Introduction

The PMIS Users Guide (Guide) is intended to be a practical ‘toolkit’ for new and experienced HHS Personal Property and Equipment (PP&E) managers and other HHS employees with responsibility for PP&E acquired and used by their OPDIV, STAFFDIV, facility, unit or office. The focus of the Guide is to provide the reader with a quick reference to common activities related to the use of HHS’ Property Management Information System (PMIS) as well as high-level summaries and links to other relevant information or sources of information within the HHS Logistics and Acquisition Policy communities. The Guide is not intended to be the reader’s sole source of information for all things related to PMIS, merely a quick reference. The Guide addresses term setting established by HHS. For OPDIV- specific terms please see the appropriate localized training manual.

If you have any feedback regarding the content of the Guide, please send an email to the PSC/SCMS at assetweb@psc.hhs.gov.
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I. ROLES AND RESPONSIBILITIES

1. PSC - The Supply Chain Management Services (SCMS), Division of Property Management is designated as the official asset management organization for personal property accountability for the PSC, OS STAFFDIVS and other Federal customers. The PSC Regional Offices are the official asset management liaison for the PSC, OS STAFFDIVS and other Federal customers located within the regions. For more information, visit the below web link: https://www.hhs.gov/grants/contracts/contract-policies-regulations/hhsar/index.html.

2. PSC/DPM/Logistics Program and Policy Staff – Establishes Departmental policies and procedures satisfying the requirements of law, regulations, and sound management practice in the functional areas of acquisition and logistics. Provides staff assistance to OPDIVs and STAFFDIVs performing logistics management functions.

3. OPDIVs/STAFFDIVs – The HHS OPDIVs and STAFFDIVs are responsible for accomplishing a variety of complex and challenging missions and tasks. They are provided resources to accomplish these responsibilities, and the prudent management and careful stewardship of scarce resources is an integral part of the OPDIV and STAFFDIV missions and responsibilities.

II. PERSONAL PROPERTY MANAGEMENT: SOURCES OF POLICY

a. HHS Logistics Management Manual – The purpose of the HHS Logistics Management Manual (LMM) is to provide the policy, procedures, and guidance to support the implementations and supplements of applicable General Services Administration (GSA), Federal Property Management Regulations (FPMR), Federal Management Regulation (FMR), and Title 41 Code of Federal Regulation (CFR) 101 – 200. Material in this manual is based upon existing laws, executive orders, and mandatory regulations of control agencies, and Departmental policies which are incorporated for use by the HHS Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs). The LMM designates the roles and responsibilities of the Department’s Property Management Officers (PMOs), Property Accountable Officers (PAOs), Budget Officials and Fleet Managers responsible for the "management of property and other programs and activities"; to include ordering, receiving, storing, distributing, accounting for, maintaining, and disposing of supplies and equipment. The current edition of the LMM can be found here.

b. HHSAR – The Federal Acquisition Regulations System is established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR. Pursuant to the provisions of FAR Part 1.3, HHS has issued the Department of Health and Human Services Acquisition Regulation (HHSAR) in order to establish uniform HHS acquisition policies and procedures that conform to the Federal Acquisition Regulation (FAR) System. Please click on this link for the HHSAR.
c. FMR — The Federal Management Regulation (FMR) 41 CFR Chapter 102, issued by the General Services Administration (GSA), prescribes the Federal policies, procedures, and delegations of authority on the management of property, and other logistics programs and activities. As the primary source of the guidance contained in this manual, copies of the FMR should be kept in all OPDIV and STAFFDIV logistics management activities. Access to GPO’s online edition to the FMR can be found [here](#). Please scroll down to Title 41, select the edition of the CFR to search, then press [Enter] on your keyboard.

d. For OPDIV-specific guidance on personal property management, please check the list below:

   i. For CDC staff, an additional source of information regarding personal property management can be found at [http://intradev.cdc.gov/ossam/property-shipping-receiving/property-management/index.html](#).

   ii. For IHS – Please contact IHS HQ (Rockville) by email at HQReceiving@ihs.gov or by phone at 301-945-3151.

   iii. For CMS – Please contact CMS Property Team by email at Property_Services@cms.hhs.gov or the PMO at 410-786-2678

III. PMIS

On June 24, 2004, the Assistant Secretary for Administration and Management issued a memo directing HHS to establish a Departmental Property Management Information System (PMIS) as the enterprise-wide Property Plant and Equipment (PP&E) management system, which would be used to track agency PP&E information. PMIS provides reasonable assurances that funds, property, and other assets are protected against waste, loss, unauthorized use, or misappropriation. Access to PMIS can be found at [here](#).

