DOCUMENT TITLE: Office of Secure Transportation Personal Property Management Program

DOCUMENT NUMBER: OST Manual 8.07

DOCUMENT OWNER: Logistics and Property Management Programs

MANUAL APPROVAL AUTHORITY: Richard L. Devine, Manager, Office of Training & Logistics

PARENT DOCUMENT: Previously T-7, dated January 2006

NOTIFY OF CHANGES: OST Federal and Contractor Employees
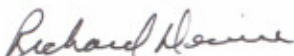
REFERENCE DOCUMENTS:
- U.S. Munitions List, 22 CFR 121
- FPMR, 41 CFR, Chapter 101
- FMR, 41 CFR, Chapter 102,
- DOE PMR, 41 CFR, Chapter 109
- DOE Order 580.1
- DOE Guide 580.1 (Referred as "Guide" in this document)

FORMS:
- OST 004, *Property Tracking Form*, 6/06 (OST-web: Info Center: Forms: Property)
- OST F 5832.7, *Equipment Issue/Receipt Form*, 06/05 (OST-web: Info Center: Forms: Property)
- Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment (P&CE), DOE F 4300.3 (OST-web: Info Center: Forms: Property)
- Transfer Order Excess Personal Property, SF-122 (OST-web: Info Center: Forms: Property)
- Export Restriction Notice
- USDOE Personal Property Loan Agreement, DOE Form 4420.2 (OST-web: Info Center: Forms: Property)
- OST F 4421.04, *Report of Survey*
- Motor Vehicle Accident Report, SF-91 (OST-web: Info Center: Forms: Property)
- US DOE End Use Certificate, DOE F 580.1
- OST Vehicle Log, OST 500 (OST-web: Info Center: Forms: Property)
- Biennial Management Walk-through Certification
- Excess Property for Disposal Certifications
- Property Issue Form (OST-web: Info Center: Forms: Property)
- AL F 5900.1 (12/04) OST Certificate of Unserviceable Property (OST-web: Info Center: Forms: Property)

DOCUMENT HISTORY: This manual is an initial creation. The manual supersedes OST SOP T-7. The manual is a complete rewrite of SOP T-7.

Approved By:

Richard Devine   1-31-08

Richard L. Devine   Date
Manager, Office of Training and Logistics

CONTENTS

SECTION 1 - GENERAL

SECTION 2 - STANDARDS AND PRACTICES

SECTION 3 - ASSET MANAGEMENT

SECTION 4 - UTILIZATION AND DISPOSAL

ATTACHMENTS:

1. Sensitive Items List
2. Property Tracking Form, OST-004, 06/06 (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
3. Equipment Issue/Receipt Form OST F 5832.7, 06/2005 (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
4. Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment (P&CE), DOE F 4300.3 (09-93) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
5. Transfer Order Excess Personal Property, SF-122, June 1974 (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
6. Export Restriction Notice (page III-8, DOE-G 580.1, see link below)
7. USDOE Personal Property Loan Agreement, DOE Form 4420.2 (11-01) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
8. Report of Survey, OST Form 4421.04, Change 2 (10/07) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
9. Motor Vehicle Accident Report, SF-91 (Rev. 2-93) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
10. US DOE End Use Certificate, DOE F 580.1 (Rev Date 05/03) (page III-8, DOE-G 580.1, see link below)
11. OST Vehicle Log, OTS 500 Rev. 08/01 (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
12. Biennial Management Walk-through Certification
13. Excess Property for Disposal Certifications
14. Property Issue Form, OTS # TBD (11/01) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)
15. OST Certificate of Unserviceable Property, AL F 5900.1 (12/04) (OST-web: Info Center: Forms: Property) [Property Management Forms](#)

ADDITIONAL REFERENCES AND HYPERLINKS:

U.S. Munitions List, 22 CFR 121 [Electronic Code of Federal Regulations:](#)
FPMR, 41 CFR, Chapter 101 [Electronic Code of Federal Regulations:](#)
FMR, 41 CFR, Chapter 102 [Electronic Code of Federal Regulations:](#)
DOE-Order 580.1 [DOE Directives, Regulations, and Standards Portal - Search Results Document Display](#)
DOE-Guide 580.1 [http://www.directives.doe.gov/pdfs/doe/doetext/neword/580/g5801-1.pdf](#)

1.0 <u>**GENERAL**</u> (Guide-SECTION 1)

General Comment – For the purposes of this manual the term "his" is non-gender specific and used only for the sake of brevity.

    A. **Definitions** (Guide-CHAPTER 2)

        <u>Accountable property</u>: Government owned or leased property that meets the criteria of one of the property classifications (Sensitive, controlled equipment, capital equipment, administratively controlled). Accountable property is tracked throughout its service life, using a unique ID as a tracking number.

        <u>Accountable Property Officer</u>: A federal employee assigned to oversee and assist contractor property staff assigned as PCOs to a federal custodial area, such as one of the Commands.

