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| PPPL | PRINCETON PLASMA PHYSICS LABORATORY | PROCEDURE | No. MC-001, Rev 2 page 1 of 6 |
| | Subject: Control of Government-Owned Personal Property | Effective Date: Dec. 6, 2013 | Initiated by: Facilities & Site Services Division |
| | | Supersedes: Rev. 1, dated 9/12/07 and TCR-001 | Approved: Director |

Management System (Primary): 08.00 Facilities and Property Management
Management System Owner: Associate Lab Director for Engineering and Infrastructure
Management Process: 08.01 Personal Property Management
Process Owner: Associate Lab Director for Engineering and Infrastructure
Subject Matter Expert (SME): Associate Lab Director for Engineering and Infrastructure;
Head of Facilities and Site Services; Head of Material Services

Applicability

This procedure is applicable to all activities conducted at the Laboratory.

Introduction

This procedure is intended to assure compliance with Federal Property Management Regulations, Department of Energy (DOE) Order 580.1A and Change 1 thereto, and Laboratory personal property management policies and procedures. Whenever practical, government personal property items must be identified or tagged as U.S. Government Property (or U.S. DOE Property). Also, government personal property may only be used for the performance of the contract it is accountable to unless otherwise authorized (970.5245-1 (h)). The control of and accountability for, government owned personal property is the responsibility of Laboratory department heads, department managers, custodians and individuals who have personal property charged to their care or in their possession.

Reference Documents

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| DOE Order 580.1A and Chg 1 | Personal Property Management Program |
| DOE Order 203.1 | Limited Personal use of Government Office Equipment including Information Technology |
| 41 CFR Chapter 109 | DOE Property Management Regulations |
| 41 CFR Chapter 102 | Federal Management Regulation |
| 48 CFR, Chapter 1, Part 45 and 52 | Federal Acquisition Regulations (FAR) |
| 48 CFR, Chapter 9, part 945 and 970 | DOE Acquisition Regulation (DEAR) |
| Policy P-030 | PPPL Personal Property Management |
| Policy P-088 | Computer Use Policy Rev. 2 |
| Policy P-098 | Use of Laboratory (DOE) Resources Rev 0 |
| Policy P-099 | Limited Personal Use of Laboratory (DOE) Office Equipment, Including Information Technology |
| Material Services Policies & Procedures Manual | Material Services Personal Property Procedures |
| PPPL Environment, Safety, Health, Directives | ESH Directives 5008 |
| PPPL Personnel Practices Manual | Employee Relation Section |
| Procedure IT-008 | Media Protection and Media Access Procedure |

Attachments

Attachment 1 – Request to Cannibalize Personal Property
Attachment 2 – Equipment Transfer Form

Definitions

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| Administratively Controlled Items | Personal property items that do not require formal personal property records are tagged as “U.S. Government with the purchase document information, acquisition cost and date”. Laboratory personnel are responsible for the internal controls to prevent loss, theft, damage, destruction, unauthorized use or removal and abuse of this personal property in their possession. |
| Capital Property | Personal property items having an acquisition cost of \$500k and above, or is currently in the financial records with a personal property type CA (includes freight and installation charges, with an anticipated service life of two years or more). These items require formal personal property records and line item control and accountability. |
| Controlled / Accountable Property | Personal property items with a property type CO, having an acquisition cost of \$10k and more, including freight and installation charges, with an anticipated service life of two years or more. These items require formal personal property records and line item control and accountability. In addition, it may include property with an acquisition cost of less than \$10,000 if it meets a sensitive property, high risk property (HRPP) or precious metals definition. |
| Government Personal Property | Personal property items which is owned or leased to the government or acquired by the government under terms of the contract. It includes both government furnished personal property and contractor-acquired personal property. Equipment, material, and supplies provided to PPPL with funding provided by the Department of Energy (DOE) and/or any other government agency are the property of the U.S. Government. |
| High Risk Property | Personal property items, regardless of cost, that because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. High risk property will be uniquely tagged and identified and will be tracked in the Personal Property Management Business System to the end user/custodian. Technical/operating manuals and related documentation will also be identified, marked and controlled (high risk property is always sensitive property). Please note that hazardous personal property and radioactive personal property are controlled by ESH&S directives and personnel. |

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| Other Accountable Property | Personal property items regardless of cost that requires line item control and accountability, as determined by PPPL. These items must be controlled and managed to protect against unauthorized use, disclosure, or loss; or when otherwise required by law, policy, regulation, or agency direction, i.e., CPU’s “all types”, camera’s “all types, excluding web cams”, navigation systems, smart phones, televisions, etc.. |
| Property Contact | Individual having physical possession of government personal property items (capital, controlled, other accountable, sensitive, high risk and administratively controlled) charged to their care. Usually reports organizationally or functionally to the custodian. |
| Property Custodian | Individual designated by Division/Department Head or Project Administrator as the custodian of personal property for a particular functional or organizational area of responsibility (usually at section head level or higher). This individual maintains liaison with Material Services Property Administration Office regarding inventories, property spot-checks, loans, intra-lab permanent transfers (see Attachment 2), disposal (see procedure MC-004) and other actions/problems regarding personal property within their assigned functional area. |
| Property Manager | Individual responsible for the oversight and management of personal property functions in accordance with policies, procedures and applicable regulations. |
| Sensitive Property | Personal property items potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples may include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, and precious metals. |

