED ACTIONS

Federal Property Management shall be in accordance with Federal Law, the Federal Management Regulation and other Federal regulations and all applicable guidance from the Department of Homeland Security and the Federal Emergency Management Agency (FEMA).

All US&R Task Forces are legally obligated to care for and safeguard property issued or assigned to the Task Force or to their personnel.

No Federal property will be sold, exchanged or traded in for newer equipment or upgraded models.

All FEMA property determined to be excess property, or no longer in serviceable condition, shall be disposed of according to FEMA manual 119-7-1 (*Personal Property*). To dispose of Federal property, the task force Program Manager or Logistics Chief shall contact the US&R Accountable Property Officer (APO) or the Property Management Officer (PMO) at the Herndon Logistics Warehouse (phone #: 571-203-9718) for disposition instructions. Instructions *may* include the following:

- Shipping the item to Herndon for final disposition, at the expense of the task force.

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- Property may be screened directly at the task force location by other government and non-government entities. The receiving entity of any screened excess property would be responsible for all shipping costs.
- Identified excess property that is not picked up through the screening process may be placed on GSAXcess by the FEMA PMO or APO. The purchaser would be required to pick up or arrange to cover shipping costs for the item from the task force, as no shipping is permitted on auctioned items.
- Accountable or non-accountable government property item(s) disposition may also include use of the salvage and or recycle programs, through the proper avenues for disposal. The FEMA PMO or APO will provide guidance, no disposal actions are authorized without written consent of the FEMA PMO or APO.

If a piece of equipment is lost or stolen, immediately contact the FEMA APO or PMO to receive instructions on the proper forms to be completed. Lost property will require a written report. Stolen property shall be reported to local law enforcement authorities, in addition to Federal reporting requirements as outlined in FEMA manual 119-7-1.

Federal equipment that is repaired with grant or Sponsoring Agency funds, including the installation of replacement parts, remains Federal property.

Federal equipment that is replaced by entirely new equipment purchased with grant funds is the property of the Sponsoring Agency, subject to certain restrictions. However, the Federal property or equipment to be replaced must be disposed of using FEMA's property disposal processes. Instructions will be provided by the FEMA APO or the PMO and will be in accordance with FEMA manual 119-7-1.

The US&R Response System Task Forces are directed to conduct an annual inventory of all property issued to the task force through FEMA. Federal property issues will be coordinated through the Herndon US&R Logistics Warehouse staff. The results of the annual inventory will be submitted to the FEMA APO or PMO utilizing FEMA Form 119-7-1-8 through the US&R Program Office. This must be completed by June 1st of each calendar year, or as directed by current Cooperative Agreement Grant Guidance/Statement of Work.

For further information regarding the maintenance, management and disposal of equipment purchased with Cooperative Agreement funds, refer to 44 CFR Part 13.32 or OMB Circular A-110.34 and Sponsoring Agency property regulations. The Federal Management Regulation can be found at 41 CFR Chapter 102.

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APPROVAL

Program Directive and Property Management is approved for immediate US&R System implementation:

Signed:

Fred Endrikat, Chief, Urban Search and Rescue Branch

Date

Implementation Date: Immediate