        <u>Administratively controlled property</u>: Property items for which there is no Departmental requirement for formal property records to be maintained, but for which DOE offices have determined property records will be maintained for control purposes. OST requires items with an acquisition cost of $1500 or more, and a service life of two years or more, that does not meet the criteria of another property classification, to be tracked as administratively controlled property. High Risk property that does not meet the criteria for another classification must also be tracked as Administratively controlled property. PCOs may track other items as Administratively controlled property, with the approval of the OST PMO.

        <u>Automated Data Processing Equipment (ADPE)</u>: See the definition for Information Technology.

        <u>Capital Equipment</u>: a sub-group of equipment for items with an acquisition cost of $50,000 or more. Capital equipment is required to be inventoried every two years. Capital equipment is reported to the SC for financial reconciliation semi-annually.

        <u>Controlled Equipment</u>: equipment between $5,000 and $50,000.

        <u>Custodial Area</u>: a physical location or small area encompassing a grouping of OST property. Each custodial area will have a PCO assigned as the person responsible for management of all property assigned to that area. An APO and one or more backup PCOs may be assigned to assist the PCO.

        <u>Demilitarization (also called "demil")</u>: the act of destroying the military offensive or defensive advantages inherent in certain types of equipment, using methods specified in the Defense Demilitarization Manual.

Equipment: for property management purposes, any item of non-expendable government personal property with an acquisition cost of $5,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.

Export controlled property: property which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, or the U.S. Regulatory Commission, or authorized by the U.S. Department of Energy and which, if given uncontrolled release could reasonably be expected to have an adverse affect on U.S. national security or nuclear non-proliferation objectives.

High Risk Property: property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk properties are given in Section 3.0 of this manual.

Idle property: property that is currently not being used, but has not been identified as excess.

Information Technology (IT): any equipment or interconnected systems of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

Logistics & Property Management Staff: federal and contractor staff assigned to assist the Program Manager, Logistics and Property Management Programs, in the management of the OST personal property program.

Motor equipment: any item of equipment which is self-propelled or drawn by mechanical power, including motor vehicles, motorcycles and scooters, construction and maintenance equipment, materials handling equipment, and watercraft.

Motor vehicle: any vehicle designed and operated principally for highway transportation of U.S. owned property or passengers.

Munitions List Items: any item contained in the U.S. Munitions List, 22 CFR 121.

OPMO, Organizational Property Management Officer, National Nuclear Security Administration Service Center: The Service Center federal employee who has oversight of all property programs within the Service Center's support area, including OST's property program. The OPMO provides guidance to, and authorizes and approves the property program.

PCO (Property Custodial Officer / Property Custodian): federal or contractor staff members assigned primary responsibility for managing all property within a specified property management area/location (also referred to as a property custodial area).

Personal property: U.S. Government owned or leased property of any kind **except:**
- Real estate, real property,
- Source, byproduct, special nuclear materials and atomic weapons,
- Petroleum in the Petroleum Strategic Reserve and the Naval Petroleum Reserves.

Privately-owned property: Property that is not owned by the government, but by employees, located on a government facility. (Such items typically include AM/FM radios, microwave ovens, coffee makers, etc. that personnel own individually or jointly, for personal use in their work area.) Privately-owned property must be marked to indicate private ownership (such as "property of John Doe", or simply "private property").

PMO, Property Management Officer, OST: federal property officer assigned overall day-to-day responsibility for directing the OST property management program. This position reports to the Program Manager, Logistics and Property Management Programs, and ultimately the Manager, Office of Training and Logistics.

Proliferation Sensitive property: nuclear related or dual-use equipment, material, or technology described in the Nuclear Suppliers Group Trigger List, or Dual Use List. Equipment, material, or technology used in the research, design, development, testing or production of nuclear weapons.

Property Administrator: the individual designated to represent the Contractor Officer to administer requirements relating to Government personal property within a contract.

Property Custodian: the DOE federal or contractor individual who is responsible for the protection, control and use of property under his stewardship.

Property users: personnel who are issued or assigned OST property for the performance of their work. Use of certain types of property (sensitive items, Agent issue equipment) requires the user to sign a hand receipt acknowledging his possession of the property and his acknowledgement that he is required to use it properly and for official purposes only. He further acknowledges he must maintain and safeguard the property adequately, and may be held liable for loss of or damage to the property.

Sensitive items: those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations (Attachment 1). Items include, but are not limited to weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability (BOP-65.001, dated September 7, 2007). http://www.nnsa.doe.gov/docs/policyletters/BOP-65.001.pdf Within OST, there is a requirement for a fielding plan for all Federal Agent sensitive equipment.

Significant Military Equipment (SME): as defined in the U.S. Munitions List 22 CFR 121 and the Defense Demilitarization Manual. SME are those items which special export controls are warranted because of their capability for substantial military utility or capability. SME designated items require worldwide demilitarization.

Special purpose vehicles: vehicles that are designed for specialized functions, may include trailers, semi-trailers, other types of trailing equipment, trucks with

permanently mounted equipment (SSTs/SGTs, etc). For reporting purposes, motorcycles and motor scooters will also be reported as special purpose vehicles.

Stock record: a document and/or database entry used to collect, store, and provide historical data on recurring transactions for each line item of inventory.

