

**NORTHERN PLAINS AREA**  
**Policy Memorandum**

<b>DATE:</b>	March 14, 2008
<b>SUBJECT:</b>	Control of Sensitive Property
<b>NUMBER:</b>	PM-01-003
<b>EFFECTIVE DATE:</b>	Immediately Until Replaced or Superseded (Replaces PM-01-003 dated October 5, 2001)

**1. Background**

Effective February 24, 1997, USDA raised the accountable threshold level to \$5,000 for all personal property, including information technology equipment. This means that most items with an acquisition cost under \$5,000 are no longer listed on the Accountable Property Officer's (APO) official inventory in the property management database, however, property deemed "sensitive" is considered accountable property and therefore must be included on an APO's inventory. The Department's criteria for designating sensitive property includes whether the property has a high level of visibility, is auditable by oversight agencies, or is subject to waste, fraud or abuse.

REE's list of mandatory sensitive items are:

- firearms,
- law enforcement badges, and
- property on loan to non-Federal recipients (i.e. under CSREES Federal Excess Personal Property (FEPP) Program)

In addition to the REE list, Northern Plains Area has declared the following items as sensitive:

- Laptop computers
- PDAs (i.e. Blackberry)
- Digital Cameras

Location Property Management Officers (PMOs) have the authority to designate other items as sensitive to ensure proper control of and to protect Government property.

**2. Purpose**

This Memorandum defines "sensitive" property and describes the standardized procedures that have been implemented to ensure better accountability and protection of NPA's sensitive property.

**3. Personal Property Inventory**

Each location's PMO will ensure that all sensitive property for the location is listed on an APO's inventory, as once property has deemed sensitive, it is considered accountable property regardless of acquisition cost.

**4. Property Passes**

Departmental regulations (AGPMR 104-50.109) requires agencies to document removal of property from Government offices. The PMO will approve the removal of property through a property pass (AD-873 or AD-107). Property passes help APOs account for, audit, and control the removal of property assigned to his/her custody. (Example: If you take a laptop computer from the office to work off site, you need a property pass. For property that is removed from the facility on a recurring basis, a property pass can be issued for a period of up to 1 year). Employees in possession of government property must safeguard that property, whether accountable (including sensitive property) or nonaccountable.

**5. Travel Precautions**

Air travelers are not to check their laptops as baggage, laptops are to be carried on board to avoid damage and/or theft. Similarly, laptops and other sensitive property must be safeguarded and secured at all times while in travel status.

**6. Point of Contact**

Questions concerning this policy or requests for waivers from this policy may be directed to the Area Property Office.

/s/

**W.H. BLACKBURN**  
**Area Director**  
**Northern Plains Area**