In order to use PMIS, authorized users (staff who have completed the application process outlined in section III.b. below) must first have the software installed on the workstation assigned to them. The procedures for software installation vary depending on whether the user is a member of OS/STAFFDIVs, one of the small OPDIVS, or is employed by one of the OPDIVs listed below who have alternate installation procedures per their OPDIV CIO’s policies and procedures:

a. How to get PMIS installed on your desktop

   1. OS
   For all HHS employees at OS (STAFFDIVs), please contact the HHS Help Desk at 866-699-4872 to request the install of the Oracle Jinitiator software and an SSL certificate (both located on the PMIS homepage). The Oracle software, the certificate, and any other updates can be found [here](#). Please note, installation of these items requires local Administrator rights to the
computer. HHS policy restricts such access from the majority of employees, thus requiring the assistance of HHS Help Desk to complete the installs.

2. OPDIV-specific alternatives

   i. CDC
   CDC users should contact the MISO Help Desk for assistance with installing the software on their workstations. See [https://assetweb.psc.gov/ContactUs.html](https://assetweb.psc.gov/ContactUs.html) for MISO Help Desk Contact email, phone numbers and hours of operation.

   ii. FDA
   Pursuant to FDA standard practice, all software needed by FDA staff is pre-tested and incorporated into a standard image copy of a standard FDA computer. Therefore, FDA machines are pre-configured and users can proceed to the PMIS login screen to begin using the application. If there are any problems, please follow the instructions for getting help (located in below in subsection e) from the FDA Help Desk.

   iii. CMS
   CMS users should contact the CMS Property Team by email at Property_Services@cms.hhs.gov or the PMO at 410-786-2678 to initiate the software install process. Please use the same process for any associated hardware (barcode scanners).

b. How to become a PMIS user

   1. Forms
   In order to become an authorized user, each user must be individually designated by their supervisor as a person with property management responsibilities (either as a primary or secondary job function) for a specific organization or area and the associated assets assigned to that organization/area within their OPDIV or STAFFDIV. The PAO will ensure the new Inventory Clerk (IC) or Asset Center Representative (ACR) attends the Property Management Information System Training (PMIS). The training provides future users with the competencies to gain access to the PMIS Workspace. At the completion of the training, attendees will have 48hrs to submit the PMIS Practical Exam and user statement and scant to assetweb@psc.hhs.gov. After the practical exam has been graded and attendees has successfully answered 16 out of 20 questions correctly, they will be issued PMIS access. In the event of an exam failure, the training team will contact the attendee to initiate retraining. For CDC Staff, please contact your Supervisor and/or the OSSAM/LMSO Help Desk at LMSO@cdc.gov or call 770-488-0850 to initiate the process. For FDA Staff, please contact the FDA PMIS Help Desk.

The most common roles assigned to users within PMIS, along with their responsibilities, are listed in the table below.
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Associated PMIS Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Clerk</td>
<td>Assigned to manage specific financial assets within an organization</td>
<td>Finance</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Manages all financial assets of an organization</td>
<td></td>
</tr>
<tr>
<td>Review Clerk</td>
<td>Maintain Review campaigns</td>
<td>Review</td>
</tr>
<tr>
<td>Review Manager</td>
<td>Define and manage Review campaigns &amp; ACR duties for specific organizations</td>
<td></td>
</tr>
<tr>
<td>Asset Center Representative (ACR)</td>
<td>Limited management of existing inventory assets for an organization</td>
<td>Management</td>
</tr>
<tr>
<td>Inventory Clerk</td>
<td>Assigned to manage specific inventory assets of an organization</td>
<td></td>
</tr>
</tbody>
</table>

Upon assignment, a newly designated PMIS User must sign a Designation Letter (copy below):
PMIS
PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS) USER STATEMENT

To gain access to PMIS the requestor must agree to the following:

1. Reviewed the Asset Center Representative (ACR) and/or Inventory Clerk (IC) roles and responsibilities outlined in Logistics Management Manual (LMM), section 1.7.11 and 1.7.12.