Stores inventories: types of parts, supplies, and other assets not tracked by a unique number per unit but by bulk numbers. Inventory records will be maintained for these items and will include a record history of additions to and issues of assets for each line item maintained in inventory, along with current quantities on hand.

Stores (sub-stores): assets that do not have a unique identification number per unit. Such items may also be controlled as Sensitive property. Examples of Sensitive stores items are ammunition and explosives.

United States Munitions List: articles, services, and related technical data designed as defense articles and/or services by the Arms Export Control Act.

B.   **Acronyms** (Guide-CHAPTER 2)

AAC	Activity Address Code
ADA, OST	Assistant Deputy Administrator, OST
ADPE	Automated Data Processing Equipment (see definitions)
APO	Accountable Property Officer (see definitions)
BATF	Bureau of Alcohol, Tobacco, and Firearms
BoS	Board of Survey
CFR	Code of Federal Regulations
DADA	Deputy Assistant Deputy Administrator, OST
DRMO/S	Defense Reutilization & Marketing Office/Service
EADS	Energy Assets Disposal System
ECI	Export Controlled Information
EHFFP	Equipment Held for Future Projects
F	Form (such as SF for standard form, DOE F for DOE form)
FEDS	Federal Equipment Disposal System
FMR	Federal Management Regulations
FPMR	Federal Property Management Regulations
FSO	Facility Security Officer
GSA	General Services Administration
HQ	Headquarters
IT	Information Technology (see definitions)
LPMP	Logistics & Property Management Programs
LPMS	Logistics & Property Management Staff
NSG	Nuclear Suppliers Group
OPMO/NNSA	Organizational Property Management Officer, NNSA (see definitions)
OS	Office of Support
OST	Office of Secure Transportation
OTL	Office of Training and Logistics
OUO	Official Use Only
PC/PCO	Property Custodian/Property Custodial Officer (see definitions)
PDADA	Principal Deputy Assistant Deputy Administrator, OST
PMG	Property Management Group (includes PMO, LPMS, PCOs)
PMO	Property Management Officer (see definitions)
PMR	Property Management Regulations
POIO	Program Office for Independent Oversight
RBMD	Resources & Business Management Division
RoS	Report of Survey
SF	Standard Form
SME	Significant Military Equipment
TECC	Transportation Emergency Control Center
TSTS	Transportation Safeguards Training Site
UCNI	Unclassified Controlled Nuclear Information

C. **Responsibilities** (Guide-CHAPTER 3)

OPMO, NNSA has oversight of OST's property program. The OPMO provides guidance to, and authorizes and approves the OST property program.

ADA, OST has OST Leadership responsibility for the oversight and direction of OST's property program. This responsibility is delegated to the Manager of the Office of Training and Logistics.

OTL is responsible for oversight and directing all OST's personal property assets used in fulfillment of the OST Mission, Office of Training and Logistics. The Manager reports directly to the ADA, OST.

LPMP is responsible to manage, staff assist, assess and evaluate holders of OST personal property custodial areas. Logistics & Property Management Programs reports directly to the Manager, Office of Training and Logistics (OTL). The Manager, OTL, reports directly to the ADA, OST.

LPMS: Federal and contractor staff assigned to assist the PMO in the management of OST property program. The LPMS is responsible for performing the day-to-day activities to support the PMO, PCOs, and other elements as may be necessary.

PMO, OST has the day-to-day responsibility for directing the OST property management program.

APO provides guidance, and coordinates property tasks for contractor property staff for his custodial area, assist in RoS investigations, participate in management walk-throughs to identify idle property.

PCO manages all property assigned to a custodial area. Responsibilities include:

- Attending property custodian meetings, receiving training, maintaining policy updates, and participating in the property management improvement process.

- Entering data into the property database to manage and record property assignments and transactions within their custodial areas.

- Maintaining supporting documentation and property records for their assigned areas.

- Conducting physical inventories.

- Promptly investigating any loss, damage, or theft of government property, and reporting it to the PMO.

- Reporting idle property to the PMO for disposition instructions.

- Ensuring that users of government property are informed of their property control responsibilities, when property is issued to them.

- Accounting for Sensitive Assets through the use of hand receipts, or chits, or weapons cards whenever such property is issued for use.

- Accompanying OST management on biennial walk-through inspections to identify idle property.

- Performing pre-procurement screening in the property database and in EADS/FEDS.

Property users: All users of OST property are responsible for property in their possession and should be aware that failure to adequately protect government property may be determined to be a breach of official duties resulting in disciplinary action or personal pecuniary liability. In addition, failure to properly use, maintain and protect government property may be punishable by a fine of up to $10,000 or imprisonment for up to 10 years, or both.   Use of property (Sensitive items, agent issue equipment) requires the user to sign a hand receipt acknowledging his possession of the property and his acknowledgement that he is required to use it properly and for official purposes only. He further acknowledges he must maintain and safeguard the property adequately, and may be held liable for loss of or damage to the property.

Specifically, users are responsible for:

- The protection, physical care, security, and accountability of government property.

- The prompt investigation of any loss, damage, or theft of government property, and reporting to their local PCO.

- The prevention or reporting of any fraud, waste, or abuse of government property.

- Notification to the responsible property custodian before transfer or relocation of any property, or when repairs or unscheduled maintenance is required.

D. PCO assignments and training (Guide-CHAPTER 4, 5)

An employee's supervisor must provide written notice (may be an email) to the PMO, of the employee's assignment as an OST PCO for a specified property custodial area. The PMO will forward the assignment to the LPMS, who will schedule training, and coordinate requirements for the employee to access OST's property management database. The employee will complete all required training, including any annual refresher training that OST may schedule.

Additional outside training, certifications, and membership in professional organizations such as the NPMA (National Property Management Association) are encouraged.

2.0   **STANDARDS and PRACTICES** (Guide-SECTION 2)

A.   **Objectives Matrix, self-assessment programs, and staff assistance visits (SAVs)** (Guide-CHAPTER 7)

    1.   <u>Objectives Matrix</u> is an NNSA Headquarters initiative to assess certain practices and programs throughout NNSA. The OPMO and OST PMO establish performance measures annually, to meet national self-assessment goals. The PMO and LPMS then perform the assessments of the applicable custodial areas during each year. The results are collected and reported to the OPMO at the end of each fiscal year. The OPMO then validates OST's reported results, and bases its approval of OST's property program on that and other performance issues that may arise during the year.

    2.   <u>OST Independent Assessment and Survey Programs</u> are designed and implemented by the POIO to identify deficiencies, gaps, and areas of improvement within OST, and to measure the effectiveness of identified processes and programs as a tool for OST Leadership. Property custodial areas may be subject to independent assessments or surveys by members of different assessment programs. Results of OST assessments are collected and reported to OST Leadership throughout the fiscal year.

    3.   <u>Self-Assessment (SA)</u> is a formal process for identifying and correcting weaknesses/deficiencies in programs, processes and tasks to improve performance and promote best practices. Organizations are to self-assess functional areas they are responsible for (i.e., property). OST HQ self-assess areas of responsibility at HQ and provide assistance to the site/Commands in conducting SAs of same topical area at the sites/Commands. Assistance includes providing guidance/direction on the development of requirement documents (i.e., CRAD), performance/conduct of SA, development of results documentation, conduct of root cause analysis, and determination of corrective actions. The LPMS obtains results from the assessments, consolidates results, and based on input, determines overall health of the OST Personal Property Program. Results are consolidated into a formal SA Report which is submitted to the OPMO. The OPMO's office randomly selects samples for validation to test the integrity of reported results. The SA Report is used also as the primary basis for system determination.

    4.   <u>Staff Assistance Visits (SAVs)</u> are scheduled with OST custodial areas by the PMO. The PMO visits these sites to informally review processes, training, effectiveness of property management, and any other issues that may be of interest or concern to OST Leadership, or to the local area personnel. These visits will be conducted on a semi-annual basis at a minimum.

B. **Acquisitions** (Guide-CHAPTER 8.4)

1. <u>Federal excess</u>. EADS and FEDS must be screened as a first potential source of supply prior to other acquisition processes. OST PCOs will be given access to EADS/FEDS and will provide procurement support by searching for excess property to satisfy requests made either informally or on Purchase Requests. If suitable items are found, the requestor or PCO will coordinate with the PMO to acquire the items through transfer. Property acquired through transfer is acquired at no cost to the requestor (except for transportation costs).

2. <u>Exchange/sale</u>. When purchasing new property, existing excess or obsolete property may be exchanged with the vendor or sold to offset the new procurement. Certain items (listed in 41 CFR, 109-46.000-50b) are prohibited from exchange/sale. Those items which are eligible for exchange/sale must be used as a one-for-one replacement for like-items only. (For example, five computers may be turned in to a vendor to purchase five new computers at a discount. They may not be used to purchase two new computers or to purchase furniture.) Any sales of government property must be coordinated through the PMO.

3. <u>Borrowing of property</u> (Guide-CHAPTER 8.5). Material requests may also be satisfied by borrowing idle property from other organizations when the item is needed for a year or less. The terms and conditions of the borrowing arrangement must be documented using DOE F 4420.2, USDOE Personal Property Loan Agreement (Attachment 7) and include how the property will be controlled, and how and when it will be returned.

4. <u>Receiving</u> (Guide-CHAPTER 8.7). When material is received into a receiving area, personnel must:
   - Maintain a copy of the Purchase Order reflecting description and quantity of items ordered.
   - Inspect the property for damage.
   - Notify the local PCO for tagging/marking and entry into the property database as appropriate.
   - Appropriately safeguard and secure property while held in the receiving area. <u>For Sensitive property, this will require a segregated, locked storage area</u>. Certain types of High Risk property may require special storage and handling, such as spill containment for some hazardous materials.
   - Reconcile and record quantity received against quantity due, on the receiving report.
   - When signed/accepted by the requestor, distribute copies of the receiving report to Property and Procurement.
   - Reconcile any shipping/receiving discrepancies with procurement personnel.

When material is delivered directly to users, or requestors procure and pick up material locally using government credit cards, the card holder is responsible for coordinating with receiving and property personnel to ensure the above steps are performed, and for properly securing the property.

Acquisition of sensitive Federal Agent equipment will require a fielding plan that will:
- Assure that access to equipment is limited to individuals receiving/issuing the equipment, and
- Include, during periods of receipt/issuance, inventories will be conducted at the end of the day IF items are moved from one location to another.

D. **Identification/marking** (Guide-CHAPTER 8.8)

All accountable property must be marked to identify it as U.S. government property, except for items such as stores inventory items that by their nature, cannot be marked. Sensitive, Equipment, and Administratively controlled property items must be marked with a number that can be used as a unique identification number for tracking purposes.

D. **Records management** (Guide-CHAPTER 8.9)

1. Individual property control records must be established and maintained for Sensitive, Equipment, and Administratively controlled accountable property items. The property records will be maintained electronically in the OST property database.
   a. The OST Property Tracking Form, OST-004 rev-06/06 (Attachment 2) can be used to document property transfers within OST (see OST Transmittal 06-164). When the transfers are also recorded in the property database, the appropriate PTF control number will be referenced.
   b. OST Equipment Issue/Receipt forms, OST F 5832.7, 6/05 (Attachment 3) will be used to document all issues/turn-ins of Sensitive and High Risk property.
   c. OST's property database is the official property records system. All data updates (description, make, model, cost, etc), along with all transaction history (issues, receipts, transfers, inventories, etc.) will be maintained in the database. Hard copies of record entries and updates will be maintained by the appropriate PCOs.

2. Continuous inventory records and forms must be established and maintained for stores inventories, and the appropriate inventory database will be updated to reflect transactions and current balances on hand.
   a. OST Equipment Issue/Receipt forms, OST F 5832.7, 06/05 (Attachment 3) will be used to document all issues/turn-ins of Sensitive stores items and agent field equipment, including Sensitive property. Issues of single items of accountable property may be documented using the Property Issue Form (Attachment 14).
   b. Issues of general supply items, such as office supplies, will be documented in the appropriate database.

E. **Storage and warehousing** (Guide-CHAPTER 8.11)

1. <u>General</u>
   Storage space and warehousing services for the receipt, storage, identification, location, issue and protection of government property will be maintained to ensure:
   - Maximum space utilization and stock protection,
   - Storage yards are fenced and locked,
   - Signs are prominently posted indicating storage areas contain U.S. government property,
   - Access is limited to authorized personnel only,
   Stored property shall receive:
   - appropriate climate control, if required
   - preservation to prevent deterioration,
   - protection from theft, vermin infestation, fire, and destruction.

   Property subject to deterioration shall be issued on a first in - first out basis.

2. <u>Stores management</u>
   Continuous inventory records must be maintained by the OST Logistics staff for all stores inventory items, and will include:
   - current location(s) of each line item
   - current quantity on hand
   - history of all receipts, issues, and adjustments to record quantities
   - line item control number
   - line item description
   - unit value
   - unit of issue, unit of order

   Stores inventories will be analyzed to ensure minimum inventory levels are maintained using a stores inventory turnover ratio. This ratio may be a comparison of dollar value of issues divided by dollar value of current inventory, or the calculation of an average number of months supply on hand. The OST/OTL/LPMS will establish supply performance goals (e.g. six month investment, or a turnover ratio of 2.0) and assess results at least annually.

   All issued or assigned equipment must be secured at the appropriate local Command facility. **No issued/assigned gear or ammunition is authorized to be stored in an employee's residence unless specifically authorized to support a mission need and then only with adequate safeguards. No issued/assigned gear is authorized to be stored in vehicles (private or government) except when the vehicle is locked inside a limited access or a secure property storage area.**

   Issuing Sensitive stores, High Risk property, or other property from Supply:
   - Access to supply issue points must be limited to supply personnel only during issue/turn-in of Sensitive stores/property.

- Issuing all new Sensitive/High Risk property, including mass exchanges or issues of large amounts of property will be in accordance with a documented fielding plan approved by the LPMP Program Manager.

F. **Physical inventories** (Guide-CHAPTER 8.13)
The OPMO will review and approve OST's inventory plans and procedures.

1. Procedures
   - Personnel performing an inventory must physically locate and inspect items to meet inventory requirements, except:
     o Items that cannot be physically sighted, such as some installed parts, items in movement, or in a remote inaccessible location, may be accounted for by using appropriate documentation independent of the property database, that records the asset's location.
   - They will verify the item exists, its location, its property tag number, serial number, make, and model. Each of these data elements must be reconciled with the official record.
2. Reconciliation and Reporting
   a. Property:
   - When all inventory entries have been made the PMO will research any items reported "unfound" and make any final entries required.
   - The PMO will then officially "close" the inventory, and run all database-generated reports needed as support documentation for the inventory report.
   - The PMO will report property inventory results through the Manager, OTL to the ADA/OST, and to the OPMO, within 30-days of its closure.
   - Discrepancies other than unfound items will be reported separately, and will be used when validating results to ensure corrections have been made to the property database.
   - Shortages may not be removed from active records until reviewed and approved by the OPMO.
   b. Stores:
   - The stores inventory manager will close the inventory, then research all count and material discrepancies between items physically stocked, and stores records.
   - The stores inventory manager will report stores inventory results to the Program Manager, Logistics and Property Management Programs within 30 days of closure, for review and approval.
   - Records adjustments to resolve Stores inventory discrepancies will not be performed until approved by the Program Manager, LPMP.
   - **Any loss of a firearm, or pyrotechnics, explosives and munitions, must be reported immediately to the resident Facility Security Representative, or the TECC.** Reporting requirements to NNSA Headquarters are defined in the Variance Request memo for NA-15 dated 9/11/07, and approved 10/17/07.
   - Any loss in excess of 100 rounds of live ammunition not listed above.

c. Capital Equipment:
The LPMS is responsible for reconciling property records of equipment valued at $50,000 or more with financial records. The LPMS will maintain documents of transactions that change the value or quantity of capitalized property and will coordinate with the OFFM (Office of Field Financial Management/Financial Service Department/Accounting Operations and Reporting Division) to ensure that any changes to capitalized property are documented. The PMO will submit a formal report of capitalized property to Finance semi-annually, with a copy to the OPMO. Reports are due April 30, covering the preceding period October 1 through March 31 and October 31, covering the preceding period April 1 through September 30. Reports will be completed using DOE F 4300.3, Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment (P&CE), and cover memo (Attachment 4). If there is a reconciliation discrepancy, the LPMS and OFFM will work together to resolve it.

3.   Types of Inventory (Order-p4)

a. Scheduled inventories
- Individually tracked property:
  - **Sensitive** property will be inventoried and reported every year, as scheduled by the PMO.
  - **Equipment** will be inventoried and reported every two years, as scheduled by the PMO.
  - **Capital Equipment** will be inventoried and reported every two years, as scheduled by the PMO.
  - **Any** inventory mandated by the ADA,OST.
- **Stores** (including munitions) inventories and reports will be performed every year.

b. Statistical sample inventories will be used by OST to validate scheduled inventory results, such as by self-assessment. In the event sample results are determined to be unsatisfactory, the whole inventory may be invalidated, or a local custodial area may be invalidated. If determined to be invalid, a new inventory may be required by the PMO.

c. Wall-to-wall inventories of all property, or assets within a specific area, or OST-wide may be required at **any time** by OST, and are **required** to be performed annually for firearms, munitions, stores, and at a contract completion.

d. Special interest inventories are inventories of specific groups or types of property or stores that may be required by OST Leadership for a specific purpose. For example, if there is a problem with a specific munition item, an OST-wide inventory of that type or lot number might be required on a one-time basis.

G.   Utilization (Guide-CHAPTER-8.16)

Government property should be used for <u>official purposes only</u> except for:
- Emergencies, threatening loss of life or property,
- Cases authorized by the ADA,OST.

Property should be distributed to maximize its use. Under-utilized property should be identified as soon as possible, reported to the local PCO, and made available for reutilization.

1.   <u>Retirement of property</u> (Guide-CHAPTER-8.17)
      When items no longer need to be accounted for, such as when transferred from OST, disposed, lost, or destroyed, the PMO or his delegate will be responsible for removing those items from the active records database. Such items will remain in the database as inactive records, for historical reference. Various forms or memos may be appropriate to document such retirements, but should include:
      - property number
      - description (including make, model)
      - acquisition cost, and date
      - an explanation for the retirement
      - name and signature (may be electronic) of initiator of report
      - name and signature documenting approval (must be PMO or higher)

2.   <u>Transfers of government property</u>

      a. <u>General</u>. All transfers, *except those internal to OST*, will be documented using GSA SF 122, Transfer Order of Excess Personal Property (Attachment 5) or an automated facsimile. Transfers may not be executed without proper authorization. Lockable containers, such as safes and cabinets must be opened and their contents inspected before being transferred, and on delivery to the receiving party.

      b. <u>Within OST</u>. All transfers of property within OST will be recorded in the appropriate database. Form OST-004, Office of Transportation Safeguards Property Tracking Form (Attachment 2), will be used to document the movement, transfer or installation of all parts and property.

      c. <u>Between OST and other organizations</u>. All transfers between OST and other DOE organizations or other federal agencies will be documented on an SF-122 and in the appropriate database. When requested, the LPMS will assist the property custodian in preparing the SF-122 (Attachment 5), assigning it a control number, obtaining the appropriate approval signatures, and in maintaining document records. Property will not be physically removed from OST or received and accepted, until all approvals have been granted. When an OST custodian receives accountable property, he will acknowledge receipt on the SF-122, retain a copy or forward it to the LPMS for filing, retag the property with an OST property tag, assign the property to a user, and enter all pertinent data into the property database as a receiving transaction. <u>NOTE</u>: OST may transfer property to other federal

organizations only after DOE reutilization screening has been performed in EADS. All transfer documents will include an Export Restriction Notice (Attachment 6).

3. <u>Loans of personal property</u> (Guide-CHAPTER 11)

OST loans will be documented using DOE F 4420.2, USDOE Personal Property Loan Agreement (Attachment 7). Domestic loans may be made with a loan period of up to three years, and must be approved by the PMO, or the Program Manager, LPMP. Existing loans must be reviewed annually to verify continued need. Loans must:
- result in a benefit to the U.S. Government
- not affect OST's mission
- document that the borrower acknowledges property borrowed is for official use only, and that funds are available to reimburse OST in case of loss or damage, if reimbursement is required.

Property to be loaned must be reviewed to identify High Risk and export controlled property. If such property is loaned, the loan document will include the Export Restriction Notice (Attachment 6), and must be approved by the OPMO.

<u>Renewals and closure</u>: Loans may be renewed for an additional three years after the initial loan period, but must be approved by the OPMO. Prior to the close of a loan period, the loan initiator should coordinate with the PMO to determine whether a request should be made to extend the loan or the property should be recalled and the loan closed.

The lender may cancel a loan and recall loaned property with a thirty-day written notice to the borrower. The borrower may terminate a loan at any time by returning the property to the lender. Property will be examined on its return to OST to ensure it has not been damaged or rendered unusable.

H.   Loss, damage, destruction, unauthorized use, or excessive consumption of personal property (Guide-CHAPTER-12)

1. <u>General</u>: All instances of loss, damage, destruction, unauthorized use, or excessive consumption of government personal property must be reported to the Property Custodial Officer, documented, and investigated (initially by the employee and his supervisor, then by other organizations, i.e. Security Branch). If a local investigation does not locate the item, notification will be made to the LPMS by completing a RoS form. Employees may be held financially liable for loss, damage, destruction, or unauthorized use of personal property in their possession. **Lost or missing Sensitive or High Risk property must be reported immediately to the OST Facility Security Officer, Security Branch of OST.**

   Items reported no longer usable due to fair wear & tear must be turned in to a logistics supply facility before a replacement item will be issued. Supply personnel will then segregate and mark the items turned in as unusable and ensure they are not reissued or returned to service.

2. <u>Reports of Survey</u>: <u>Within 24 hours of discovering a loss</u> the user of the property must notify his immediate supervisor, and when appropriate, local law enforcement. As soon as possible thereafter, the user will notify his local PCO, and initiate a formal RoS, Form 4421.04 (Attachment 8). The user and his supervisor will conduct an initial investigation, documented on the RoS, to determine circumstances or cause of incident. Property that becomes inoperable, damaged during normal training activities, or unserviceable due to normal wear and tear, must also be documented using the RoS. The PCO will forward each RoS to the LPMS. The LPMS will identify the class of property, whether it is High Risk property, and whether it reflects "fair wear and tear", then enter it in the RoS log for OST Leadership tracking. The LPMS will identify other RoS involving the employee and forward that information, along with the RoS to the PMO. The PMO will determine whether the RoS meets BoS review criteria **(loss may be due to theft, negligence, misconduct, involve Sensitive or High Risk property, or may involve excessive consumption, unauthorized use of property, or involve a possible claim against the government)** will be forwarded to the BoS Chairman.

   The PMO must report lost, stolen, or missing High Risk property to the OPMO.

3. <u>Board of Survey</u> (BoS): The BoS will assess the need to convene the Board on a quarterly basis. At a minimum the Board will convene semi-annually to review RoS cases pending resolution. The BoS will be composed of three to five members appointed by the ADA,OST. Currently the Manager, OTL is appointed the Chairman of the BoS. <u>Cases determined to be criminal will be forwarded to the FBI or the OIG as appropriate.</u>

The BoS will determine whether the user took reasonable measures to safeguard the property in question and, as appropriate, will recommend to the employee's supervisor when the employee should be held liable for the loss. The Board will also recommend that disciplinary action and/or cost recovery for the item be considered. For cases where there is not a unanimous decision, a majority vote will rule. After each BoS, the Board Chairman will provide the ADA a summary of the cases reviewed.

Each case the BoS reviews will be documented to:
- determine whether the loss was due to negligence
- determine whether there was evidence the employee was informed of his responsibility for the proper and reasonable care, use, and safeguarding of the property
- determine whether there was a previous history of similar occurrences by the employee
- show the employee was given notice and the opportunity to provide written, signed statements for the file
- show consideration of the degree of negligence, the value, or sensitivity/risk associated with loss
- show consideration of the cost of repair/replacement as well as the depreciated value of the property and the percentage of liability in assessing compensation due
- recommend property be repaired and/or returned to use, or be removed from active property records
- show all evidence was examined and conclusions and recommendations were consistent with the evidence
- provide signatures and any additional comments from each BoS member

Part of the review process must include employees' rights:
- The employee will have the opportunity to present a written statement of facts for consideration by the BoS, upon notification of investigation. This statement must be provided to the BoS within 14 calendar days of date of notification. Statements become part of the RoS file, and will be considered by the BoS, in determining liability, and in assessing compensation.
- The employee will have 30 calendar days after notice of determination, to appeal the decision to the BoS for reconsideration, along with any new evidence he may be able to provide. If the decision is appealed the PDADA will make a final determination on or before their next following review session.

Copies of the final recommendation and action, if applicable, will be distributed to:
- the employee
- the employee's supervisor and director
- NNSA Service Center Financial Center, if applicable
- the PMO (who will forward a copy to the OPMO)

For cases in which contractor personnel are found liable, the case, its findings and recommendation will be forwarded to the appropriate contracting officer to assess further action against the applicable contracting company. The company will then take the action it deems appropriate to prevent future losses.

4. Motor vehicles:
    a. License plates lost, stolen, or missing will be reported to the OST federal Vehicle Fleet Manager. He will notify Security, law enforcement, and the Departmental Motor Equipment Fleet Manager (DOE Headquarters) through the NNSA SC Fleet Manager. Unissued license plates, and damaged or unusable plates pending destruction must be stored in a locked container with restricted access.

    b. Damage to government vehicles requires reimbursement from the user for repair of the vehicle, when the damages are a result of:
        • Misuse or abuse (also resulting in vandalism, theft, parking lot damage)
        • Failure to obtain required preventive maintenance
        • Unauthorized repairs, or credit card misuse when there is a clear, documented pattern of such occurrences

    c. Accidents will be reported using SF 91, Motor Vehicle Accident Report (Attachment 9), in addition to a RoS. The SF 91 must be completed within 24 hours and forwarded to the LPMS. Analysis of the event will be by the OST Accident Review Committee. The LPMS will forward copies of the accident report to the Safety, Security & Emergency Management Division (SSEMD), and to the OST federal Vehicle Fleet Manager.

    d. Training vehicles that incur minor damages (estimated $500 or less) during training will be turned in to the local vehicle maintenance facility for repair, with no accident report required.

3.0 **ASSET MANAGEMENT** (Guide-SECTION III)

A. **High Risk Property** (Guide-CHAPTER-15)

1. Categories of High Risk property include:

- Proliferation Sensitive property, special nuclear materials, nuclear weapons/components, as defined by the Nuclear Suppliers Group (NSG)

- Hazardous material, as defined in the FMR: 102-36.40

- Radioactive material

- Information Technology used to store, transmit, or process :
    - Classified Data
    - Export Controlled Information (ECI)
    - Unclassified Controlled Nuclear Information (UCNI)

- Significant military equipment (SME), as determined by the State Department: United States Munitions Listing

- Export controlled property

In OST, the most commonly encountered types of High Risk property are export controlled property, significant military equipment, and classified materials or equipment, including electronics and communications equipment, and data processing equipment.

2. High Risk Assessments: High Risk property is to be identified as early in the property life-cycle as possible. In OST, procurements require property screening to identify property available through excess, and to identify items that need to be handled as Sensitive, or High Risk property. OST PCOs will identify High Risk property as part of the acquisition process, whether items are purchased or transferred from another organization outside OST. Property identified as High Risk must be recorded in the OST property database.

No special inventories are required for High Risk property; however, other normally scheduled inventories are to be used to identify any additional High Risk property items, not already identified.

All property transferred from OST to other organizations outside DOE, and property transferred from OST to a contractor disposal facility for disposal disposition, requires an Export Restriction Notice (Attachment 6) on the SF-122. Military equipment requiring demilitarization prior to disposal requires the demilitarization code to be noted on the transfer document. Property custodians may call the OST LPMS for assistance in completing transfer documents properly.

Prior to transfer out of OST, the LPMS and the appropriate PCO will perform a final review of the property to identify High Risk property. The LPMS will document the review of property against:

- The NSG Trigger List, and Dual-Use List

- The U.S. Munitions List (published by the U.S. Department of State)

The PCO will coordinate with qualified personnel in his section to ensure that applicable property is <u>sanitized, and/or declassified</u> prior to turn-in. The LPMS will provide support and coordinate disposal activities required by the local contractor disposal facility.

Before High Risk property may be transferred out of OST (excluding transfer to a disposal facility), the requesting organization must complete an End Use Certificate (Attachment 10) which then becomes part of the transfer records.

3. <u>Disposal of military type equipment</u>. Military equipment of any type, and any other equipment with military applications, including expendable items, such as <u>military clothing, ammo pouches, damaged magazines, etc. may not be disposed of without prior approval from the PMO</u>. All military type equipment must be reviewed by the LPMS to determine requirements to demilitarize these items. No such items may be disposed of in trash collection points or landfills without a demil review.

After it has been reviewed and determined there are no demil requirements, unserviceable field equipment may be disposed of locally, as directed by the local APO, and documented on AL F 5900.1 (12/04) OST Certificate Of Unserviceable Property (Attachment 15).

The PMO must report any lost, stolen, or missing High Risk property to the OPMO. **Lost or missing High Risk property must be reported immediately to the Security Branch of OST through the TECC at 1-800-428-0496 or 1-800-424-0167.**

B. **Motor equipment / vehicle management** (Guide-CHAPTER 17)

1. <u>Utilization controls and practices</u> apply to all DOE-owned, or leased vehicles and should include:
   - