

SUBJECT: HEADQUARTERS PERSONAL PROPERTY ASSET MANAGEMENT

1. OBJECTIVES.

- a. To establish procedures for managing Government personal property owned or leased by the Department of Energy (DOE) and in the custody of all DOE Headquarters employees including employees of Headquarters National Nuclear Security Administration (NNSA).
- b. To ensure each Headquarters DOE employee takes responsibility for achieving Government personal property accountability.

2. CANCELLATION. HQ O 580.1B, *Headquarters Personal Property Asset Management*, dated 10-24-04.

3. APPLICABILITY.

- a. DOE Elements. This Order applies to all DOE Headquarters elements, as listed on Attachment 1. This Order automatically applies to Headquarters elements created after this Order is issued.

The Administrator of NNSA shall assure that NNSA employees comply with their respective responsibilities under this Order.

- b. DOE Contractors. This Order does not apply to contractors.

NOTE: Article 45 of the FAR gives direction regarding a property management plan.

- c. Exclusions. Activities conducted under the authority of the Director, Naval Nuclear Propulsion Program, pursuant to Executive Order 12344, as set forth in Public Laws 98-525 and 106-65.

4. REQUIREMENTS.

- a. Acquisition of Government Personal Property. DOE Headquarters 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).
- b. Acquisition by Government Purchase Cards. Holders of Government Purchase Cards making Government personal property acquisitions are to comply with the "Guidelines and Operating Procedures for the Use of the Government Purchase

Card,” which has been published by the DOE Office of Headquarters Procurement Services. Holders of the purchase cards must supply a copy of the Telephone Work Sheet for each purchase to the HQ Personal Property staff at Forrestal (fax: 202-586-7621) or Germantown (fax: 301-903-3790) at the time the order is placed to ensure proper accountability. Electronic Commerce purchases will follow the same guidelines for providing documentation to the Property and Supply Management Team of the Office of Administration.

- c. 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.

All administratively controlled Government personal property costing \$300 or more will also be tagged for tracking purposes and disposal. Personal property items costing less than \$300 will not be assigned an individual identification tag number but will be identified as DOE property by using a special identification tag. 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 asset 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.

High-risk personal property (HQ ADP equipment and weapons) will be identified and marked according to the DOE Property Management Regulations (PMR), Title 41, Code of Federal Regulations (CFR), Chapter 109.

Furniture items will be tagged with bar-code tags indicating the national stock number (NSN) or locally assigned stock number assigned to the furniture item. The NSN will be cataloged and entered into the Government personal property database.

- d. 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.”
- (1) At HQ, an employee’s furniture and furnishings will be determined based on grade and organizational responsibilities.
 - (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.

- (3) Four categories of furniture are available at DOE Headquarters 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 of the Office of Administration or his/her designee for non-NNSA elements of DOE and (NNSA counterpart) for NNSA elements.
 - (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.
 - (4) Furniture will not be provided for home use (Flexiplace).
- e. 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 following procedure must be followed when authorizing home use of computers and related items.
- (1) HQ F 1400.18, “Property Transfer or Turn-In” (TP), 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).
 - (2) Employees must complete HQ F 4420.1, “Certificate of Property Receipt,” acknowledging they have received the computer and related items and understand that they are accountable for this property. HQ F 4420.1 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.
 - (3) Once the HQ F 1400.18 and HQ F 4420.1 are completed and signed, the APR must forward these forms to the property accountable officer

(PAO). The information provided on these forms will be used to establish accountability and update the Headquarters Government personal property database.

- f. 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, block 8 on the "Employee Final Separation Clearance" form (HQ F 3293.1) will be signed by an Office of Administration representative. If all Government personal property is not satisfactorily accounted for, clearance for final salary payment must be withheld until missing or damaged Government personal property is accounted for and DOE is made whole for such loss or damage.

Any items of Government personal property not properly accounted for at the time of transfer or separation must be the subject of an HQ F 1400.20, "Retirement Work Order," indicating the loss or damage and providing a full explanation of the circumstances resulting in the missing items. Once the HQ F 1400.20 settles the loss or damage claim, an Office of Administration representative will sign the HQ F 3293.1.