2. Conducted a joint inventory and/or verify the area account to the satisfaction of the incumbent prior to relinquishing property managerial duties, if applicable.

3. Completed mandatory PMIS Training.

4. Submitted practical exam and PMIS User Statement to assetweb@psc.hhs.gov, within 48hrs of training completion.

5. Will maintain a copy of the PMIS Training Certificate for historical tracking.

☐ I have successfully completed PMIS Training.

________________________________________
Requestor’s Signature

________________________________________
(Full Name– Please Print & Date)

________________________________________
(PMIS Assigned Role)

________________________________________
Owner Organization / Manager/Area Code / Steward Organization/Department Code

________________________________________
Supervisor Signature

________________________________________
(Supervisor’s Full Name – Please Print & Date)
2. Applicable Policy
Individuals within HHS (OPDIV or STAFFDIV) who are designated as a PMIS User are responsible for maintaining current custodial records for all in-use accountable personal property within their assigned custodial area and for initiating or processing documents affecting accountability or custody of equipment. A PMIS User must also ensure that all movement of accountable and non-accountable personal property into or out of the asset center is documented, and that documentation is provided to the OPDIV PAO/PMO and the SCMS as appropriate and that this information is properly entered and updated in PMIS. Given the direct financial accountability carried by a PMIS User, the HHS LMM, audit requirements and the design of the PMIS system, require that all necessary forms are completed, signed and returned to AssetWeb before an individual can have access to PMIS.

c. How to change a password
If you need to change your PMIS password, PMIS is designed to be a self-service application and users can change their password themselves. First, please go to the PMIS main page select PMIS, and then click on the “I AGREE TO THESE TERMS AND CONDITIONS” link to arrive at the PMIS login screen. At that screen, please select “Change Password” to access the Change Password screen. Enter your old, followed by your new password, confirm them and then hit the “Submit Password” button to change your password.

Please note – For CDC users, please send an email to the MISO Help Desk requesting the login change.

d. Account lockout
If a user has been locked out of their account, they can send a message to the PSC AssetWeb email account (here) to reset their account.

Please note – For CDC users, please send an email to the MISO Help Desk requesting the login change. For FDA users, please contact Eitan Sachs of the FDA Help Desk.

e. How to deactivate an account
The request to deactivate an account user must be in writing sent to the PSC AssetWeb email account (here) for processing. If you do not receive confirmation of the account being deactivated from AssetWeb within 3 business days, please contact your individual OPDIV/STAFFDIV account manager. Their contact information can be found here. The request for deactivation should also include the name of replacement if known or alternatively, who will be assuming responsibility for the account, and the property assigned to that area(s), until a replacement is designated. If the replacement is designated, the account(s) that the person will be responsible for must be indicated in the document.

f. How to Get Help
1. Tier 1 Support
PMIS users, regardless of title, who are located within OS, the STAFFDIVs or any of the OPDIVs not listed in section (2) below should contact their LSB Account Manager for assistance. A list of the LSB Support team can be found at https://assetweb.psc.gov/ContactUs.html.

2. OPDIV-specific protocols
For the following three OPDIVs, alternate help desk procedures have been implemented at the request of your Property Management Office. Please follow the instructions below for assistance.

A. CDC
For all CDC property management staff, any questions or issues with PMIS should first be directed to CDC’s MISO Help Desk via phone or email. The hours of the MISO Help Desk, their phone number and an email link can be found at here. Please scroll down towards the bottom of the page for the information.

B. FDA
For all FDA property management staff, any questions or issues with PMIS should first be directed to Eitan Sachs of the FDA Help Desk via phone or email. Mr. Sachs’ phone number and an email link can be found at here. Please scroll down towards the bottom of the page for the information.

C. IHS
For IHS staff, users (including IHS ACRs) seeking help should first contact their Area Contact for support. The Area Contact may in turn reach out to other Area Contacts for additional assistance. If additional help is needed to address the user’s problem, the request should then be escalated to IHS Headquarters Please contact IHS Headquarters (Rockville) by email at HQReceiving@ihs.gov or by phone at 301-945-3151 for assistance. Issues that cannot be resolved by IHS Headquarters will be escalated to LSB Account Manager for resolution.

D. CMS
For CMS staff, please contact CMS Property Team by email Property_Services@cms.hhs.gov or the PMO at 410-786-2678.

g. How to Add an Organization
Within PMIS, custody and control of assets is assigned to the appropriate levels within the OPDIV or STAFFDIV. PMIS defines an organization into three levels – Owner: the financially responsible organization; Manager: the organization’s designated property management officer; and Steward: the organization physically responsible for the assets. To add a new Organization, please contact your designated PSC/LSB Account Manager for assistance. For CDC and FDA staff, please route your request through the PGO/LHB Help Desk vice MISO Help Desk (CDC); and to Eitan Sachs/FDA Help Desk respectively for review and processing. Required information to add an organization: Complete organizational designation, city, state, building, and contact name of the ACR, IC or IM for this area.
h. How to Add a Catalog Entry
As assets are acquired and entered into PMIS, occasionally an item is purchased that does not already exist in the PMIS online catalog. In the event a user has such an item to be added to PMIS, they can complete the automated catalog update form within PMIS. Once the addition(s) to the catalog request is processed, users will be notified electronically and can then select the item in question from the PMIS catalog.

IV. USE AND CONTROL OF PERSONAL PROPERTY

a. Inventory

An Inventory Review (Physical Inventory, Review, or Review Campaign) is conducted to account, reconcile, and update asset records. Although each Operating Division can establish its own schedule for inventory reviews (i.e. annually, biannually, etc.), as a general rule, all inventories will be performed annually (See LMM §3.28.1 Frequency) by establishing an inventory review within PMIS for a set period of time.

Generally speaking, a PMIS user should ensure that the following information is collected with respect to each asset inventoried: Organization, Date (of inventory), Decal number, Description, Manufacturer, Model number, Serial number, Location (building, room), and user. If there are any questions or issues, users should first contact their OPDIV Property Management Officer and if unavailable or the PMO cannot resolve the issue, it should be escalated to the SCMS Support Team for review.

How to conduct an Inventory Campaign:
- a. Within PMIS, run a complete inventory report of the area(s) to be inventoried
- b. Set up a Review Campaign in PMIS
- c. Conduct the actual physical inventory of the area to account for all items in place at the time of the campaign. Data collection can be done in one of two ways:
  (1) On paper – verify information on inventory list with the physical item - make any necessary corrections to listed item (make sure a user can read the information);
  (2) Using a barcode-equipped scanner – scan the barcode attached to each listed item of PP&E located in the area being surveyed.

Any items found during the course of an inventory should be inventoried and recorded for addition to the PMIS inventory later. Initial information to be captured (re: the found item) include asset decal (if one is already affixed to the asset), official name, manufacturer, model, serial number, organization, location, and user. Note: If there is not a decal affixed to the asset, you must do so at the time the asset is found. This information will be added to PMIS as part of the Reconciliation of Assets process within PMIS.
b. Reconciling physical inventory with inventory list

During the course of an inventory campaign users may identify assets that do not exist within PMIS and therefore were not included in inventory list generated by PMIS. Or determine that items listed in the inventory are no longer physically present in the area subject to the campaign. For each of these items the user should carry out the following process:

(1) Add to PMIS the items found not on inventory list – create records for the newly uncovered items. Note: Double check decal number and serial number to make sure the item isn’t already in PMIS.

(2) Research items listed in the inventory that were not found – determine what happened to items listed in the inventory but not physically present.

(3) Paperwork found to remove item from inventory by transfer, trade-in, warranty replacement, donation, etc. – For those items not physically present, collect the appropriate paper (see table below) and submit it to PSC for final processing by the designated PSC/SCMS Account Manager.

