

BPA Policy 463-1

Personal Property

Table of Contents

1. Purpose & Background	2
2. Policy Owner.....	2
3. Applicability	2
4. Terms & Definitions.....	2
5. Policy.....	3
6. Policy Exceptions.....	3
7. Responsibilities.....	3
8. Standards & Procedures	3
9. Performance & Monitoring.....	4
10. Authorities & References.....	4
11. Review	4
12. Revision History.....	4
Appendix [Letter]: [Appendix Title]	Error! Bookmark not defined.



1. Purpose & Background

This policy authorizes the Organizational Property Management Officer (OPMO), who is the Manager for Purchasing/Property Governance, to issue a special publication titled the Bonneville Power Administration (BPA) Asset Management Instructions (AMI). This publication contains the BPA Personal Property Instructions (BPA PPI), the BPA Inventory Management Instructions (BPA IMI), and the BPA Motor Vehicle Instructions (BPA MVI). The BPA AMI provides policy and guidance regarding the use and management of all BPA owned, rented or leased personal property, inventory materials and supplies and motor vehicles and equipment, excluding real property and records.

2. Policy Owner

The BPA Executive Vice-President of Compliance, Audit, and Risk is the owner of this policy. The Chief Compliance Officer and the Agency Compliance and Governance organization have responsibility for implementing, monitoring, reporting, evaluating, and proposing revisions to this policy.

3. Applicability

All BPA employees are responsible for the care and maintenance of personal property equipment issued by the agency and shall comply with this policy.

4. Terms & Definitions

A. Personal Property: Personal Property refers to tangible property assets and includes motor vehicles, equipment, materials and inventory, but excludes Real Property and records of the federal government.

B. Organization Property Management Officer (OPMO): is the Manager for Purchasing/Property Governance and is responsible for issuance of policy, governance oversight, and providing advice and guidance for BPA's Personal Property Management Program.

C. Inventory: is all goods purchased and held for the construction and maintenance of BPA's infrastructure including day-to-day business operations.

D. Motor Equipment: is equipment, which is self-propelled, and the operator may ride upon it or is drawn by mechanical power, including motor vehicles, motorcycles, and scooters; construction and maintenance equipment; material handling equipment; aircraft; and watercraft. It does not include self-propelled, walk-behind power equipment such as mowers or trenchers.

E. Motor Vehicle: is any equipment, self-propelled or drawn by mechanical power designed to be operated principally on the highways in the transportation of property or passengers.

Organization Compliance & Governance	Title Personal Property	Unique ID 463-1		
Author Nick Jenkins	Approved by Tom McDonald, EVP CAR	Date December 4, 2023	Version 2.0	Page 2

5. Policy

It is BPA's policy that Government property (sometimes referred to as personal property or as equipment) shall be managed in an economical and efficient manner in accordance with the Asset Management Instructions manual which can be found at the link below.

<https://connection.bud.bpa.gov/workplace-resources/purchasing-and-property-governance/Documents/Asset%20Management%20Instructions%20Revision%202019-1%20Final.docx?web=1>

6. Policy Exceptions

None

7. Responsibilities

- A. Organizational Property Management Officer is responsible for publishing and maintaining the BPA Asset Management Instructions, containing Personal Property Instructions (BPA PPI), Inventory Management Instructions (BPA IMI), and BPA Motor Vehicle Instructions (BPA MVI) and providing governance oversight of all BPA personal property program activities.
- B. Supply Chain Services is responsible for operational management of the BPA Property Program.
- C. Supply Chain Technology Planning is responsible for maintaining the Asset Suite and Sunflower Personal Property System.
- D. BPA Managers are responsible for insuring that the policies and procedures in the BPA Asset Management Instructions are implemented.

8. Standards & Procedures

Within the BPA Asset Management Instructions, the BPA Personal Property Instructions provides policies and guidelines regarding the use and management of personal property. The BPA Inventory Management Instructions provides policies and guidelines regarding the management and control of all BPA inventories. The Motor Vehicle Instructions provide guidelines regarding the management of leased, owned or rented motor vehicles and equipment including watercraft. The Asset Management Instructions are available on the BPA Internal Website (a printed copy can be obtained from the office of the Manager for Purchasing/Property Governance).

Organization Compliance & Governance	Title Personal Property	Unique ID 463-1		
Author Nick Jenkins	Approved by Tom McDonald, EVP CAR	Date December 4, 2023	Version 2.0	Page 3

9. Performance & Monitoring

The Manager for Purchasing/Property Governance will review this policy regularly to ensure conformance with established law, regulations, policies, procedures, and good business practice.

10. Authorities & References

See BPA Asset Management Instructions.

11. Review

This policy is due for review in 2028.

12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1	4/23/2015	Formatted into new policy template.
2	10/20/2016	Change of ownership, and Personal Property Definition
2.1	5/31/2018	Administrative update
3.0	12/4/2023	Sunset Review with minor changes

Organization Compliance & Governance	Title Personal Property	Unique ID 463-1		
Author Nick Jenkins	Approved by Tom McDonald, EVP CAR	Date December 4, 2023	Version 2.0	Page 4