- g. Transfer or Separation of APR. The PAO 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: _____

- h. Transfer or Separation of PAO. The organizational property management officer (OPMO) is responsible for ensuring that whenever there is a change in PAO, the incoming PAO 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 4g.
- i. 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.
- j. 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 Headquarters. Such requests must be signed by the organization's APR. The official documentation to execute loans is on DOE F 4420.2, "Personal Property Loan Agreement." The Headquarters OPMO must sign this form. The loan period must not exceed one year, but may be renewed.
- k. 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 Headquarters PAO when an outside office is planning to send equipment. Additionally, the Headquarters organization must have written approval from its APR before equipment is shipped to Headquarters. The approval must be forwarded to the PAO.
- l. Government Personal Property Inventory. The PAO will contact the APR by memorandum or e-mail to schedule a date for the physical inventory of Government personal property. Staff from the PAO's office will perform the actual inventory using bar-code readers and scanners. 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 PAO 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.
- m. 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, HQ F 1400.25

(available from the Germantown HQ Property and Supply Management Team Office, R-006, and the Forrestal HQ Property and Supply Management Team Office, 1F-039), must be used in place of General Services Administration OF7, "Property Pass" form, at DOE Headquarters and must be signed by an authorized PRA issuing officer.

- (1) 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 PAO. The authorized issuing officer will be notified by the PAO of the effective date of signature.
- (2) A "Property Removal Authorization" (PRA) form, signed by the designated Federal personnel, must be used to authorize removal of Government accountable personal property (except expendable supply items) from a DOE Headquarters facility. It is also used when personally owned and privately owned property is removed from a DOE Headquarters facility. (See Table 1.) 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	Transcribers
Projectors	Video cassette recorders
Radios	Any furniture items
Privately Owned and Personally Owned Property	
Cameras	Radios
Computers (desktop or portable)	Refrigerators
Monitors	Televisions
Printers	Any furniture items
Projectors	Air purifiers/humidifiers

- (3) 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.

- (4) A PRA is not needed to remove expendable supply items (e.g., pens, pencils, notebooks).
 - (5) Visitors to DOE Headquarters who are bringing property items into the Headquarters facilities will be supplied with a temporary PRA form, issued by a protective force security officer at the time of sign in. The form will be completed by the visitor and signed by an authorized issuing officer before the visitor leaves the facility. The temporary PRA—
 - (a) is valid only on the date of issuance,
 - (b) is not valid for the removal of DOE Government personal property, and
 - (c) cannot be used by a badged Headquarters employee.
 - (6) Security officers must not take a PRA from the holder. Security officers are, however, required to verify the following:
 - (a) the signature of the authorized issuing officer,
 - (b) the holder's identity,
 - (c) the equipment shown on the pass,
 - (d) the return date has not been reached, and
 - (e) the pass is properly completed.
 - (7) Security officers must not allow holders of improperly completed or incomplete PRA forms to remove the property from the facility.
- n. Loss, Theft, Damage, or Destruction of Headquarters 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.
- (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.
 - (a) Notify the Headquarters Protective Force (202-586-6900, Forrestal; 301-903-2403, Germantown) if there is reason to suspect

- theft. A member of the Headquarters Protective Force will respond and will complete an Incident Report.
- (b) Prepare an HQ F 1400.20, "Retirement Work Order." For cases of theft, a completed Incident Report must be attached to the HQ F 1400.20.
 - (c) Submit the HQ F 1400.20 to the APR for review/signature. The APR will submit the HQ F 1400.20 to the PAO.
- (2) Upon receipt of the HQ F 1400.20, the PAO will investigate the loss or damage and will take the following actions.
- (a) 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.
 - (b) 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.)
 - (c) Prepare a concise summary of the case for personal property records with an acquisition value greater than \$1,000 and submit it and the HQ F 1400.20 to the Board of Survey with one of the following recommendations.
 - 1 Government personal property is serviceable and must be continued in service.
 - 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.
- (3) 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 referred 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 PAO 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.

- o. Utilization and Disposal of Government Personal Property. All Automated Data Processing (ADP) equipment shall be cleared, sanitized, and destroyed in accordance with DOE M 205.1-2, Clearing, Sanitization, and Destruction of Information System Storage Media, Memory Devices, and Related Hardware Manual, dated 6/26/05.