(4) No paperwork found -- For those instances where no paperwork can be found for the missing item, a Report of Survey must be prepared.

c. IHS Campaigns - Please contact IHS HQ (Rockville) by email at HQReceiving@ihs.gov or by phone at 301-945-3151.

d. Material Required to Conduct an Inventory:
   - How to set up a Review Campaign
   - Inventory Report
   - Asset Decals (HHS or OPDIV-specific)
   - Blank ‘Found Assets’ documents, pencils, clipboard
   - Flash light, mirror

e. OPDIV-specific requirements vs. LSB needs
   a. For CDC staff, please contact OSSAM/LMSO at LMSO@cdc.gov or call 770-488-0850 for additional information re: barcode scanners and other equipment used during Inventories.

Financial management actions/interdependencies

Certain items of personal property with a dollar value in excess of $25,000 are considered “Capital Assets” and as such must be tracked and the item’s depreciation captured in PMIS. While PMIS automates the calculation of depreciation, OPDIV and STAFFDIV employees in the Office of Finance retain the responsibility for ensuring these calculations are accurate. Due the requirements of OMB Circular A-123 regarding separation of duties, from time to time, Finance Office staff will contact property management staff (PMIS users) for information or assistance regarding the status of an asset.
Final Events

Final Disposition of assets (Other Documents Required to Remove Assets from PMIS)

In order to complete the disposition of an asset, the item must have the appropriate form and related documentation completed and attached to the asset in addition to the information being entered in the appropriate PMIS module. Below is a list of the categories of asset disposition and the associated documentation. Where the form is available online, hyperlinks have been added for ease of use.

<table>
<thead>
<tr>
<th>Disposition Type</th>
<th>Required Documentation</th>
<th>Form/Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS SOLD THROUGH GSA</td>
<td>Copy of all GSA documentation, at a minimum a copy of the Purchaser’s Receipt and a Authority to Release from GSA</td>
<td><a href="http://www.gsaxcess.gov">www.gsaxcess.gov</a></td>
</tr>
<tr>
<td>CANCELLATION OF CONTRACT</td>
<td>Copy of the cancellation including a list of the items to be canceled to include decal and/or serial numbers</td>
<td>OF-347</td>
</tr>
<tr>
<td>DAMAGED PROPERTY</td>
<td>Provide a copy of Report of Survey (ROS) or a receipt from the Manufacturer returning the item to company.</td>
<td>HHS-342 or a Manufacturer Receipt</td>
</tr>
<tr>
<td>DESTROYED PROPERTY</td>
<td>Name and address of location where destroyed and disposed. List of all items that were destroyed including HHS Decal Number and Serial Number. Witness MUST sign Section 10 on the ROS. Witness must include a Statement of Destruction on GSA documents, signature, and date.</td>
<td>HHS-342 or GSA approval documents</td>
</tr>
<tr>
<td>DISPOSED TO RECYCLER</td>
<td>Provide documentation from the recycler showing date of receipt, recipient signature and address.</td>
<td>HHS-22 or CDC-993(E)</td>
</tr>
<tr>
<td>INVENTORY ADJUSTMENT</td>
<td>Prepare an HHS-365 to account for: - Cost adjustments; - Removing an item from the active inventory due to a change from accountable to nonaccountable - Removing an item from the active inventory due to a change from sensitive to non-sensitive - Assembly or disassembly of equipment (systems, sets, kits) - Adding item found during inventory</td>
<td>HHS-365</td>
</tr>
<tr>
<td>REPORT OF SURVEY</td>
<td>Completed ROS to include supporting documentation. For stolen items a copy of the guard, police, FPS, or any other police agencies reports MUST be included as part of the ROS.</td>
<td>HHS-342 and Police reports as necessary</td>
</tr>
<tr>
<td>RETURN OF PURCHASED ASSET</td>
<td>When item returned to the vendor for refund, need proof of delivery by Vendor.</td>
<td>Receipt from Vendor</td>
</tr>
<tr>
<td>SCHOOL DONATIONS</td>
<td>Printed Name and signature of the recipient. Name and Address of receiving organization on specific form. (Copy of a driver’s license and/or other picture ID of the representative from receiving organization as prescribed by HHS LMM).</td>
<td>HHS-22 (Rev 8/00), Certification Letter and School Letter Head letter (found under FORMS on the PMIS Homepage) or CDC 0.993 (E)</td>
</tr>
<tr>
<td>TRADE-IN</td>
<td>Organization must show proof of trade via a Purchase</td>
<td>PO showing trade in and</td>
</tr>
<tr>
<td>Order for the new item, including dollar value of trade</td>
<td>OF-347</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>TRANSFER TO A NON-HHS FEDERAL AGENCY</td>
<td>Transfer of ownership and possession must be provided</td>
<td>SF-122</td>
</tr>
<tr>
<td>TRANSFER TO DRMO</td>
<td>Attach all documentation, including DRMO receipts.</td>
<td>DD-1348</td>
</tr>
<tr>
<td>TRANSFER TO GSA FOR DISPOSAL</td>
<td>All GSA supporting documentation including recipient signature and date.</td>
<td><a href="http://www.gsaexcess.gov">www.gsaexcess.gov</a></td>
</tr>
<tr>
<td>TRANSFER TO A NON FED AGENCY</td>
<td>Completed copy of the documentation supporting the transfer to include recipient signature and date.</td>
<td><a href="http://www.gsaexcess.gov">http://www.gsaexcess.gov</a> or HHS-22</td>
</tr>
<tr>
<td>TRANSFER TO OTHER HHS AGENCY</td>
<td>Completed copy of the documentation supporting the transfer to include recipient signature and date.</td>
<td>HHS-22 (Rev 8/00) or CDC 0.993 (E)</td>
</tr>
<tr>
<td>TRANSFER TO PUBLIC LAW 638 ENTITIES (TRIBES)</td>
<td>Tribal Name City State T1/T5 Status 638 Contract/Compact Number Recipient Signature and Date and any other supporting documentation</td>
<td>HHS-22 (Rev 8/00)</td>
</tr>
<tr>
<td>TRANSFER TO UNICOR</td>
<td>Completed copy of the documentation supporting the transfer to include recipient signature and date.</td>
<td>HHS-22 (Rev 8/00) or SF 122 or CDC 0.993 (E)</td>
</tr>
<tr>
<td>Warranty Replacement</td>
<td>For all item(s) replaced, include copies of associated documentation explaining the replacements and a copy of a receipt from the Manufacturer stating they received the item(s)</td>
<td>HHS-22 and Manufacturer’s receipt</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** ALL Information Technology (IT) ITEMS that include memory storage capabilities (either Random Access – RAM or Read-only – ROM) must have proof of clearance by IT before PSC will accept the item(s) for final processing.

**Reports of Survey (ROS)**

PSC participates directly in Reports of Survey conducted at HHS/OS or within PSC. However, with respect to ROS initiated within FDA, CDC, HRSA and IHS, PSC will not accept the completed ROS packet for final event action until it has been fully processed and signed. This Final Event documentation will be used to remove the asst from the PMIS. The COMPLETE ROS packet provides the basis for taking action for Final Events.

**How to conduct**

When an employee detects or suspects a loss, theft, damage or destruction of HHS property, they should contact their supervisor. Questions concerning the initiation or processing of a Report of Survey should be referred to the LSB Support Team or to PSC/DPM/Logistics Program and Policy Staff (See LMM §§ 3.27 et seq. and LMM Appendix A). In addition, OPDIV staff should contact their PMO and refer to local guidance as appropriate.
V. COMMON ADDITION TRANSACTIONS WITHIN PMIS

This section provides a quick overview of the most common transactions entered into by PMIS users with respect to property acquired by their organizations. For additional information, regarding the nature of the information needed for each transaction, please see the LMM or contact the LSB Support Team.

a. Adding assets:
   i. Adding by Purchase Order (PO) – Items acquired through standard acquisition procedures will be accompanied by a fully executed PO establishing the nature of the item, its unit cost, total cost, and the budget account being charged. PMIS users will need to manually add this information into PMIS as part of record creation.

   ii. Adding through UFMS/PO Interface – With the creation of the Unified Financial Management System (UFMS) PMIS can automatically extract the PO data mentioned above and pre-populate records within PMIS through the UFMS/PO Interface. At this time only CDC, IHS and FDA actively use the Interface.

