



Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC and Serviced Sites Personal Property Procedure

Policies, Procedures
and Plans

APPROVED: (Signature on File)
EMCBC Director

1.0 PURPOSE

To establish procedures for managing Government personal property owned or leased by the Department of Energy (DOE) and in the custody of all DOE EMCBC/Service Level Agreement (SLA) employees. This procedure has been written in a manner that will allow for those sites that are serviced by the EMCBC/SLA (i.e., those sites with a SLA) to also adopt this procedure. Therefore, the remainder of the procedure will identify EMCBC/SLA when referencing applicability.

2.0 SCOPE

To ensure each DOE EMCBC/SLA Employee takes responsibility for achieving Government personal property accountability.

3.0 APPLICABILITY

- 3.1 This Procedure applies to all DOE EMCBC/SLA Elements. This Procedure automatically applies to EMCBC/SLA elements created after this Procedure is issued.
- 3.2 This Procedure does not apply to DOE Contractors.

4.0 REQUIREMENTS AND REFERENCES

- 4.1 Federal Property Management Regulations, Title 41 CFR, Chapter 101.
- 4.2 Federal Management Regulation, Title 41 CFR, Chapter 102.
- 4.3 Department of Energy Property Management Regulations, Title 41 CFR, Chapter 109.
- 4.4 DOE Personal Property Letter 970-2, dated 2-23-96.
- 4.5 Executive Order 12999, Education Technology: Ensuring Opportunity for all Children in the Next Century, dated 4-17-96.

- 4.6 Title XXXII of P.L.106-65, National Nuclear Security Administration Act, dated October 5, 1999, as amended, established a separately organized agency within the Department of Energy.
- 4.7 DOE O 580.1, Department of Energy Personal Property Management Program
- 4.8 DOE G 580.1-1, Department of Energy Personal Property Management Guide
- 4.9 DOE O 203.1, Limited Personal Use of Government Office Equipment including Information Technology, dated 1-07-05.
- 4.10 EMCBC/SLA Personal Property Letter LM-05-05, dated 5-10-05.
- 4.12 DOE CIO Guidance CS-38A, U.S. Department of Energy Cyber Security Program, Protection of Sensitive Unclassified Information, Including Personally Identifiable Information Guidance.
- 4.13 DOE CIO Guidance CS-11, U.S. Department of Energy Cyber Security Program, Media Clearing, Purging, and Destruction Guidance, dated 1-2007

5.0 DEFINITIONS See Attachment A for definitions of terms used in this Order.

6.0 RESPONSIBILITIES.

6.1 Head of EMCBC/SLA Elements.

- 6.1.1 Ensure compliance with provisions of Title 41 Code of Federal Regulations (CFR), Chapter 101, FPMR; 41 CFR, Chapter 102, FMR; and 41 CFR 109, DOE Order 580.1, DOE Guide 580.1-1, the DOE PMR, as they pertain to Government personal property management.
- 6.1.2 Perform Government personal property management activities through Government personal property needs determination; Government personal property acquisition; Government personal property accountability and control, including receipt, storage, distribution, and proper use and care; and Government personal property disposition.
- 6.1.3 Designates in writing the EMCBC Organizational Property Management Officer (OPMO)
- 6.1.4 Designate Accountable Property Representatives (APR) for their EMCBC/SLA elements.
- 6.1.5 Designates in writing a Property Administrator (PA).

- 6.2 Assistant Director, Office of Logistics Management.
 - 6.2.1 Has overall responsibility for developing and overseeing the personal property management program for DOE EMCBC/SLA organizations.
 - 6.2.2 Oversees the official automated property accountability system for EMCBC/SLA.
- 6.3 Organizational Property Management Officer.
 - 6.3.1 Develops and implements program guidance on all matters about Government personal property for DOE EMCBC/SLA direct operations in accordance with 41 CFR 101, 102, and 109.
 - 6.3.2 Operates and manages the official automated property accountability system for EMCBC/SLA.
 - 6.3.3 Oversees inventories, utilization, and declarations of excess of Government personal property.
 - 6.3.4 Distributes information regarding Government personal property to all EMCBC/SLA elements.
 - 6.3.5 Approves and submits annual EMCBC/SLA Office of Logistics Government personal property reports to the DOE Office of Resource Management.
 - 6.3.6 Maintains liaison with counterparts at other Federal agencies.
 - 6.3.7 Represents DOE EMCBC/SLA on inter-Agency committees regarding Government personal property issues.
 - 6.3.8 Participates as a member of the OPMO Working Group.
- 6.4 Property Administrator.
 - 6.4.1 Administers Government personal property management requirements at DOE EMCBC/SLA.
 - 6.4.2 Establishes and maintains Government personal Property accountability records for all items recorded on the official automated property accountability system for EMCBC/SLA.