Procedure

Responsibility

Action

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| Property Manager | 1. Ensures proper acquisition and identification of all government personal property under contractor and subcontractor control. Tracks, controls personal property through life cycle for all personal property required to have formal personal property records (capital, controlled accountable, other accountable, high risk and sensitive) and initiates personal property reports as required. Ensures custodians/contacts are aware of appropriate procedures and responsibilities. Trains custodians, contacts, and others when requested or as needed. Assists in resolving discrepancies and/or personal property issues. |
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2. Schedules and performs physical inventories and maintains property records for the receipt, issue, loan, transfer (See Attachment 2), disposal, location, and any other pertinent information regarding government personal property. Issues periodic reports to custodians, contacts, and Laboratory managers.
3. Prepares documentation for the borrowing of personal property to domestic and international entities (see MC-002 and MC-003).
4. Notifies custodian/contact of any "high risk" and "sensitive" personal property charged to their care. Provides information regarding the control and tracking of these assets.
5. Participates and assists Property Administration Office in conducting inventories, spot-checks, and excess equipment reviews.
6. Maintains and keeps track of administratively controlled items. Maintains record of personal property items that may be used at more than one location, loaned to others on a temporary basis, or signed out on a property pass for property temporarily located off-site with personnel. Ensures property passes are issued and maintained at link "<https://proppass.pppl.gov/>". Prepares equipment (personal property) transfer forms to document internal transfers of personal property (See Attachment 2). In coordination with property contact, locates and produces assigned asset(s) within 48 hours of notification. Ensures that proper maintenance is performed on personal property items that are in use, in storage, or in spare parts inventory as appropriate.
7. Notifies Property Administration Office in advance, of extensive modifications to personal property items, including but not limited to, cannibalization and incorporation of personal property into higher assemblies by submitting a Request to Cannibalize Personal Property Form (see Attachment 1). Only during an emergency situation is personal property items allowed to be cannibalized prior to receiving an approved request (Cannibalize Personal Property Form). **Note: Only DOE/PSO Contracting Officer can give verbal approval for emergency situations.**
8. Ensures any personal property items identified as "high risk" and "sensitive" are closely accounted for, controlled and safeguarded by property contact.

Property
Custodian

Property
Contact

9. Responsible for the personal property items in their care or possession. Maintains item location for assigned personal property. Notifies custodian and Property Administration Office prior to permanently moving personal property from one contact to another. Prepares Equipment (personal property) Transfer Form (see attachment 2) to document transfer of personal property items. Participates in physical inventories and spot-checks. Upon request, locates and produces assigned asset(s) within 48 hours of notification. **NOTE: All transfers of information technology (IT) equipment (desktop computers, laptops, PDAs, servers, copiers, printers etc.) must be coordinated through the PPPL IT Help Desk to ensure proper sanitization** using Equipment (personal property) Transfer Form (see Attachment 2) and Information Technology Procedure IT-008.
10. Ensures any personal property items identified as "high risk" and "sensitive" are closely accounted for, controlled and safeguarded. Notifies Property Administration Office upon transfer or permanent relocation of "high risk" or "sensitive" personal property items.

Human
Resources

11. Responsible for furnishing PPPL employee or supervisor with PPPL Termination Check-Out Sheet Form. In cases where the employee(s) cannot perform the PPPL Termination Check-Out Form, it is the responsibility of the supervisor. Notifies Property Administration Office of personnel departures (see PPPL Personnel Practices Manual).

Training

Responsibility

Action

Property
Manager

Ensures the following Training is provided.

Target Audience:

Laboratory department heads, department managers, custodians and individuals who have personal property charged to their care or in their possession.

Training Method and Frequency:

- Read only – Upon revision of procedure - Routine distribution/training via e-mail distribution of this procedure to Supervisors by Best Practices.
- Read only – Annual – Contact and Custodian Listings with property information/updates to personal property processes.
- E-mail Distribution – One time only - As needed, or for new property contacts.
- Briefing – One time only - Required for new custodian assignment.

Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

| Record | Record Custodian | Location | Retention Time |
|--|--------------------------------|------------------------|---|
| Request to Cannibalize Personal Property | Property Administration Office | Material Services | Dispose 5 years after disposal or clearance of equipment from project |
| Receipts Records | Property Administration Office | Material Services | Dispose 5 years after disposal or clearance of equipment from project |
| Issue Records | Property Administration Office | Material Services | Dispose 5 years after disposal or clearance of equipment from project |
| Loan Records | Property Manager | Material Services | 3 years after cutoff. |
| Transfer Records | Property Administration Office | Material Services | Destroy when 4 years old. |
| Disposal Records | Property Manager | Material Services | Destroy 2 years from list date or discontinuance or removal. |
| Location Records | Property Administration Office | Material Services | Cut off at the end of the fiscal year in which the case was closed. Destroy 3 years after cutoff. |
| Periodic Reports | Property Manager | Material Services | Cut off at the end of the FY. Destroy when 1 year old |
| Excess Equipment Review | Excess Property Office | Material Services | Destroy when 3 years old |
| Property Logs/Records | Property Manager | Material Services | Cut off at the end of the FY. Destroy when 1 year old |
| Property Pass | Property Custodian | Property Pass Database | Destroy 3 months after expiration or revocation |
| Equipment Transfer Forms | Property Administration Office | Material Services | Cut off at the end of the FY. Destroy when 1 year old |
| Physical Inventory Records | Property Manager | Material Services | Destroy 2 years from list date or discontinuance or removal. |
| High Risk Property Lists | Property Manager | Material Services | Destroy 2 years from list date or discontinuance or removal. |
| Personal Property Management Business System Files | Property Administration Office | Material Services | Delete when they are no longer needed for legal, audit, or operational purposes. |
| PPPL Termination Check-Out Form | Human Resources | HR Department Files | Cut off at the end of the fiscal year in which the case was closed. Destroy |

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| Request to Cannibalize Personal Property Form | Attachment 1 |
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PPPL PROCEDURE MC-001 – Control of Government-Owned Personal Property Items

Attachment 1

PRINCETON PLASMA PHYSICS LABORATORY FACILITIES AND SITE SERVICES DIVISION
MATERIAL SERVICES BRANCH, PROPERTY ADMINISTRATION

REQUEST TO CANNIBALIZE PERSONAL PROPERTY ITEM(S)

Please note “High Risk” Personal Property items will NOT be authorized for cannibalization.

DATE: _____

ASSET/NOUN: _____

PERSONAL PROPERTY ITEM # / SERIAL #: _____

MODEL: _____

ESTIMATED ACQUISITION COST: _____

ESTIMATED ASSET(S) VALUE: _____

CANNIBALIZATION IS FOR: NON-EMERGENCY EMERGENCY

**PROVIDE SHORT DESCRIPTION/REASON FOR CANNIBALIZATION, INCLUDING CONDITION OF ITEM(S),
COMPONENTS TO BE REMOVED AND INCORPORATED INTO (gaining Property).**

Empty box for providing short description/reason for cannibalization.

To the best of my knowledge it is in the best interest of the U.S. Government to allow this asset to be cannibalized in accordance with 41CFR-102-36.305 & .310 and not report it to GSA. An item has no commercial value when it has neither utility nor monetary value (either as an item or as scrap). Abandonment or destruction of excess personal property item(s) is only permitted when you have made a written determination that the personal property item has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. Please note: Cannibalization cannot take place until notified by Property Management Office via e-mail and given disposition instructions to follow in accordance with federal regulations.

Requested by: _____
Printed Name & Title Signature/Date

Approved by Section Head/P&C Officer: _____
Printed Name & Title Signature/Date

Approved by Department Head: _____
Printed Name & Title Signature/Date

TO BE COMPLETED BY MATERIAL SERVICES BRANCH, HEAD AND DOE/CO

HIGH RISK REVIEW COMPLETED BY PROPERTY ADMINISTRATION OFFICE (check box and attach):
HAZARDOUS REVIEW COMPLETED BY ESH&S (check box and attach)

Reviewed by Material Services Branch, Head: _____
(Printed Name/Title) (Signature/Date)

Forwarded to PSO/CO for review and approval on: _____
(Date)

Approved by DOE/CO: _____
(Printed Name/Title) (Signature/Date)

Equipment Transfer Form

Attachment 2

PPPL PROCEDURE MC-001 -
Control of Government-Owned
Personal Property Items

Attachment 2

New Custodian

Date

PLASMA PHYSICS LABORATORY
PROPERTY ADMINISTRATION BRANCH
Equipment Transfer form

Check Box if Excess

FROM BLDG.

ROOM NO.

TO BLDG.

ROOM NO.

TAG NO.

CD

NOUN

MODEL NO.

SERIAL NO.

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Previous Contact (Print)

New Contact (Print)

Previous Contact (Signature)

New Contact (Signature)

Badge #

Badge #

NOTE: THE INFORMATION BELOW WILL BE FILLED IN BY THE PROPERTY ADMINISTRATOR

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|---------------|-------------|--------------------------|----------------------------|----------------------------|--------------|
| | | | | | |
| BLDG. CODE | ROOM NO. | NEW CONTACT BADGE NO. | NEW CUSTODIAN BADGE NO. | HIGHER ASSEMBLY TAG NO. | TODAY'S DATE |

COPY 1 - TO PROPERTY ADMINISTRATOR