



# Personal Property Policy Manual

## Issued by

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*Lawrence Berkeley National Laboratory*

*Property Management Group*

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Further information about Berkeley Lab policies is available in the

[Regulations and Procedures Manual \(RPM\).](#)

## **Overview of Property Management Policies**

This Manual sets forth the Property Management policies governing the acquisition, management, and disposition of Government property entrusted to Lawrence Berkeley National Laboratory (LBNL) by the U.S. Department of Energy (DOE). These policies reflect the requirements defined in Contract 31, between the University of California and the DOE, for managing Government property as well as internally established policy. This Policy Manual has been reviewed and approved by the DOE, and any significant changes to or deviations from the policies defined in this manual must be approved by the DOE.

### **1.0 General Property Policies**

#### **1.1 Official Use Regulations**

All property purchased by the Laboratory with DOE funds is U.S. Government property and must be used solely for official purposes, which are defined as, “the performance or support of Laboratory work or other purposes authorized by the Laboratory.” This policy recognizes “Acceptable Use” of a Government asset by a Laboratory employee as defined in RPM Section 9.01.

#### **1.2 Non Government Owned Property**

Non Government owned personal property shall not be installed in, affixed to, or otherwise made a part of, any Government-owned personal or real property such that it becomes inseparable from or causes the Government property to lose its identity.

#### **1.3 Theft of Laboratory Property**

Theft, illegal possession, unlawful disposition, appropriation, or misuse of Government property constitutes federal offenses. Persons who engage in conduct prohibited by the Laboratory Property Management policies are subject to corrective action up to and including dismissal.

#### **1.4 Non-Laboratory Employees**

Non-Laboratory employees who are furnished Government property in the name of an employee (Custodian) are responsible for following Laboratory Property Management policy.

#### **1.5 Gifts of Property**

The Laboratory may not accept gifts of personal property. Gifts may be given to the University of California and used at the Laboratory. The Office of Sponsored Projects and Industry Partnerships process all gifts in accordance with University policy and submits documentation to Property Management. Property gifted to the University is identified as Property of Others.

#### **1.6 Employee Termination**

When an employee’s association with the Laboratory is terminated, it is the responsibility of the employee’s supervisor to ensure that all property currently assigned to the employee is accounted for and reassigned to a new custodian. If such property is not reassigned within 30 days it will be assigned to the supervisor. Refer to Human Resources Termination Checkout Sheet.

### **1.7 Fleet Management**

In accordance with the prime contract, the Laboratory will comply with all applicable vehicle fleet regulations and/or will meet the requirements and regulations of the GSA Fleet Management organization. (Title 41 CFR 109, 41 CFR 102-5 and 102-34, and Executive Order 13423)

### **2.0 Identification of Property (Facilities Management Responsible)**

Whenever practical, the Laboratory shall identify and tag Government personal property as U.S. Government Property or U.S. DOE Property upon physical receipt or as early as reasonably possible after physical receipt. To the extent possible property items must be received in the Receiving Department or at an officially designated forward delivery location. Property tagging shall be completed as part of the official receiving function for accountable and administratively controlled property.

### **3.0 Accountable Property**

#### **3.1 Equipment**

Functionally complete, non expendable assets that retain their identity and are not intended to be incorporated into another asset with an acquisition cost of at least \$ 10,000 and less than \$ 500,000 are considered equipment.

#### **3.2 Capital Personal Property**

Personal property items with an original acquisition cost of \$ 500,000 or more are termed Capital Personal Property and are subject to annual inventory requirements.

#### **3.3 Sensitive Property**

The Laboratory will prepare a list of personal property items considered to be Sensitive and submit it to the Site Office Contracting Officer annually, on October 1, for acceptance. The list will be posted on the Property Management website after acceptance. Precious metals and controlled substances are considered Sensitive Property by definition.

- Precious metals are specifically defined by the DOE as; Gold, Iridium, Osmium, Palladium, Platinum, Rhodium, Rhuthenium and Silver and are considered Sensitive Property by definition. Precious metals require stringent physical protection from receipt to disposition. Unused or unneeded metals must be returned to the DOE Business Center or have retention approved by the Site Manager on an annual basis. Only Laboratory career employees may be the custodian of precious metals.
- Controlled Substances are acquired, managed and disposed of in accordance with the Laboratory's Controlled Substance Security Plan and are considered Sensitive Property by definition. In general, Environment, Health and Safety has overall responsibility for Controlled Substances. Property Management is responsible for conducting and reporting the outcome of the required annual inventory. The Controlled Substance Security Plan is posted on the property website.

#### **3.4 Other Accountable Property**

The Laboratory may designate other categories of property as accountable if it determines increasing controls over such property is in its best interests. The Laboratory has identified Laptop Computers,

Desktop Computers, Servers and Tablets as Other Accountable Property and placed them in a category called Attractive Property.