- 6.4.3 Provides effective control over all Government personal property under his/her jurisdiction in accordance with 41 CFR 101, 102, 109, DOE Order 580.1 and DOE Guide 580.1-1
- 6.4.4 Plans and schedules physical inventories of equipment and sensitive items in accordance with 41 CFR 109-1.5110, "Physical Inventories of Personal Property"; DOE Personal Property Letter 970-2, dated 2-23-96; and current Departmental guidance.
- 6.4.5 Prepares annual EMCBC/SLA Office of Logistics Government personal property reports for submission to the DOE Office of Resource Management.
- 6.4.6 Maintains liaison with other local utilization officers and the General Services Administration regional utilization officers to obtain needed items that have been or may be declared excess Government personal property.
- 6.4.7 Approves transactions between APR accounts.
- 6.4.8 Property Administrators as authorized representatives of the contracting officer, are also responsible for the following:
 - 6.4.8.1.1 Performing delegated contract administration functions for contract requirements relating to Government personal property.
 - 6.4.8.1.2 Developing and applying an oversight program, resolving property administration issues, and making recommendations concerning acceptability of contractor personal property management systems.
 - 6.4.8.1.3 Advising contracting officers and OPMO of any contractor noncompliance with approved procedures, or other significant problems that cannot be resolved, and recommending appropriate action.
- 6.5 Accountable Property Representatives - Any DOE employee may be appointed APR for his/her organization at the discretion of the appointing official. For control purposes, however, it is recommended that this responsibility be fixed at the division level, preferably in the office authorized to sign requisitions and obligate funds. Accordingly, the EMCBC Assistant Director/Head SLA Elements or designated representative responsible for Government personal property in an organization must appoint an APR in writing and forward that information to the PA. Except for the appointing official, the APR is the only individual authorized to sign for Government personal property for that account. In making the

appointment, the appointing official must consider the time-consuming nature of the APR's duties, as outlined below. APR duties are not limited or eliminated because of IT tracking devices and programs.

- 6.5.1 Ensure that Government personal property is properly accounted for, controlled, protected, and used.
- 6.5.2 Serve as primary holders for their organizations, and are responsible for all Government personal property listed on hand receipts or in automated property accountability systems.
- 6.5.3 Receive all reports of Government personal property loss, theft, damage, or destruction; handle such situations; and assist reporting employees in completing the EMCBC Form IP-580-02-F3, "Retirement Work Order."
- 6.5.4 Ensure uniform procedural compliance by—
 - 6.5.4.1 notifying the PA in writing of any personnel actions that would affect the current automated property accountability system listing;
 - 6.5.4.2 submitting EMCBC Form IP-580-02-F, "Property Transfer or Turn-In," when Government personal property is no longer needed to support program requirements;
 - 6.5.4.3 participating in inventories of Government personal property as scheduled by the PA and reconciling all inventory discrepancies;
 - 6.5.4.4 monitoring movement and hand receipts on sensitive items of Government personal property;
 - 6.5.4.5 confirming, certifying, and returning within two weeks from issue the Monthly Gain and Loss Report identifying transactions that occurred during the previous month within their accounts; and
 - 6.5.4.6 monitoring the transfer, reassignment, or separation of personnel from the organization to ensure that accountable Government personal property is not abandoned or removed from the area of responsibility without proper documentation.
- 6.5.5 Upon the transfer or separation of an employee, take a physical inventory of all Government personal property in the employee's custody.

- 6.5.6 Ensure property accounts for their respective organizations are current and accurate.
 - 6.5.6.1 Present all acquisitions of accountable property for EMCBC/SLA accountability to the Office of Logistics Management Personal Property Team Office for identification and accountability regardless of how it was procured (e.g., purchase card, DOE/C-Web, EMCBC/SLA vs. field office, transfer).
 - 6.5.6.2 Manage the movement of property within their respective organizations.
 - 6.5.6.3 Ensure all property leaving an EMCBC/SLA facility has the proper documentation (e.g., EMCBC Form IP-580-02-F1; General Services Administration SF122, “Transfer Order Excess Personal Property”; PRA).
 - 6.5.6.4 Take action to update the property account upon receiving a Gain/Loss Report from the EMCBC Office of Logistics Management. A report will be provided after an IT technician removes/replaces equipment requiring servicing/replacing.
 - 6.5.6.5 Dispose of property in strict accordance with the property procedures, and ensure the property account is up-to- date.
 - 6.5.6.6 Periodically conduct random reviews of property records to ensure their accuracy.
 - 6.5.6.7 Coordinate with purchase card holder(s) to ensure that accountable property purchased with a Government purchase card has been tagged appropriately and is captured in the asset management system.
 - 6.5.6.8 Work closely with the EMCBC/SLA Office of Information and Resource Management to ensure equipment with hard drive memory capability is sanitized before disposition.

6.6 EMCBC/SLA Personnel.

- 6.6.1 Protect all Government personal property.
- 6.6.2 Maintain Government personal property in the same condition as received, allowing for normal wear and tear.

- 6.6.3 Notify the organization APR before any Government personal property transaction occurs such as transfer or removal of Government personal property from the premises.
- 6.6.4 Obtain a PRA form, signed by an authorized issuing officer, before removing Government personal or personally owned property from the premises.
- 6.6.5 Notify the organization APR of loss or theft of Government personal property within 24 hours from the time of discovery.

7.0 GENERAL INFORMATION

- 7.1 Acquisition of Government Personal Property. DOE EMCBC/SLA requests for Government personal property must be submitted by requisition. The acquisition process will be performed in accordance with Federal Property Management Regulation (FPMR) 101-43, (reference 41 CFR 102) and FPMR 101-26 or the Federal Management Regulation (FMR).
- 7.2 Acquisition by Government Purchase Cards. Holders of Government Purchase Cards making Government personal property acquisitions are to comply with the EMCBC Purchase Card Operating Procedure, IP-540-XX (draft), and the “DOE Policy and Operating Procedures for the Use of the GSA SmartPay Purchase Card by DOE and Authorized Contractor Personnel,” issued by the Director, Office of Procurement and Assistant Management.
- 7.3 Government Personal Property Tagging. Government accountable personal property must be tagged for accountability and control purposes at the time of receipt of the property. All equipment and sensitive Government personal property will be assigned an individual identification tag number for tracking, inventorying, and disposal.
 - 7.3.1 All administratively controlled Government personal property will also be tagged for tracking purposes and disposal. The identification tag will be a bar-code, pressure-sensitive label and will be affixed to the item of Government personal property by a member of the personal property management staff. When it is deemed impractical to affix an identification number bar-code label because of the size or delicacy of the item, the identification number will be assigned, referencing the serial number of the item, and recorded in the official Government personal property database.