   iii. Adding by Credit Card – Any item acquired by authorized holders of government credit cards. As with the manual PO assets, PMIS users will have to create the individual record based on information provided by the cardholder.

   iv. Donations – At times, 3rd parties can donate items of PP&E to government agencies in support of the agency mission. Specific information, outlined in the LMM and the PMIS Training materials, must be provided to the PMIS user for use in creation of the asset record in PMIS.

   v. Transfers – Items of PP&E that were originally purchased by one government agency (external) or by another OPDIV or STAFFDIV (internal) can, in the interests of efficient utilization of government assets and saving money, be transferred from the original entity which no longer has a need for the item, to a unit of the federal government that does.

   vi. Other additions
      - Found – Items uncovered during either a physical inventory or during daily operations by HHS staff.
      - Manufacturer replacement – Items that have been damaged or were returned to the manufacturer due to defect and a new version of the item sent to HHS in its place.
      - Reinstated -- Assets either original marked as lost (and later found); tagged for disposal (and decision reversed); or any other instance where an item was removed from PMIS and needs to be returned to active inventory.
b. Sensitive Items

A Sensitive Item is defined at 41 CFR § 102-35.20\(^1\) as Personal Property & Equipment that “includes all items, **regardless of value**, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property **includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment**. These classifications do not preclude agencies from specifying additional personal property classifications to effectively manage their programs.” (Emphasis added). For additional details, please see the HHS LMM. For a quick reference list of examples of PP&E defined as a ‘sensitive item’, please see the following table.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Acquisition Threshold</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers</td>
<td>No minimum acquisition cost</td>
<td>Includes PCs, servers, laptops, &amp; tablets.</td>
</tr>
<tr>
<td>Power Tools</td>
<td>$300.00</td>
<td>Includes stand alone items such as Portable compressors, generators, or table saws.</td>
</tr>
<tr>
<td>Portable Instrumentation</td>
<td>$300.00</td>
<td>Examples include Voltmeters, Oscopes, &amp; Watt Meters</td>
</tr>
<tr>
<td>Still Cameras</td>
<td>$300.00</td>
<td>Examples include Digital, Laparoscopic, &amp; X-ray Identification</td>
</tr>
<tr>
<td>Televisions and computer monitors</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Video Cameras</td>
<td>$300.00</td>
<td>Does not include surveillance equipment.</td>
</tr>
<tr>
<td>Weapons</td>
<td>No minimum acquisition cost</td>
<td>Includes Firearms, tranquilizer guns, high-voltage stun guns</td>
</tr>
</tbody>
</table>

VI. OBTAINING DECALS (for bar-coding of assets)

If an organization needs additional barcodes for marking new or found PP&E, property management staff can obtain the decals by one of two ways:

- Send an email to or call their assigned LSB/PSC Account Manager or send email to assetweb@psc.hhs.gov requesting the additional tags.
- CMS, FDA, and IHS staff should contact their respective PMOs. For CDC staff, please contact PGO/LMB via email PGOLMB@cdc.gov or call 770-488-0850 for appropriate forms.

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VII. REPORTS
PMIS contains a broad range of pre-defined COTS reports designed to address the needs of HHS property staff and management. After logging in, you will be presented with a number of options, depending on your account’s access rights. Please click on “PMIS Reports” to be taken to the PMIS Reports Main Menu. If the existing “canned” reports do not meet your needs, please select “User Defined Reports” to create a new report based on user-selected filters. If further assistance is needed with reports, please follow the instructions in section III (f) above.

VIII. TRAINING

a. Sources: SCMS or OPDIV (for OPDIV specific training)
   i. Please contact your SCMS Account manager to schedule training.
      Contact information can be found here.

   ii. For CDC staff, please contact CDC’s OSSAM LMSO Help Desk:
       1. CDC provides Property Policy and Procedure Training and PMIS Hands-On Training monthly. Barcode Scanner training is offered prior to the start of annual inventory. The training schedule can be found on the Logistics Management Services Office (LMSO) website.

   iii. For FDA staff, please contact FDA Help Desk. Types of Training