The Laboratory has identified the following items as Other Accountable Property. These items are barcoded and subject to inventory control.

- Laptop Computers
- Desktop Computers
- Tablets

### **3.5 High Risk Personal Property (HRPP) (PMSP Procedure)**

It is the policy of the Laboratory to identify HRPP as early as possible in its life cycle, and control it through disposition. High Risk property shall be identified in the personal property database, and is defined as property used in the nuclear fuel cycle, firearms, ammunition and explosives, nuclear and weapon components or nuclear weapon-like components *that do not contain nuclear material as listed in DOE O 474.2*, items on the Department of Commerce Control List, and items on the Department of State U.S. Munitions List.

### **3.6 Accountable Property Records**

The Laboratory maintains a record for each piece of accountable property that includes: (with the exception of Precious Metals and Controlled Substances)

- Property Control Number,
- Contract number or equivalent,
- Receipt or acceptance date,
- Description,
- Manufacturer and model number, serial number and/or National Stock Number,
- Unit acquisition cost,
- Quantity and unit of measure,
- Owner,
- Location,
- Use Status (active, storage, excess, retired)
- High Risk designation
- Condition Code.

## **4.0 Administratively Controlled Property**

Administratively controlled property is Government personal property that does not meet the definition of Accountable Property and is not subject to inventory. Administrative controls, to the extent practicable, are placed on all property, regardless of useful life, cost, or sensitivity. Administratively controlled property, to the extent practicable, is identified/marked as U.S. Government Property or U.S. DOE Property using an orange sticker. Administratively controlled property is not subject to inventory controls.

### **4.1 Related Real Property**

Accountable personal property procured with the intent of permanently affixing it to real property for the useful life of the personal property procured or the real property that it is being affixed to, whichever is shorter, shall not be barcode tagged or if previously barcode tagged may be de-tagged and

retired with the approval of the Property Manager. A written request signed by the Division Business Manager justifying the action shall be submitted to the Property Manager for review. De-tagging the asset shall not take place until the Property Manager has provided a written decision.

## 5.0 Marking Government Property

Government Property will be marked to establish ownership.

### 5.1 Accountable Property

- Equipment items costing \$ 10, 000 or more and less than \$ 500,000----barcode
- Capital Personal Property items costing \$ 500,000 or more----barcode
- Sensitive Property
  - Precious Metals----no marking, inventory control
  - Controlled Substances----no marking, inventory control
- Other Accountable Property (Attractive Property)----barcode
  - Laptop Computers
  - Desktop Computers
  - Tablets
- High Risk Personal Property ----barcode

### 5.2 Administrative Property

- Items tagged identifying them as Government Property with orange sticker
- No barcode applied
- Not subject to inventory
- Subjected to various administrative controls

## 6.0 Physical Inventories (PMSP Procedure)

Property Management shall prepare and submit an Annual Inventory Plan to the Site Office on or before November 1, of each year. The plan provides the scope, schedule and protocols for the following inventories.

Accountable Property	Inventory Frequency	Performance Target	Inventory Method
Acquisition Cost >\$ 10 K< \$ 500 K	Every Third Year	98 %	CO Approved
Sensitive <ul style="list-style-type: none"> <li>• Precious Metals</li> <li>• Controlled Substance</li> </ul>	Annually	100%	CO Approved
High Risk Personal Property (HRPP)	Annually	100 %	CO Approved
Capital > \$ 500 k	Annually	100 %	CO Approved
Other Accountable Property (Attractive Property) <ul style="list-style-type: none"> <li>• Laptop Computers</li> <li>• Desktop Computer</li> <li>• Tablets</li> </ul>	Every Third Year	98 %	CO Approved

Stores	CO Approve	99 % of cost 98 % by item	Physical Count
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Submission by the Laboratory of the final inventory report to the Site Office Contracting Officer will be considered the request to retire those assets identified in the report as unfound. Acceptance by the Contracting Officer of the report without additional comments will be considered authorization to retire the assets that were not located during the inventory from the Asset Management System. Security will be provided a copy of the inventory report.

### **7.0 Subcontractor Property (PMSP Procedure)**

Property that is furnished to (Government Furnished Property (GFP)) or acquired by a subcontractor (Subcontractor Acquired Property (SAP)) in the course of performing work under a subcontract, purchase order, or any other procurement action or funding document written by Procurement is Government property, unless otherwise specified in the subcontract.

Subcontractors are accountable for all government property in their possession, and they must manage, control, and protect that property in a manner consistent with the Laboratory's Property Management Policies.

GFP and SAP that meet the definition of Accountable Personal Property are subject to all inventory controls and requirements.