- 7.3.2 High-risk personal property (EMCBC/SLA ADP equipment) will be identified and marked according to the DOE Property Management Regulations (PMR), Title 41, Code of Federal Regulations (CFR), Chapter 109.
- 7.4 Furniture Allowances. The following paragraphs describe the use standards and minimum guidelines for furniture and furnishings. The authority is 41 CFR, 109-25.3, "Use Standards."
- 7.4.1 At EMCBC/SLA, an employee's furniture and furnishings will be determined based on grade and organizational responsibilities.
- 7.4.2 Furniture will be provided to all employees at the lowest net cost to the Federal Government, consistent with approved furniture guidelines and use standards.
- 7.4.3 Four categories of furniture are available at DOE EMCBC/SLA for official use: Class A (Senior Executive Service and equivalent categories and above), unitized, contemporary, and modular furniture (all grade levels). The furniture will be distributed in accordance with established criteria (below) as prescribed by the Director or his/her designee.
- a.) Class A furniture is traditional style executive wood Office furniture used by Executive-level appointees and Senior Executive Service employees.
- b.) Unitized and contemporary furniture is executive wood office furniture used by employees at GS-15 or lower grade levels.
- c.) Modular furniture (also referred to as Systems furniture) allow for the maximum space utilization and workstation efficiency. This furniture can be used in a variety of applications – from open areas to private offices. It is used by employees at the GS-15 or lower levels as required to accommodate the need.
- d.) Furniture will not be provided for home use (Flexi-place).
- 7.5 Computers Authorized for Home Use. Computers and related items may be authorized for home use. The personal use of Government resources including office equipment, other resources, and information technology by employees shall be done in accordance with DOE O 203.1, Limited Personal Use of Government Office Equipment including Information Technology, dated 1-7-05. The items must be made available for inventory when requested. The procedure in part 8 of this Policy must be followed when authorizing home use of computers and related items.

- 7.6 EMCBC Property Management System. The EMCBC/SLA's corporate property management system for personal property accountability is the EMCBC developed Property Tracking System. The system was developed to support the personal property management program for EMCBC/SLA. It is a Web-enabled, centralized database system that permits entry, storage, and reporting of property inventory information. The system allows the OPMO and PA efficient control of EMCBC/SLA accountable personal property.
- 7.7 AGREEMENTS. The EMCBC/SLA Personal Property Office enters into Service Level Agreements (SLAs) when property management oversight is provided to EMCBC/SLA elements located outside of the Cincinnati, Ohio, area. SLAs are descriptive in designating property management and accountability responsibilities at field sites and at EMCBC/SLA program offices, in stipulating oversight requirements and/or parameters for other property management offices, and in establishing that the EMCBC/SLA program office is responsible for all costs associated with managing the personal property program (e.g., travel costs for EMCBC/SLA Property Office staff to conduct annual inventories). EMCBC/SLA program offices with this organizational structure operate the property management program under the guidance of EMCBC/SLA property management regulations, Policies and Orders. The SLAs are signed in place at the office director level.
- 7.8 For assistance regarding any issue of Government Personal Property please contact the following individuals.

Organizational Property Management Officer
Personal Property Management Team
Office of Logistics
550 East Fifth Street, Suite 500
Cincinnati, Ohio 45202
Phone: 513-246-0601
Fax: 513-246-0528

Property Administrator
Personal Property Management Team
Office of Logistics
550 East Fifth Street, Suite 500
Cincinnati, Ohio 45202
Phone: 513-246-0599
Fax: 513-246-0528

8.0 PROCEDURE

- 8.1 EMCBC Form #IP-580-02-F1, “Property Transfer or Turn-In” (TP), (Attachment B) must be completed for any Government personal property intended for home use. The TP form must include the user’s name, home address, home phone number, and office phone number and the signature of the responsible accountable property representative (APR).
- 8.2 Employees must complete EMCBC Form IP-580-02-F2, “Certificate of Property Receipt,” (Attachment C) acknowledging they have received the computer and related items and understand that they are accountable for this property. EMCBC IP-580-02-F4, “Government Property Removal Form,” (Attachment E) also indicates by the employee’s signature on the form that the employee is aware that the computer and related items will be used for official Government business at the location noted on the form. Personal software programs will not be loaded onto these computer items.
- 8.3 Once the EMCBC Forms are completed and signed, the APR must forward these forms to the Property Administrator (PA). The information provided on these forms will be used to establish accountability and update the EMCBC/SLA Government personal property database.
- 8.4 Transfer or Separation of Employee - Upon the transfer or separation of an employee, a physical inventory will be taken of all Government personal property in the employee’s custody. If all Government personal property is satisfactorily accounted for, the “EMCBC Employee Final Separation Clearance” form will be signed by an Office of Logistics Management Personal Property Team representative. If all Government personal property is not satisfactorily accounted for, clearance for final salary payment must be withheld until an investigation in accordance with paragraph 8.16 of this policy is completed, and the liability assessed. Any items of Government personal property not properly accounted for at the time of transfer or separation must be the subject of an EMCBC Form IP-580-02-F3, “Retirement Work Order,” (Attachment D) indicating the loss or damage and providing a full explanation of the circumstances resulting in the missing items. Once the EMCBC Form IP-580-02-F3 (Attachment D) is completed and the accountable officer settles the loss or damage claim, an Office of Logistics Management Personal Property Team representative will sign the EMCBC Employee Final Separation Clearance form.
- 8.5 Transfer or Separation of APR - The PA is responsible for ensuring that whenever there is a change in APRs, the incoming APR is required to accept responsibility for all Government personal property located in the APR’s area of responsibility.

