

Subject: Reporting Loss, Damage, or Destruction of Government Property	Effective Date: February 16, 2017	Initiated by: Material Services Division
	Supersedes: Rev. 0, dated 10/22/93	Approved: Director

Management System (Primary): 08.00 Facilities and Property Management
 Management System Owner: Head, ES&H
 Management Process: 08.01 Personal Property Management
 Process Owner: Deputy Head, ES&H
 Subject Matter Expert (SME): Head, Material Services Division

1.0 Applicability

This procedure is applicable to all activities conducted at the Laboratory; including those by employees, subcontractors and visitors.

2.0 Introduction

This procedure is intended to assure compliance with Department of Energy Order 580.1A – DOE *Personal Property Management Program* which requires that any Government property that has been lost, damaged or destroyed be reported, investigated, and retired from official government records.

3.0 Definition:

Government Property All property owned by or leased to the Government or acquired by the Government under terms of the contract. It includes both Government-furnished property and contractor-acquired property. Any equipment or materials provided to or acquired by PPPL that are funded by the Department of Energy (DOE) or any other Federal agency are defined as Government Property.

4.0 Reference Documents

DOE Order 580.1A – DOE Personal Property Management Program

5.0 Procedure

PPPL personnel who detect the loss, damage or destruction of government property shall immediately report the occurrence to the Property Manager and/or Material Services Division Head, the Equipment Custodian, and PPPL's Site Protection Division. If information technology equipment (computers, laptops, PDAs, etc.) is involved, the PPPL Help Desk and Cyber Security Officer must also be notified. Items not located during property inventories shall be thoroughly investigated prior to being considered lost. Site Protection must be notified of all inventory losses.

Responsibility

Action

Cognizant Person

1. Immediately notifies Property Manager and/or Material Services Division Head, the Equipment Custodian, and PPPL's Site Protection Division upon detecting the loss, damage or destruction of government property in any instance other than a property inventory.
2. If the lost property includes information technology equipment (computers, laptops, PDAs, etc.), also notify the PPPL Helpdesk (x2275 or helpdesk@pppl.gov) and the Cyber Security Officer (x3388 or cyberadmin@pppl.gov).
3. If missing property is identified during an inventory, Cognizant Person must notify the Property Custodian and coordinate with Material Services personnel to conduct a thorough investigation to locate the missing property.

Material Services
Property Coordinator

4. If missing property is identified during an inventory, the Material Services Property Coordinator conducts a thorough investigation to locate the missing property in conjunction with Property Custodian, Contact, and appropriate PPPL management. The investigation should include contacting other PPPL organizations and employees, examining equipment storage areas, examining work areas, interviewing employees, etc. to locate the missing equipment. Items found missing during inventories are not considered to be lost until a thorough investigation to locate the missing items is completed.

Site Protection Division

5. Initiates, upon notice of the loss, damage or destruction of Government Property, a through investigation and notifies Property Manager and Material Services Division Head of the results via a security report.
6. If property loss is the result of a property inventory, Site Protection may, at its discretion, conduct a follow-up investigation or rely on the investigation conducted by the Property Custodian and Material Services personnel.

Material Services
Property Coordinator

7. Assists cognizant individual, upon notice of lost Government Property, in the search for property, and notifies Excess Property Coordinator of any items reported as damaged or destroyed.
8. Retains copies of security report and associated documentation in suspense for 90 days while security investigation is conducted. After 90 days, submits security report and associated documentation to Excess Property Coordinator for retirement.

- Material Services Division Head 9. Notifies appropriate DOE officials, within 24 hours of investigation completion, instances of loss, damage, destruction of government property.
- Excess Property Coordinator 10. Initiates a retirement notice for accountable property items which cannot be located after a thorough search and investigation by PPPL Security.
- Excess Property Coordinator 11. Arranges for equipment that is damaged or destroyed to be returned to the Receiving 3 storage area for cannibalization and/or for scrap after a retirement notice has been approved by DOE.
- Material Services Division Head 12. If property loss is from the result of a property inventory, documentation is submitted to DOE-PSO for approval in conjunction with Retirement Notice and Inventory Results. Distribution includes DOE-PSO, PPPL Director, Deputy Director, and Head, Site Protection Division.
- Material Services Property Coordinator 13. Upon receipt of approved retirement form, closes accountable property in PPPL Asset Management Business System.

6.0 Training

Responsibility Action

Material Services Division Head Ensures the following Training is provided.

Target Audience:
All Laboratory personnel.

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.
- Verbal/e-mail – Direction supplied on an as needed basis to report loss, damage or destruction of Government property.

7.0 Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Security Report	Material Services Property Coordinator	Material Services	Hold in suspense for 90 days, submits to Excess Property Coordinator for retirement of property after 90 days. Retained by Site Security for three years.
Retirement Notice	Excess Property Coordinator	Material Services	Three years as per DOE Records Schedule 4

8.0 Attachments

None