### **8.0 Fabricated Property (PMSP Procedure)**

Fabricated property is personal property that is constructed on site at LBNL. Upon written notification from Property Accounting, Property Management will barcode tag fabricated assets that meet the definition of Accountable Property and create the assets in the property database. Property Management will not create an asset if the property item cannot be physically inspected and tagged.

### **9.0 Loaning Government Property (PMSP Procedure)**

Government property that is not excess may be loaned for research, studies and other efforts that result in benefits to both the Laboratory and the borrower. Property may be loaned to other DOE facilities or contractors, federal agencies or an organization that has a valid Federal contract, financial assistance agreement, treaty, international or cooperative agreement. A loan of Government property must be documented with an approved DOE F 4420.2, U.S. Department of Energy Personal Property Loan Agreement that clearly identifies that high risk, export control and hazardous material reviews have been conducted. The Laboratory will not procure or retain property for the purpose of making a loan. Property will not be loaned to consultants for work under a consulting agreement with the Laboratory and property shall not be loaned to an individual.

#### **9.1 Domestic Loan**

- Initial loan period not to exceed 5 years
- Requires Site Office Contracting Officer approval
- Property Manager may approve subsequent modifications or term extensions
- May lend to local agencies in support of health, safety or security emergencies

## **9.2 Foreign Loans**

- All foreign loans are submitted to the Site Office for initial review and subsequent submission to the OPMO and Property Executive for approval
- Loan period up to 5 years or the length of the collaborative agreement
- The country-to-country or collaborative agreement must still be in effect to allow loan modifications
- Site Office Contracting Officer can approve subsequent changes to an approved foreign loan

## **10.0 Collaboration**

Laboratory property provided as LBNL support to a formal collaboration is not considered to be a loan and is managed in accordance with the policies in this manual. Such property remains accountable to the steward and custodian of record until the collaborative effort ends, and the property is returned to the Laboratory. A formal collaboration must be supported by a written agreement.

## **11.0 Borrowing Property**

### **11.1 Property Borrowed for Use (PMSP Procedure)**

Property may be borrowed from other Department of Energy facilities, other Federal Agencies or private sector organizations (educational, research, non-profit) not to include vendors. Borrows should be for a relatively short period of time. Such borrows are managed, tracked and controlled by the Laboratory using the lending organization's loan agreement as the source document. Electrical property that has not been listed or accepted by a Nationally Recognized Testing Laboratory (NRTL) may not be used until it has been inspected by the Authority Having Jurisdiction (AHJ). The Property Manager must approve all borrows for use.

### **11.2 Property Borrowed for Testing**

Property may be borrowed from a commercial vendor for testing or evaluation. Property that is borrowed for testing and evaluation is approved, managed, tracked and controlled by the division executing the borrow. The custodian is responsible for assuring that all Legal, Procurement and EH&S requirements are addressed prior to executing the borrow or commencing with the testing or evaluation. A Borrow for Testing does not establish or imply an obligation on the part of the Laboratory to do other than return the property at the conclusion of the test.

## **12.0 Property Review**

The core Property Group validates the accuracy of the asset management system by conducting periodic spot checks of division's property in terms of location and custodian, and self assessing property processes against approved operating procedures.

## **13.0 Storage (Facilities Management Responsible)**

When it is deemed necessary personal property may be placed into storage. The primary justifications for placing property into storage are: (1) Inadequate space exists on the main site, (2) a known or potential future need exists for the property, Equipment Held For Future Projects (EHFFP) and (3) the property being stored is a replacement (SPARES) for existing property currently in use.

## **14.0 Property Removal**

Property that is officially assigned to a steward and custodian may be removed from the Laboratory to accomplish work that is in support of the Laboratory's mission. This policy applies to the removal of all property in the custody of the Laboratory, all property identified as property of the Laboratory, and all property known by the individual removing the item to be in the custody of the Laboratory. It is the responsibility of each division to approve and document the removal of property from the Laboratory that is under their stewardship.

## **15.0 Property Belonging to Others**

Property belonging to others is personal property that is in the custody of the Laboratory but that the Laboratory does not hold title to; it may belong to other DOE contractors, federal agencies, vendors, subcontractors or other entities. The general rule is that such property will not be barcode tagged, it will be identified with a Property of Others sticker. The Property Representative for the division with custody of the asset is responsible for applying the Property of Others sticker.

All property belonging to others must be supported by a borrow agreement, lease agreement, subcontract, MOU/MOA or Work For Others Agreement that establishes a formal relationship between the Laboratory and other party and defines and limits the Laboratory's liability for the property. Personal property not supported by such an agreement is prohibited from being brought onto/into Laboratory space.

### **15.1 Lease To Own (LTO)**

Lease To Own (LTO) property that meets the criteria for tagging is an exception to the general rule for property belonging to others, and must be tagged, recorded in the Asset Management System and tracked. The Asset Management System must reflect that title rests with the lessor until the final payment is made, at which time the title shall be changed to reflect the Department of Energy (DOE).

### **15.2 Fellowships**

Fellowships are awards to an individual, not to the Laboratory and are not made with DOE funds. Property acquired using funds provided under a fellowship, if known at the time of acquisition, will be identified with a Property of Others sticker. Such property may travel with the fellow, as in the case of a Seaborg Fellowship, when he leaves the Laboratory to pursue research at another facility. Title does not rest with the Government.

### **15.3 Grants**

Grants are normally made to the University and not to the Laboratory. If property is acquired with grant funds awarded to the Laboratory, the specific grant must be reviewed to determine who holds title to the property. If the grant is silent as to title then title to any property purchased with grant funds shall be recorded as resting with the Government, barcode tagged and recorded into the Asset Management System.

### **15.4 Work for Others (WFO)**

The final determination of where title rests for property purchased with funds flowing from Work for Others (WFO) Agreements will not be made until the WFO agreement is completed. The general rule is

that property costing \$ 5,000 or more will belong to the sponsor and property costing less than \$ 5,000 will become the property of the Laboratory.

#### **15.4.1 Work for Others-National Institute for Health (NIH)**

All property purchased by the Laboratory, under Work for Others Agreements funded by the National Institute for Health (NIH) is a standing exception to Section 15.4. Title to such property rests with the Regents and not the Government.

#### **16.0 Loss, Theft, Damage or Destruction of Personal Property (PMSP Procedure)**

All losses (including thefts), damage or destruction of personal property will be reported to the Site Office in writing, within 24 hours of the core Property Group becoming aware of the loss.

#### **17.0 Cannibalization**

Serviceable parts may be removed from one item of Government equipment, rendering that piece of equipment useless, and installed on another item of Government equipment to extend its useful life or negate the need to purchase a new piece of equipment. The act of Cannibalizing a piece of Government property must be cost effective and requires the advance approval of Property Management. (48 CFR Subpart 45.101)

#### **18.0 Disposition of Property (Facilities Management Responsible)**

Personal property (accountable and administrative) that has been determined to be excess to the needs of the Laboratory must be made available to other DOE facilities by screening through the Energy Asset Disposal System (EADS). The Laboratory will determine the most beneficial method for final disposition of excess and scrap material to minimize waste and to maximize reutilization and proceeds. Prior to disposition (sale, transfer, donation or abandonment) personal property will be:

- Clearly identified as being contamination free and authorized for transfer, sale or donation
- Sanitized to ensure removal or destruction of data/information when required by the sites Cyber Security Management Approach. Information Technology Division is responsible for the policy and procedure for cleaning, sanitizing or destruction of information system storage media and memory devices. The execution of the policy and procedures is assigned to the Facilities Warehouse Operations
- Reviewed and clearly identified as HRPP, consistent with the scope of DOE Order 580.1A (CRD), and screened accordingly.

#### **18.1 Sales (Facilities Management Responsible)**

Property may be sold after completing the excess screening process. Sales of surplus items may be accomplished by bid lot, on line or scrap sales. Government markings shall be removed from assets at the time of sale.

#### **18.2 Transfer of Property (PMSP Procedure)**

Property that is no longer needed may be transferred outside the Laboratory. Property may be transferred to other DOE facilities, to other federal agencies, or to other public (nonfederal) agencies. Property being transferred to another DOE facility or DOE contractor is not subject to screening. The Property Manager shall determine whether property being transferred to another federal agency or

public (non-federal) agency will be screened depending on the circumstances. Property may, with Property Manager approval, be accepted as being transferred into the Laboratory.

The Property Manager approves all domestic transfer orders, with the exception of vehicle transfers. All vehicle transfers, both transfers in and transfers out, must be reviewed and approved by the Site Office Contracting Officer.

Foreign transfer requests are submitted to the Site Office for initial review. The request is then submitted to the OPMO for final review and submission to the Property Executive for approval.

### **18.3 Donations (Facilities Management Responsible)**

Excess personal property that has completed appropriate screening through the Energy Asset Disposal System (EADS) and has become surplus to the needs of DOE may be considered for donation. The mechanism to accomplish the donation is the Laboratory Equipment Donation Grant Program (LEDP).

In support of Executive Order 12999, computers and related peripheral equipment may be donated to schools and educational non-profit organizations through the Computers for Learning (CFL) program. The CFL program is managed by GSA.

The donation of books and other printed material purchased by the Laboratory from commercial sources may be approved for donation to K-12 schools by the Property Manager. Books and other printed material must be excess to Laboratory needs but do not have to be screened prior to donation/gifting.

### **18.4 Abandonment**

- Domestic
  - Property, in an off-site domestic location may be abandoned if it has no known need at the Laboratory and its estimated Fair Market Value (estimated proceeds from sale) is less than the cost of its care and handling in returning it to the Laboratory. In making the decision to abandon property or not, its current use or need should be taken into consideration. The Property Manager is authorized to approve domestic abandonments and to determine whether it is in the best interests of the Government to screen property prior to abandonment. The Basis for Domestic Abandonments checklist is used to support the Property Managers decision.
- Foreign
  - All foreign abandonments are submitted to the OPMO, through the Site Office, for submission to the Property Executive for approval. The foreign entity must provide written acceptance of personal property.

### **18.5 Trade In**

All Trade Ins are processed through Procurement in accordance with Procurement Standard Practice, 45.3 Exchange or Upgrade of Government Property. This includes property under warranty where the vendor has a policy of replacement rather than repair. Upon receipt of a completed Exchange (Trade/Trade In) Or Upgrade Notification Form and Shipping Document, or suitable documentation indicating an asset has been transported off Site for trade in, Property Management will retire the asset from the asset management system.

Any adjustment to the acquisition cost of a new capital asset, based on trade-in, is the responsibility of Property Accounting.

### **20.0 Retiring Property (PMSP Procedure)**

The Laboratory will utilize the Request to Retire Personal Property form to document each piece of accountable personal property being retired from the property system. The Property Manager must approve all retirements.

### **21.0 Reports**

The Laboratory will submit all reports required by 41 CFR Chapter 102 and internal DOE reports to the Site Office Contracting Officer by the established due date. See attachment I, Personal Property Management Authorities Document for list of reports.

### **22.0 Contract Closeout**

The Laboratory will prepare and submit to the Site Office Contracting Officer a Contract Closeout Inventory Plan prior to initiating a closeout inventory. The plan will identify the scope, schedule and protocol for the closeout inventory, and specifically address how the official transfer of responsibility and accountability for personal property under contract 31 will be made from the Regents of the University of California to the successor contractor.

### **23.0 Responsibilities**

#### **23.1 University / Laboratory Director**

The University of California, through the Berkeley Laboratory Director, is responsible for the acquisition, management and disposition of all Government personal property in the custody of the Laboratory. The responsibility flows to the Deputy Director, Chief Operating Officer and Division Directors.

#### **23.2 Chief Financial Officer**

The Chief Financial Officer is responsible for assuring the development and implementation of an effective Property Management Program.

#### **23.3 Business Managers**

Business Managers represent the Division Director in the execution of divisional property management responsibilities.

#### **23.4 Division Line Management**

Division Line Management is responsible for informing all property custodians/users of their responsibilities toward property, and ensuring property management procedures are followed. Line Management determines the need for assigning accountable property to custodians. Line Management takes corrective action on violations of property management policy.

#### **23.5 Division Property Representative**

Property Representatives are responsible for executing and/or coordinating several specifically defined decentralized property management activities and act to promote Division compliance with property procedures. Property Representatives are responsible for ensuring that all division property records are accurate and current.

### **23.6 Property Custodians**

Property Custodians must follow Laboratory Property Management policies and procedures and take reasonable measures to safeguard property against theft, loss, destruction, and damage consistent with the environment in which the property is being properly used. Lost or stolen property must be reported to the Security Office, their Property Representative and the core Property Management Group immediately upon becoming aware of the loss or theft. Property custodians may be held financially liable for repair or replacement of property that is lost, damaged, destroyed or stolen due to the willful misconduct or negligence of the custodian.

### **23.7 Property Management Organization**

Property Management is responsible for the development of property policy and implementing procedures that ensure support for the Laboratory's mission while operating within the terms of the University's contract with DOE. The Core Property Group is also responsible for quality assurance, division oversight, and inventory management and for providing the necessary tools to divisions in terms of training, support and guidance to allow them to adequately manage the Government property assigned to them.

### **24.0 Definitions**

**Acceptance** - For the purpose of this document, a Government review of contractor processes, systems or products, so as to determine compliance with contract requirements or specifications.

**Approval** - For the purpose of this document, a formal Government approbation or permission to proceed with contract performance, as defined by the contract.

**Administratively controlled items** - Personal property items for which there is no Departmental requirement for formal property records to be maintained; not subject to inventory.

**Cannibalization** - To remove serviceable parts from one item of equipment in order to install them on another item of equipment (48 CFR Subpart 45.101).

**Controlled Unclassified Information (CUI)** - Unclassified information that is controlled within DOE because its release could cause damage. CUI within DOE encompasses Official Use Only (OUO) and Unclassified Nuclear Information (UCNI). OUO includes information such as Personally Identifiable Information, Export Controlled Information, proprietary information, and other information not covered by other DOE directives. CUI is also a developing Government-wide policy governed by Executive Order 13556, Controlled Unclassified Information, which will mandate uniform standards for the control of unclassified information within the Government.

**Equipment** - A tangible asset that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use (48 CFR Subpart 45.101).

**Explosive** - Any chemical compound or mechanical mixture which is designed to function as an explosive, or chemical compound which functions through self-reaction as an explosive, and which, when subjected to heat, impact, friction, shock, or other suitable initiation stimulus, undergoes a very

rapid chemical change with the evolution of large volumes of highly heated gases that exert pressures in the surrounding medium. The term applies to materials that either detonate or deflagrate. DOE explosives may be dyed various colors except pink, which is reserved for mock explosive.

**Hazardous Property** - Personal property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act (HMTA) (49 U.S.C. 5105); the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6901-6981); or the Toxic Substances Control Act (TSCA) (15 U.S.C. 2601-Attachment 2 DOE O 580.1A Page-2 3-30-12 2609); or is contaminated with hazardous material (e.g., beryllium). Equipment containing or contaminated by radioactive materials are not included as hazardous property.

**High Risk Personal Property** – High Risk Personal (HRPP)-Property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and dispositioned in other than the routine manner. This order provides accountability and control requirements for *only* the following categories of HRPP: especially designed or prepared property; export controlled property; hazardous property; radioactive property; nuclear weapon components or weapon-like components *that do not contain nuclear material as listed in DOE O 474. 2*; proliferation sensitive property; and firearms, ammunition, pyrotechnics, and explosives. For the purposes of this order, HRPP *does not* include nuclear material within the scope of DOE O 474.2.

**Munitions List** – Property designated as defense articles listed in 22 CFR part121.1 pursuant to the Arms Export Control Act.

**Notification** - for the purposes of this document, formal notice by the contractor, to the government, to the approach selected and/or implemented to meet a specific contract requirement.

**Nuclear Suppliers Group Dual-Use List Property** - Nuclear related dual-use equipment and materials described in International Atomic Energy Agency Information Circular 254 Part 2.

**Nuclear Suppliers Group Trigger List Property** - Equipment and materials, designed or prepared especially for use in the nuclear fuel cycle, and described in International Atomic Energy Agency Information Circular 254 Part 1.

**Personal Property** - Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71) For the purposes of this order, the term excludes records of the federal government.

**Personal Property Management** – The system of acquiring, maintaining, using and disposing personal property under the stewardship of that organization or entity. Includes monitoring and control function relative to lifecycle management of the property in support of organizational objectives, sound business practices, and compliance with applicable standards, policies, regulations, and contractual requirements.

**Pilferable Items** - Property that has a ready resale value or application to personal possession and that are, therefore, especially subject to theft. DOE O 580.1A Attachment 2 3-30-12 Page-3 (and Page-4)

**Precious Metals** - Uncommon and highly valuable metals, including gold, silver, and the platinum group metals—platinum, palladium, rhodium, iridium, ruthenium and osmium.

**Radioactive Property** - For the purposes of this document, personal property that is radioactive or radioactively contaminated, as described in DOE O 458.1, Chg. 2. Property with accountable nuclear material is excluded from this Order and follows the accountability reporting requirements found in DOE O 474.2, Nuclear Material Control and Accountability.

**Sensitive Property** – Property 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 include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals (48 CFR Subpart 45.101).

**Store Items** - On-hand operating materials and supplies normally used or consumed, maintenance, and/or general use; formally controlled using a stock record account.



# PROCUREMENT & PROPERTY

Office of the Chief Financial Officer

## Property Management Procedure

### Personal Property Management Authorities Document

Property Function	Action Office	Approving Official	Authoritative Citation	Comment
<b>DOE Order 580.1A Deviation</b> 1. Receive S/O Request 2. Review and prepare recommendation, forwards to HQ for approval.	Contracting Officer	Contracting Officer	DE-AC02-05CH11231, Clause H.18 (a)-(h), Application of DOE Contractor Requirements Document	Contractor submits written request for a deviation to the Site Office.
<b>Domestic Personal Property Loans</b> 1. S/O reviews and approves initial Personal Property Loan Agreement 2. Contractor's Property Manager approves all subsequent modifications to original loan	S/O	S/O; Contracting Officer, delegated individual or OPMO	DOE Order 580.1A (CRD) 5. h. (4)	Property Manager authorized to approve changes to domestic loans subsequent to CO original approval of loan; extensions, changes to equipment list etc.
<b>Foreign Loan Modification</b> Requests for extensions, additions, or changes of property	S/O	CO	5.j.(b)	CO approves w/notification to the PA/OPMO.
<b>Sensitive Item Classification</b> 1. Receive S/O request. 2. Review contractor's revised sensitive item list. 3. Provide S/O w/written approval/disapproval.	Contractor; Contracting Officer, Individual as delegated by CO, OPMO	Contractor; Contracting Officer, Individual as delegated by CO, OPMO	DOE Order 580.1A (CRD) 5. c.. (1)	Contractor must develop and maintain a list of PP items considered sensitive. Sensitive Property is property that is 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. (Deleted Examples sans 8/22/2012 HQ DOE Conf)
<b>Physical Inventory Methodology</b> 1. Receive five year and one year inventory plan 2. Provides concurrence 3. Receives annual Inventory Report	Site Office	Site Office Contracting Officer	DOE Order 580.1A (CRD) 5. g. (1) through (11)	The Property Policy Manual has been updated to reflect the CO approval of write offs for property items not located during inventory is the acceptance of the final report without comment



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<b>Attractive Item List</b> 1. Receives Contractor's request 2. Reviews Contractor's revised attractive item list 3. Provides contractor with written approval	Site Office	Site Office Contracting Officer	DOE Order 580.1A, 5.b.(2)	LBNL has identified specific personal property items that it plans on barcoding, entering into the asset management system and putting under inventory control that are not identified in DOE Order 580.1A. The Laboratory has classified these property items as Attractive Items
<b>Property Management System Approval</b> 1. Recommend approval/conditional approval/ disapproval based on appraisal results, Balanced Scorecard results & operational awareness.	CH (OPMO) & S/O	S/O Contracting Officer	Contract No. DE-AC02-05CH11231, Clause I. 115 (i)(1) (i)	970.5203-3 ( <i>Kr's org</i> ) (d) ( <i>Standards and procedures</i> )
<b>Changes to contractor's Property Management System</b> 1. Receive request from S/O. 2. Review significant changes to previously approved property management system. 3. Recommend approval/ disapproval.	S/O	S/O Contracting Officer	Contract No. DE-AC02-05CH11231, Clause I. 115 (i)(1)(i)	
<b>High-Risk (HR) Alternate Disposition</b> 1. Receive request from S/O. 2. Review request & justification for alternate HR disposition. 3. Request HQ approval. 4. Transmit approval/ disapproval to S/O.	CH (OPMO)	HQ	DOE Order 580.1 A (CRD) 5.j. (4) (c)	



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<b>Natural Disasters</b>	Contractor	Contractor's Property Manager	Authorized by Site Office Contracting Officer	In the case of a natural disaster, the contractor's Property Manager may use his personal judgment in making decisions regarding the utilization of Government Property to protect or aid in the protection of human life, when time is of the essence.
<b>Property Transfers Domestic</b>	Contractor	Contractor's Property Manager	Authorized by Site Office Contracting Officer by approval of policy manual	The contractor's Property Manager is authorized to approve all domestic transfers (Does not include motor vehicles)
<b>Property Transfers Foreign</b>	CH (OPMO)	HQ MA-653	DOE Order 580.1A (CRD) 5. j.	Foreign transfers are processed in accordance with DOE Order 580.1A (CRD) 5. j. (2), Foreign Transactions
<b>Donations Domestic</b>	Contractor	Contractor's Property Manager	Executive Order 12999, Educational Technology (Computers for Learning)  Public Law 96-480, Stevenson-Wydler Technology Innovation Act of 1980	There are various Executive Orders that provide for or authorize the transfer of Government property to various educational and non-profit organizations by donation, gift, transfer etc. The contractor's Property Manager is authorized to approve all donations when made in accordance with a public law or Executive Order.
<b>Sales</b> S/O Contracting Officer approves sale procedures or individual sales depending on type of sale. No PERSONAL SALES will be authorized to either the public or employees.	S/O	S/O Contracting Officer	Contract No. DE-AC02-05CH11231, Clause I.115 A (d)	All SCRAP, BID and INTERNET SALES are conducted in accordance with procedures approved by the S/O Contracting Officer. All NEGOTIATED SALES are approved by the S/O Contracting Officer on a case by case basis.



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Property Function	Action Office	Approving Official	Authoritative Citation	Comment
<b>Foreign Excess Property</b> 1. Receive request from S/O. 2. Process request to HQ. 3. Forward HQ approval to S/O.	CH (OPMO)	HQ	DOE-Order 580.1A (CRD) 5. j., Foreign Transactions	
<b>Surplus Sales - Foreign Countries</b> 1. Receive information from S/O. 2. Inform & report to HQ of planned surplus sales of property in foreign countries that exceed \$250,000.	CH (OPMO)	S/O Contracting Officer		
<b>Authority to Abandon/Destroy Domestic</b>	Contactors	Contractors' Property Manager	Authorized by Site Office Contracting Officer by approval of policy manual.	Applicable to domestic abandonment/destruction only. Determination is based on property not having commercial value or the estimated cost of its continued care and handling exceeds the estimated proceeds from its sale. Abandoned in accordance with approved procedure.
<b>Authority to Abandon/Destroy Foreign</b>	CH (OPMO)	HQ	DOE Order 580.1 A (CRD) 5. j. Foreign Transactions	
<b>Exchange /Sale Waiver</b> 1. Receive request from S/O. 2. Review and submit to HQ waiver requests from exchanges/sale provisions. 3. Forward approval to S/O	CH (OPMO)	HQ	41 CFR part 102-2	No authority in contract or DOE Order 580.1A (CRD)



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Property Function	Action Office	Approving Official	Authoritative Citation	Comment
<b>Exchange /Sale Restriction</b> 1. Receive request from M&O. 2. Approve/disapprove exchange sale of excess property used less than one year.	S/O	S/O Contracting Officer	FMR 41-CFR Part 102-39.25	REF: 102-39.25 "Which exchange/sale provisions are subject to deviation? All of the provisions in this part are subject to deviation (upon presentation of adequate justification) except those mandated by statute. See the link on "Exchange/Sale" at <a href="http://www.gsa.gov/personalproperty">www.gsa.gov/personalproperty</a> policy for additional information on requesting deviations from this part. [73 FR 50880, Aug. 29, 2008]"
<b>Screening Excess Property</b>	Contacting	Contractor's Property Manager	DOE Order 580.1A j.(1), Disposition of Property	EADS Condition Codes: 1-3 Unused, good, fair, poor: 4-6 Used, good, fair, poor: 7-9 Repairs Required, good, fair, poor: X=Salvage, S=Scrap
<b>Balanced Scorecard (BSC)</b> 1. Provides BSC to Contractor not later than July 1 2. Receives, reviews and concurs in contractor's BSC Implementing Plan (Model Index Plan) 3. Receives, reviews Annual BSC Report		S/O Contracting Officer	HQ Requirement	1. HQ initiates process with the issuance of the BSC. 2. Contractor responds by submitting implementing plan to S/O for concurrence 3. S/O and CH review BSC self-assessment report at year end and applicable corrective actions.  If HQ BSC is not provided to contractor by July 1, current years BSC is jointly reviewed and modified by contractor and Site Office and implemented on October 1.



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Annual Reports				
Report Title	Due Date	Approving Official	Authoritative Citation	
<b>Precious Metals Forecast and Returns</b>	Upon Request (Usually Sep 15)	Business Center	DOE Order 580.1A 5. e. (3)	Submit original to the applicable business center and copy the S/O Contracting Officer
<b>Precious Metals Inventories</b>	1-Oct	Contractor Property Manager		Submit original to LBNL Finance and Accounting and copy the S/O Contracting Officer
<b>Excess Personal Property Furnished to Non-Federal Recipients</b>	31-Oct	OPMO (CH)	41 CFR 102-36.295	Submit original to the OPMO in Chicago and copy the S/O Contracting Officer. OPMO normally advises of due date.
<b>Exchange/Sale Report</b>	31-Oct	OPMO (CH)	41 CFR 102-39.75	Submit original to the OPMO in Chicago and copy the S/O Contracting Officer. OPMO normally advises of due date.
<b>Property ("Inventory Data System") (PIDS)</b>	1-Dec	OPMO (CH)	DOE HQ Requirement	Entry to PIDS is made directly by the contractor
<b>Contractor Balanced Scorecard Scores</b>	1-Dec		DOE HQ Requirement	S/O Contracting Officer normally provides the due date. If no due date provided the expectation is that the report is submitted not later than December 1.
<b>Contractor Balanced Scorecard Implementing Plan (The Model Index Plan)</b>	1-Oct	S/O Contracting Officer	Site Office Requirement	The Contractor's Property Manager develops the Model Index Plan and a Contractor Management Official concurs in it and the S/O Contracting Officer approves it
<b>Physical Inventory</b>	31-Oct			
<b>Loss, Damage or Destruction of Personal Property</b>	15-Nov	S/O Contracting Officer	DOE Order 580.1A 5. i. (1)	The reporting of all loss, damage or destruction of personal property is done immediately upon the Property Group learning of the incident.
<b>(FSO) Customer Survey</b>	15-Dec	Contracting Officer	DOE HQ Requirement	



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Annual Reports				
<b>Physical Inventory Plan and Report</b>	November 1 and June 30	Contracting Officer reviews and concurs but does not approve	Agreement between the Contracting Officer and Property Manager	A detailed Inventory Plan is provided to the Contracting Officer by November 1. The plan identifies inventory campaigns, methodology and protocols that will be followed in conducting the required inventory. An Inventory Report is provided by June 30 reflecting inventory results.

AGREED TO BY:

Maria C Robles, Contracting Officer

David McFann, Property Manager