This will be accomplished through a joint physical inventory by the separating APR and the newly appointed APR. If warranted by unusual circumstances, in lieu of a physical inventory, the new APR may acknowledge acceptance of responsibility for all Government personal property in the APR's area of responsibility through the following certification.

I, _____, incoming Accountable Property Representative, have satisfied myself that the records for Government personal property under the jurisdiction of the (name of the APR account) are accurate and that the items recorded therein are physically on hand as of this date. I hereby agree to accept full responsibility for Government personal property as recorded and waive any requirement for a physical inventory as a condition to such acceptance. I also accept the role and responsibilities required of an APR and will comply with the regulations.

Signature:

Title:

Date:

- 8.6 Transfer or Separation of PA - The organizational property management officer (OPMO) is responsible for ensuring that whenever there is a change in PA, the incoming PA is required to accept full accountability and responsibility for all Government personal property under the jurisdiction of the Property Accountable Office. This may be accomplished through either a physical inventory or a certification similar to that cited in paragraph 8.5.
- 8.7 Leased Personal Property - All leased personal property will be tagged with an individual identification bar-code tag for accountability and control purposes. Purchasing documents must indicate the length of the lease agreement and whether there is an option to purchase at the expiration of the lease.
- 8.8 Loan of Government Personal Property - Personal property that would be out of service and is not excess may be loaned to other DOE offices and other Federal agencies for official purposes. Organizations must request approval in writing, indicating their intention to loan personal property outside of EMCBC/SLA. Such requests must be signed by the organization's APR. The official documentation to execute loans is on DOE Form 4420.2, "Personal Property Loan Agreement." The EMCBC/SLA OPMO must sign this form. The loan period must not exceed one year, but may be renewed.
- 8.9 Borrowing Government Personal Property - Borrowing Government personal property from other DOE offices and other Federal agencies is allowed for one year, but may be renewed. Authorization is required from the EMCBC/SLA PA when an outside office is planning to send equipment. Additionally, the

EMCBC/SLA organization must have written approval from its APR before equipment is shipped to EMCBC/SLA. The approval must be forwarded to the PA.

- 8.10 Government Personal Property Inventory - The PA will contact the APR by memorandum or e-mail to schedule a date for the physical inventory of Government personal property. Staff from the PA's office will perform the actual inventory. After the inventory is completed, the information obtained will be used to update the asset management system. A discrepancy report will be generated for any Government personal property that does not match what is currently in the asset management system. The PA will coordinate with the APR to resolve the discrepancies. All discrepancies must be resolved by the APR within 15 days from the notification date of the discrepancies.
- 8.11 Physical Protection of Government Personal Property - Controls such as a property pass system are required to prevent loss, theft, or unauthorized movement of Government personal property from the premises on which such items are located. The "Property Removal Authorization" form, EMCBC Form IP-580-02-F4, (available from the EMCBC Office of Logistics Personal Property Team and Office of Information Management), must be used in place of General Services Administration OF7, "Property Pass" form, at DOE EMCBC/SLA and must be signed by an authorized PRA issuing officer.
- 8.12 The authorized issuing officer must be a DOE Federal employee and designated in writing by an office director, administrative officer (AO), or APR, and the designation must be sent to the PA. The authorized issuing officer will be notified by the PA of the effective date of signature.
- 8.13 A "Property Removal Authorization" (PRA) form, EMCBC Form IP-580-02-F4, signed by the designated Federal personnel, must be used to authorize removal of Government accountable personal property (except expendable supply items) from a DOE EMCBC/SLA facility. Since similar or like items are commercially available, a PRA form, EMCBC Form IP-580-02-F4, should also be used when personally owned and privately owned property is removed from a DOE EMCBC/SLA facility. (See Table 1). This will ensure that no Government Personal Property is removed without approval. The authorized issuing officer may use discretion in determining whether a request to remove personally or privately owned items must be made orally or in writing.

Table 1 - Examples of Government Personal Property and Personally Owned Property That Require PRAs before Being Removed.

Government Personal Property

Cameras	Recording devices
Computers (desktop or portable)	Refrigerators
Monitors	Televisions
Printers	Projectors
Video cassette recorders	Radios
Any furniture items	

Privately Owned and Personally Owned Property

Cameras	Recording devices
Computers (desktop or portable)	Refrigerators
Monitors	Televisions
Printers	Projectors
Video cassette recorders	Radios
Any furniture items	Air purifiers/humidifiers

8.14 A PRA is not needed by an employee from a DOE field office or another U.S. Government agency provided the individual has a valid property pass issued from his/her office/Agency for items in his/her possession and presents an official identification from the office/Agency.

8.15 A PRA is not needed to remove expendable supply items (e.g., pens, pencils, notebooks).

8.16 Loss, Theft, Damage, or Destruction of EMCBC/SLA Government Personal Property. All DOE employees are responsible for protecting Government personal property. If Government personal property is lost, stolen, damaged, or destroyed, the following actions are required.

8.16.1 Employees who detect or suspect the loss, theft, damage, or destruction of Government personal property must immediately make an oral report to the appropriate APR. The APR must initiate a search for the item or review the circumstances of damage or destruction. If the item cannot be located or the Government personal property has been damaged or destroyed, the employee must submit a report of loss or theft within 24 hours in accordance with the following procedures.

8.16.2 Notify the EMCBC/SLA Personal Property Team, if there is reason to suspect theft. A member of the EMCBC/SLA Personal Property Team will respond and will complete an Incident Report.

8.16.2.1 Prepare an EMCBC Form IP-580-02-F3, "Retirement Work Order", (Attachment D). For cases of theft, a completed Incident Report must be attached to the EMCBC Form IP-580-02-F3, "Retirement Work Order", (Attachment D).

8.16.2.2 Submit the EMCBC Form IP-580-02-F3, "Retirement work Order", (Attachment D) to the APR for review/signature. The APR will submit the EMCBC Form IP-580-02-F3, (Attachment D) to the PA.

8.16.3 Upon receipt of the EMCBC Form IP-580-02-F3, (Attachment D) the PA will investigate the loss or damage and will take the following actions.

8.16.4 Remove the Government personal property record from the official Government personal property database if circumstances so warrant and if the acquisition value of the item is \$500 or less.

8.16.5 Recommend to the OPMO that the Government personal property record for Government personal property with an acquisition value greater than \$500, but not greater than \$1000, be removed from the official Government personal property database if circumstances so warrant.

(The OPMO is authorized to remove Government personal property with an acquisition value of \$1,000 or less from accountability records.)

8.16.6 Prepare a concise summary of the case for personal property records with an acquisition value greater than \$1,000 and submit it and the EMCBC Form IP-580-02-F3, (Attachment D) to the Board of Survey with one of the following recommendations.

8.16.6.1 Government personal property is serviceable and must be continued in service.

8.16.6.2 No individual is pecuniarily liable for the loss, theft, damage, or destruction of the Government personal property. Therefore, the item must be removed from the Government personal property accountability records.

8.16.7 The employee must be held pecuniarily liable if his/her negligence or willful misconduct led to the theft or contributed to the loss, damage, or destruction of the Government personal property. Any case that involves negligence or willful misconduct by a DOE employee to Government personal property must be reported to the Office of the Inspector General in accordance with DOE O 221.1, Reporting Fraud, Waste, and Abuse to the Office of Inspector General, dated 3-22-01, or must be reported to other proper authorities as the PA deems appropriate for the situation.

Final Board of Survey actions must be deferred until the office that reported the item as lost, stolen, or damaged or the Office of Inspector General completes an investigation.

8.17 Utilization and Disposal of Government Personal Property.

- 8.17.1 All Automated Data Processing (ADP) equipment must be sanitized by the EMCBC/SLA Office of Information Resource Management before being transferred into excess to ensure that all data, information, and software have been removed from the equipment.
- 8.17.2 Government personal property that is no longer required by EMCBC/SLA elements must not be disposed of through transfer to another Federal agency, donated, or sold until a determination has been made by the EMCBC/SLA PA that such Government personal property cannot be used elsewhere within DOE.
- 8.17.3 The EMCBC/SLA PA or the EMCBC OPMO must approve cannibalization of all Government personal property in advance in writing. Cannibalization is the removal of some or all component parts from a single piece of personal property to be used in another like item for the purpose of repairing that item or bringing it to a more efficient operating level.
- 8.17.4 The TP form must be signed by the AO or APR and certified by the program office's designated EMCBC/SLA security officer (HSO) or the designated information systems security officer (ISSO). The certification statement must include the following wording: "I certify that the above listed equipment has been low-level formatted or wiped clean."
- 8.17.5 A certification label must be affixed to each piece of ADP equipment. This certification will confirm that the appropriate personnel have sanitized the equipment. Each label must contain the statement "Equipment certified to be sanitized" and be signed by the HSO. Standard Avery type labels generated from the desktop are acceptable.
- 8.17.6 If more than one piece of equipment is turned in for excess, the program office must ensure that each piece is checked and certified by the HSO (or ISSO) as sanitized. Random sampling of the equipment by the HSO (or ISSO) for verification of sanitation purposes is not acceptable. If each piece of equipment does not have a label affixed certifying its sanitation or if the TP form is not completed with the appropriate statement of sanitation and signed by the HSO (or ISSO), the equipment will not be accepted.

8.17.7 In accordance with Executive Order 12999, 61 Fed. Reg., 17227, (April 17, 1996), ADP equipment is offered to qualifying recipients of the Computers for Learning Program. All such transfers of EMCBC/SLA Government personal property are coordinated through the EMCBC/SLA PA.

8.18 Property Removal Authorization (PRA) Form.

8.18.1 A PRA form EMCBC Form IP-580-02-F4, (Attachment E) must not be changed or issued with changes. If an error is made in preparing a PRA or the information on a PRA changes, the PRA must be discarded and a new PRA issued.

8.18.2 The PRA must be signed by the holder and approved by the authorized issuing officer.

8.18.3 Each PRA must be issued for specific items and users. Blanket authorizations are not permissible. For example, a PRA may not be issued with the description “any cellular telephone.” Any exception to this specific authorization requirement must have a written justification and authorization from the EMCBC/SLA OPMO.

8.18.4 An authorized issuing officer is not allowed to approve a PRA for his/her own use.

8.18.5 A PRA requesting removal of furniture or furnishings must be signed by one of the following employees.

- Assistant Director, Office of Logistics Management, EMCBC/SLA
- Organizational Property Management Officer, EMCBC
- Assistant Director, Information Resource Management, EMCBC

8.18.6 The PRA must be completed by the requester (holder) as follows.

Date Issued	Date PRA is issued.
Name of Holder	Printed name of individual requesting permission to remove the item.
Holder’s Org.	LOG, HR, Contracting, Tech Services, ETC.
Holder’s Bldg. /Room	Room and building of Holder.

Holder's Phone	Phone number of holder.
Property Belongs To	Identify the owner of the item (e.g., DOE EMCBC/SLA or personal).
Signature of Holder	Signature of holder.
Description of Equipment	type, manufacturer, model,
Property Being Removed	identification number (tag number), and serial number of property.
Authorized Issuing Officer	Printed name and signature of authorized issuing officer.
Return Date	Date the items are to be returned (not to exceed one year). The word "indefinite" must not be used in the return date area. Once the indicated return date has been reached, a new PRA must be issued. If the items are personally owned, the return date may be indicated as N/A (not applicable).

8.18.7 The completed PRA must be presented to the authorized issuing officer for verification and signature.

8.18.8 The authorized issuing officer is responsible for approving or disapproving PRAs and distributing approved PRAs as follows.

8.18.8.1 Original is given to the holder (requester) of the PRA.

8.18.8.2 One copy is mailed immediately to the PA at the EMCBC/SLA.

8.18.8.3 One copy is mailed immediately to the APR for the organization.

9.0 RECORDS MAINTENANCE

9.1 The following documents generated as a result of implementing this procedure will be processed in accordance with this procedure and IP-243-03, Filing and Maintaining Records when reports are issued:

9.1.1 IP-580-02-F1, Rev. 1 Property Transfer or Turn-In

9.1.2 IP-580-02-F2, Rev. 1 Certificate of Property Receipt

9.1.3 IP-580-02-F3, Rev. 1 Retirement Work Order

9.1.4 IP-580-02-F4, Rev. 1 Government Property Removal Form

9.1.5 IP-250-01-F3, Rev. 2, EMCBC Record of Revision

10.0 ATTACHMENTS

10.1 Attachment A, Definitions

10.2 Attachment B, Property Transfer or Turn-In Form, IP-580-02-F1, Rev. 1

10.3 Attachment C, Certificate of Property Receipt, IP-580-02-F2, Rev. 1

10.4 Attachment D, Retirement Work Order, IP-580-02-F3, Rev. 1

10.5 Attachment E, Government Property Removal Form, IP-580-02-F4, Rev. 1

10.6 Attachment F, EMCBC Record of Revision, IP-250-01-F3, Rev. 2

DEFINITIONS

1. Account. The sum of all Government personal property in the custody of an organizational unit.
2. Accountable Property Representative (APR). The custodian of Government personal property appointed by the head of an organizational unit. The APR has physical responsibility for the proper use, maintenance, and protection of Government personal property assigned to a specific custodial area.
3. Administratively Controlled Property. Government personal property items that have an acquisition value from \$300 to \$4,999 and are not considered sensitive.
4. Authorized Issuing Officer. The individual responsible for authorizing the removal of Government personal property and personally owned property from a Department of Energy EMCBC/SLA facility.
5. Bar-Code Labels. Labels placed on Government personal property for tracking and identification purposes consisting of a group of printed, patterned bars and spaces and alpha and numeric characters designed to be scanned and read into computer memory as identification for the objects they label.
6. Board of Survey. A group of individuals, consisting of at least three members and not more than five, who are appointed by the Assistant Director Office of Logistics Management to investigate reports of missing or damaged Government personal property. The organizational property management officer, Property Administrator, accountable property representative, or employee reporting the missing or damaged Government personal property are not authorized to serve on a Board of Survey.
7. Capitalized Personal Property. Any single item of nonexpendable Government personal property that is acquired at a cost of, or valued at, \$50,000 or more and has an estimated service life of two years or more.
8. DOE/C-Web. The DOE/C-Web System is a web-based, electronic simplified acquisition application that efficiently and effectively permits DOE to accomplish low dollar value purchases in a paperless environment. DOE/C-Web allows buyers to electronically interact with merchants throughout the acquisition process, up to, and including, award.
9. Equipment. Any item of Government personal property having a unit acquisition cost of \$5,000 up to \$24,999 and having the potential for maintaining its integrity i.e., not expendable due to use) as an item.

10. **Excess Government Personal Property.** Government personal property from a Department of Energy EMCBC/SLA organization that is excess to the user's needs. Such personal property must be documented as excess by the organization's APR and turned into the EMCBC Office of Logistics Management Personal Property Team using EMCBC Form IP-580-02-F1, "Property Transfer/Turn-In."
11. **Expendable Personal Property.** Materials and supplies that when put to use are consumed, lose their identity, or become an integral part of other Government personal property.
12. **Government Personal Property.** Government-owned or Government-leased (from commercial sources) items of any kind (except real property or property related to real property) that are in the custody of DOE personnel.
13. **Government Personal Property Accountability.** The establishment and maintenance of Government personal property accountability records and the development of procedures to ensure effective protection and control of Government personal property.
14. **Hand Receipt.** A document used to establish the direct accountability of a user for sensitive property. EMCBC Form IP 580-02-F2, "Certificate of Property Receipt," is prepared for this use by Office of Logistics Management Personal Property Team. Computer-generated reports from the official EMCBC Assets Management System may also be used as hand receipts.
15. **Information Technology.** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. The term "information technology" includes computers, ancillary equipment, and software.
16. **Office Furnishings.** Articles that supplement office furniture and augment the utility of the space assigned. These articles include lamps, desk trays, waste receptacles, draperies, carpets, and rugs.
17. **Office Furniture.** Items normally associated with occupancy or use in such areas as offices, conference and reception rooms, institutional waiting rooms, lobbies, and libraries. Such items include computer furniture, desks, tables, credenzas, bookcases, coat racks, telephone cabinets, filing sections and cabinets, security containers, chairs, and sofas.
18. **Organizational Property Management Officer (OPMO).** The individual appointed to establish and administer a Government personal property accountability program at DOE EMCBC/SLA.