Government personal property that is no longer required by Headquarters elements must not be disposed of through transfer to another Federal agency, donated, or sold until a determination has been made by the Headquarters PAO that such Government personal property cannot be used elsewhere within DOE.

The Headquarters PAO or the Headquarters 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.

Only personal property items that have a depreciated value of at least 15 percent of their original acquisition costs may be cannibalized. Any personal property that has a depreciated value of \$25,000 or more will not be cannibalized. Before cannibalization, all requests for approval of personal property cannibalization must be submitted on an HQ F 1400.20, and must be signed by the organization's APR and forwarded to the PAO or OPMO. Failure to obtain prior approval could result in the employee being held pecuniarily liable as stated in paragraph 4n(3), above.

- (1) All Automated Data Processing (ADP) equipment must be sanitized by the using Headquarters organization before being transferred into excess to ensure that all data, information, and software have been removed from the equipment.
- (2) The TP form must be signed by the AO or APR and certified by the program office's designated Headquarters 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."
- (3) 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.

- (4) 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/picked up by Moving and Warehouse Operations Team (MWOT).
- (5) 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 Headquarters Government personal property are coordinated through the Headquarters PAO.

p. Property Removal Authorization (PRA) Form.

- (1) A PRA form HQ F 1400.25 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.
- (2) The PRA must be signed by the holder and approved by the authorized issuing officer.
- (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 Headquarters Physical Protection Program for non-NNSA elements. For NNSA elements, the Headquarters Physical Protection Program equivalent applies.
- (4) An authorized issuing officer is not allowed to approve a PRA for his/her own use.
- (5) A PRA requesting removal of furniture or furnishings must be signed by one of the following employees.
 - Director, Office of Administration, 4A-087, Forrestal
 - Director, Office of Operations, Office of Administration, 1G-079, Forrestal
- (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. Code	Organizational routing symbol of holder.
Holder's Room/Bldg.	Room and building of holder.
Signature of Holder	Signature of holder.
Holder's Phone	Phone number of holder.
Property Pass Valid At	Not necessary to complete. Form has been preprinted.
Description of Property Being Removed	Equipment type, manufacturer, model, identification number (tag number), and serial number of property.
Property Belongs To	Identify the owner of the item (e.g., DOE Headquarters or personal).
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).

- (7) The completed PRA must be presented to the authorized issuing officer for verification and signature. (Self-serve lamination will be available in the Germantown Assets Management Office, R-006, and the Forrestal Assets Management Office, 1F-039, if a PRA is being used for an extended period of time.)
- (8) The authorized issuing officer is responsible for approving or disapproving PRAs and distributing approved PRAs as follows.
 - (a) Original (white copy) is given to the holder (requester) of the PRA.
 - (b) Copy 2 (yellow) is mailed immediately to the PAO Forrestal.
 - (c) Copy 3 (blue) is mailed immediately to the APR for the organization.

5. TECHNOLOGY.

- a. Property Management System. The Department's corporate property management system for personal property accountability is Sunflower Assets. The system was

acquired to support the personal property management program for Headquarters. Sunflower is a Web-enabled, centralized database system that permits entry, storage, and reporting of property inventory information. The system allows the APR, property custodian, and PAO efficient control of Headquarters accountable personal property.

- b. eXCITE. The Extended Common Integrated Technology Environment (eXCITE) team provides desktop, e-mail, and related network services to Headquarters program offices. eXCITE's scope includes support desk service, hardware and software acquisitions, hardware refresh, Headquarters and DOE corporate application system desktop support, hardware maintenance, training, and service level management. **eXCITE in no way limits or eliminates APRs in the proper performance of their responsibilities and duties for property management and accountability of government personal property.**
6. AGREEMENTS. The Headquarters Personal Property Office enters into Memorandums of Agreement (MOAs) when property management oversight is provided to Headquarters elements located outside of the Washington, D.C., Headquarters area. MOAs are descriptive in designating property management and accountability responsibilities at field sites and at Headquarters program offices, in stipulating oversight requirements and/or parameters for other property management offices, and in establishing that the Headquarters program office is responsible for all costs associated with managing the personal property program (e.g., travel costs for Headquarters Property Office staff to conduct annual inventories). Headquarters program offices with this organizational structure operate the property management program under the guidance of Headquarters property management regulations, Policies and Orders. The MOAs are signed in place at the office director level.
7. RESPONSIBILITIES.
 - a. Heads of DOE Elements.
 - (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, the DOE PMR, as they pertain to Government personal property management.
 - (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.
 - (3) Designate APRs for their Headquarters elements.

b. Director, Office of Administration.

- (1) Has overall responsibility for developing and overseeing the personal property management program for DOE Headquarters organizations. The use of information technology (IT) tracking systems or any future replacement systems such as eXCITE does not supersede the responsible designee.
- (2) Oversees the official automated property accountability system for Headquarters.
- (3) Designates in writing the Headquarters OPMO for non-NNSA elements of DOE.

c. Organizational Property Management Officer.

- (1) Develops and implements program guidance on all matters about Government personal property for DOE Headquarters direct operations in accordance with 41 CFR 101, 102, and 109.
- (2) Operates and manages the official automated property accountability system for Headquarters.
- (3) Oversees inventories, utilization, and declarations of excess of Government personal property.
- (4) Distributes information regarding Government personal property to all Headquarters elements.
- (5) Approves and submits annual Headquarters Office of Administration Government personal property reports to the Office of Resource Management.
- (6) Maintains liaison with counterparts at other Federal agencies.
- (7) Represents DOE Headquarters on inter-Agency committees regarding Government personal property issues.
- (8) Participates as a member of the OPMO Working Group.
- (9) Designates in writing a PAO.

d. Property Accountable Officer.

- (1) Administers Government personal property management requirements at DOE Headquarters.

- (2) Establishes and maintains Government personal property accountability records for all items recorded on the official automated property accountability system for Headquarters.
- (3) Provides effective control over all Government personal property under his/her jurisdiction in accordance with 41 CFR 101, 102, and 109.
- (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.
- (5) Prepares annual Headquarters Office of Administration Government personal property reports for submission to the Office of Resource Management.
- (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.
- (7) Approves transactions between APR accounts.
- (8) Provides monthly gain and loss reports to APRs for reconciliation.
- (9) Uses the "fair market value" (FMV) of personal property when reporting the property's value. FMV is calculated by using the following formula.

$$\text{FMV} = \frac{\text{Acquisition Cost} \times \text{Age of Equipment}}{\text{Life Expectancy}}$$
- (10) Uses the original purchase price of personal property when reporting the property's value to the Office of Headquarters Accounting to reconcile with the General Ledger.

- e. 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 division director or the first-tier administrative officer responsible for Government personal property in an organization must appoint an APR in writing and forward that information to the PAO. 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 such as eXCITE.

- (1) Ensure that Government personal property is properly accounted for, controlled, protected, and used.
- (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.
- (3) Receive all reports of Government personal property loss, theft, damage, or destruction; handle such situations; and assist reporting employees in completing the HQ F 1400.20, "Retirement Work Order."
- (4) Ensure uniform procedural compliance by—
 - (a) notifying the PAO in writing of any personnel actions that would affect the current automated property accountability system listing;
 - (b) submitting HQ F 1400.18, "Property Transfer or Turn-In," when Government personal property is no longer needed to support program requirements;
 - (c) participating in inventories of Government personal property as scheduled by the PAO and reconciling all inventory discrepancies;
 - (d) monitoring movement and hand receipts on sensitive items of Government personal property;
 - (e) 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
 - (f) 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.
- (5) Upon the transfer or separation of an employee, take a physical inventory of all Government personal property in the employee's custody.
- (6) Take all property management system (Sunflower Assets) training when offered or as applicable to your organization.
- (7) Take 20 hours of property management related training annually, when possible. (Copies of training certificates should be submitted to the Property and Supply Management Office.)

- (8) Ensure property accounts for their respective organizations are current and accurate.
- (a) Present all acquisitions of accountable property for Headquarters accountability to the Property Office for identification and accountability regardless of how it was procured (e.g., purchase card, DOE/C-Web, Headquarters vs. field office).
 - (b) Manage the movement of property within their respective organizations.
 - (c) Ensure all property leaving a Headquarters facility has the proper documentation (e.g., DOE F 4420.2; General Services Administration SF122, "Transfer Order Excess Personal Property"; PRA).
 - (d) Take action to update the property account upon receiving an iET Gain/Loss Report from the OCIO. A report will be provided after an IT technician removes/replaces equipment requiring servicing/replacing.
 - (e) Dispose of property in strict accordance with the property procedures, and ensure the property account is up-to-date.
 - (f) Periodically conduct random reviews of property records to ensure their accuracy.
 - (g) 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.
 - (h) Work closely with their HSOs to ensure equipment with hard drive memory capability is sanitized before disposition.

f. DOE Personnel.

- (1) Protect all Government personal property.
- (2) Maintain Government personal property in the same condition as received, allowing for normal wear and tear.
- (3) Notify the organization APR before any Government personal property transaction occurs such as transfer or removal of Government personal property from the premises.

- (4) Obtain a PRA form, signed by an authorized issuing officer, before removing Government personal or personally owned property from the premises.
- (5) Notify the organization APR of loss or theft of Government personal property within 24 hours from the time of discovery.

8. REFERENCES.

- a. Federal Property Management Regulations, Title 41 CFR, Chapter 101.
- b. Federal Management Regulation, Title 41 CFR, Chapter 102.
- c. Department of Energy Property Management Regulations, Title 41 CFR, Chapter 109.
- d. DOE Personal Property Letter 970-2, dated 2-23-96.
- e. Executive Order 12999, Education Technology: Ensuring Opportunity for all Children in the Next Century, dated 4-17-96.
- f. 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.
- g. DOE O 203.1, *Limited Personal Use of Government Office Equipment including Information Technology*, dated 1-07-05.
- h. DOE M 205.1-2, *Clearing, Sanitization, and Destruction of Information System Storage Media, Memory Devices, and Related Hardware Manual*, dated 6-6-05.
- i. Headquarters Personal Property Letter LM-05-05, dated 5-10-05.

9. DEFINITIONS. See Attachment 2 for definitions of terms used in this Order.

10. CONTACTS. For assistance regarding any issue of Government personal property, please contact the following individuals.

a. Organizational Property Management Officer

Property and Supply Management Team
Office of Administration
Forrestal, Room 1F-039
Phone: 202-586-5201
Fax: 202-586-7621

b. Property Accountable Officer

Property and Supply Management Team
Office of Administration
Forrestal, Room 1F-039
Phone: 202-586-6615
Fax: 202-586-7621



SAMUEL W. BODMAN
Secretary of Energy

CANCELED

DOE ELEMENTS TO WHICH HQ O 580.1C IS APPLICABLE

Office of the Secretary
Departmental Representative to the Defense Nuclear Facilities Safety Board
Energy Information Administration
National Nuclear Security Administration
Office of Chief Information Officer
Office of Chief Financial Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Office of Economic Impact and Diversity
Office of Electricity Delivery and Energy Reliability
Office of Energy Efficiency and Renewable Energy
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Human Capital Management
Office of the Inspector General
Office of Intelligence
Office of Legacy Management
Office of Management
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Office of Security and Safety Performance Assurance (includes the National Training Center in Albuquerque, New Mexico, and other associated sites)
Secretary of Energy Advisory Board

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 Headquarters 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 director of the Office of Administration to investigate reports of missing or damaged Government personal property. The organizational property management officer, property accountable officer, 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, \$25,000 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 Headquarters 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 HQ Personal Property Office using HQ F 1400.18, "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. HQ F 4420.1, "Certificate of Property Receipt," is prepared for this use by Property and Supply Management Team staff at Forrestal and Germantown. Computer-generated reports from the official Sunflower 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 Headquarters.
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 Accountable Officer (PAO). The individual in the HQ Property and Supply Management Team Office who is responsible for the complete coordination of the Headquarters 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 HQ Property and Supply Management Team Office 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 PAO 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 (HQ F 1400.25) used for the authorized removal of property (Government and personally owned), except expendable supply items, from any DOE Headquarters facility. Accountability of DOE Headquarters Government personal property will become the responsibility of the PRA form holder.
 26. Retirement Work Order. The form (HQ F 1400.20) 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).