19. **Physical Inventory.** The physical confirmation of the existence of the Government personal property.
20. **Property Accountability.** Responsibility for such tasks as presenting personal property for identification and tagging; ensuring assets are on the property record and properly assigned; securing and maintaining records relating to assets; tracking the movement and recording changes in physical condition of assets; conducting physical inventories, verifying counts, and reconciling the results for a positive outcome; reporting all loss, theft, and damage of assets; reusing assets when possible; and properly disposing of assets. Accountable property representatives exercise this responsibility and maintain proper control over their organization's assets through tagging, record keeping, conducting inventories, and establishing effective policies and procedures and appropriate security controls.
21. **Property Administrator.** The individual in the EMCBC Logistics Personal Property Management Team Office who is responsible for the complete coordination of the EMCBC/SLA personal property accountability program.
22. **Property Custodian.** An individual designated in writing and located at the local operating unit level having physical custody and control over property. The property custodian or his/her designee is responsible for keeping the property records for his/her area of responsibility, taking and maintaining inventories, and informing the accountable property representative and/or EMCBC Property and Records Management Team of all new items of accountable property acquired and old items of accountable property excessed and removed. The property custodian may report to an APR or to the PA depending upon the size of the organization.
23. **Property Management.** All functions necessary for the proper determination of need and source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of property.
24. **Property Management System.** A monitoring and control function to ensure that organization processes related to the life-cycle management of property support organization objectives; represent sound business practice; and are compliant with applicable standards, policies, regulations, and contractual requirements.
25. **Property Removal Authorization (PRA).** The form EMCBC Form IP-580-02-F6 used for the authorized removal of property (Government and personally owned), except expendable supply items, from any DOE EMCBC/SLA facility. Accountability of DOE EMCBC/SLA Government personal property will become the responsibility of the PRA form holder.

26. Retirement Work Order. The form (EMCBC Form IP-580-02-F3) required to report property that is lost, stolen, damaged (except damage to a Government vehicle resulting from a motor vehicle accident, which is to be investigated), disposed of for salvage, reduced to scrap, destroyed, abandoned, or determined to be an inventory shortage.
27. Sensitive Property. Items of Government personal property susceptible to being misappropriated for personal use or readily converted to cash (e.g., portable computers, portable communications items, photographic items, firearms, survey instruments, binoculars, power tools, televisions, and video cassette recorders).

U.S. Department of Energy DATE _____
Environmental Management Consolidated Business Center

PROPERTY
 TRANSFER or **TURN-IN**

From _____ **To** _____

LOCATION _____ **LOCATION** _____

Property Tag No.	Stock No.	Description Of Article	Serial No.	Qty Price	Unit	Age and Condition
Justification/Remarks:			Replacement Item Requested:		YES	NO

Date Shipped _____

Date Received _____

Signature _____
(Transferor) Accountable Property Representative

Signature _____
(Transferee) Accountable Property

Date Recorded:

(PROPERTY SECTION)

TRANSFER APPROVED: _____
PROPERTY ADMINISTRATOR

DATE

U.S. DEPARTMENT OF ENERGY ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER CERTIFICATE OF PROPERTY RECEIPT			ADP UPDATED BY _____ DATE _____
TO:		REFERENCE NO:	
ROUTING SYMBOL:	LOCATION:	ROOM NO:	TELEPHONE NO:
FROM: EMCBC LOGISTICS MANAGEMENT		SUBJECT: CERTIFICATE OF RECEIPT	
The following item is hereby forwarded to you as requested:			
ITEM:			
MAKE:		MODEL:	
TAG NO:		SERIAL NO.:	
Instructions Complete this receipt and return one copy to the EMCBC Office of Logistics Management Personal Property Team, 250 5th Street, Suite 500, Cincinnati, OH 45202. Keep one copy for your files and give one copy to your Accountable Property Representative (APR). I hereby acknowledge receipt of the above item and will hold myself accountable for its safety. It will be used in conjunction with official government business only.			
_____ (SIGNATURE)			
_____ (DATE)			
REMARKS:			

**U.S. DEPARTMENT OF ENERGY
ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER**

RETIREMENT WORK ORDER

1. LOSS THEFT DAMAGE UNSERVICABLE INVENTORY SHORTAGE

CERTIFICATE OF LOSS OR DAMAGE

SHEET 1 OF _____
2. Report No. _____
3. Date _____

4. NAME OF REPORTING PERSON _____ 5. OFFICE TELEPHONE NO. _____

6. ORGANIZATION/ROUTING SYMBOL _____ 7. OFFICE ADDRESS (INCLUDE BUILDING AND ROOM) _____

8. DATE OF OCCURRENCE _____ 9. TIME _____ 10. PLACE _____

11. DOE TAG	DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	ORIGINAL COST

12. CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY (IF LOSS OR THEFT, INCLUDE HOW DISCOVERED AND INFORMATION AS TO SUSPECTS, WITNESSES AND ATTEMPT AT RECOVERY OF PROPERTY.) _____

SIGNATURE OF REPORTING PERSON _____	DATE SIGNED _____
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14. ACTION TAKEN BY ACCOUNTABLE PROPERTY REPRESENTATIVE (APR)

NOTIFY SECURITY: REMARKS _____

YES _____
NO _____
DATE _____
NA _____

15. SIGNATURE OF APR _____	DATE SIGNED _____
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16. ACTION TAKEN BY PROPERTY ADMINISTRATOR PA

THE CONDITION ASSIGNED TO THE ABOVE PROPERTY IS _____

THE DISPOSITION CODE ASSIGNED TO THE ABOVE PROPERTY IS _____

PURCHASE ORDER NO. _____ PURCHASE ORDER DATE _____ DELIVERED _____

IT IS HEREBY RECOMMENDED THAT THE FOLLOWING ACTION BE TAKEN:

SIGNATURE OF PA: _____	DATE SIGNED: _____
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RETIREMENT WORK ORDER (CONTINUED)

18. ACTION TAKEN BY: MEMBERS OF RETIREMENT PANEL RETIREMENT OFFICER

CERTIFICATION

19. CHECK THE APPLICABLE BLOCK

- THIS IS TO CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN INSPECTED BY THE UNDERSIGNED AND PRESENT ESTIMATED VALUE ARE AS SHOWN. THE FINDINGS LISTED BELOW SUBSTANTIATE THE RECOMMENDED DISPOSITION SET OUT ON THE FACE OF THIS FORM.
- THIS IS TO CERTIFY THAT THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DAMAGE OF THE PROPERTY LISTED HEREON HAVE BEEN INVESTIGATED BY THE UNDERSIGNED AND THE FINDINGS AND RECOMMENDATIONS ARE LISTED BELOW:

20. FINDINGS:

21. RECOMMENDATIONS:

22. _____

DATE	SIGNATURE	TITLE
_____	_____	_____
DATE	SIGNATURE	TITLE
_____	_____	_____
DATE	SIGNATURE	TITLE
_____	_____	_____

23. REVIEWING AUTHORITY'S ACTION

	SIGNATURE OF REVIEWING AUTHORITY	DATE
<input type="checkbox"/> APPROVED		
<input type="checkbox"/> DISAPPROVED		

24. CERTIFICATE OF DISPOSITION

I CERTIFY THAT THE PROPERTY LISTED HEREON HAS BEEN DISPOSED OF IN THE FOLLOWING MANNER

DATE	SIGNATURE	TITLE
_____	_____	_____

25. FOR APPROVED DESTRUCTION ONLY

I CERTIFY THAT I HAVE WITNESSED THE DESTRUCTION (REDUCTION TO SCRAP) OF THE ITEMS LISTED ON THIS DOCUMENT.

DATE	SIGNATURE	TITLE
_____	_____	_____

26. FINAL ACTION BY PROPERTY ACCOUNTABLE OFFICE

DATE TO IG	DATE TO NN	DATE TO HR	DATE TO ADP

INSTRUCTIONS FOR COMPLETING IP-580-02-F3, Rev. 1

(TYPE OR PRINT)

1. Check the appropriate box. To be completed by APR
2. To be assigned by the PA as received, regardless of the report origin.
3. Self-explanatory. To be completed by PA
- 4-13. Self-explanatory. To be completed by the reporting person.
- 14-15 To be completed and signed by the APR.
- 16-17. Enter the information as noted. To be completed and signed by the PA.
18. Complete the appropriate block. To be completed by the PA.
19. Complete the appropriate block. To be completed by the Retirement Panel or Retirement Officer.
20. Enter findings. To be completed by person(s) designated in Line 18 when appropriate.
21. Enter recommendations. To be completed by person(s) designated in Line 18 when appropriate.
22. To be completed by Retirement Panel or Retirement Officer.
23. To be completed by the Reviewing Authority.
24. To be completed and signed by the PA.
25. To be completed by a member of the Retirement Panel, local Retirement Officer, or a DOE employee designated by the Reviewing Authority to witness destruction or reduction to scrap.
26. To be completed by PA.

**U.S. DEPARTMENT OF ENERGY
ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER
Government Property Removal Form**

This Government Property Removal Form is to be used whenever property is removed from the building. It is to be properly filled in and signed and made available upon request.

1. DATE ISSUED	2. NAME OF HOLDER	
3. HOLDER'S ORGANIZATION	4. HOLDERS BUILDING AND ROOM	
5. HOLDER'S PHONE	7. SIGNATURE OF HOLDER	
6. PROPERTY BELONGS TO		
8. DESCRIPTION OF PROPERTY BEING REMOVED		
9. AUTHORIZED ISSUING OFFICER		10. RETURN DATE

Instructions	
1. Date Issued	Date PRA is issued
2. Name of Holder	Printed name of individual requesting permission to removed the item
3. Holder's Organization	LOG, HR, Contracting, Tech Services,. Etc.
4. Holder's Building and Room	Building and Room of Holder
5. Holder's Phone	Phone number of Holder
6. Property Belongs to	Identify the owner of the item (e.g., DOE EMCBC/SLA or personal)
7. Signature of Holder	Signature of Holder
8. Description of Property Being Removed	Type, manufacturer, model, model number (tag number), and serial number of property
9. Authorized Issuing Officer	Printer name and signature of issuing officer
10. Return Date	Date the items are to be returned (not ot exceed one year). The word "indefinite" must not be used in the return date area. Once the indicated return date has been reached, a new PRA must be issued. If the items are personally owned, the return date may be indicated by N/A (not applicable).

EMCBC/SLA RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	New Procedure	All Pages	11/20/07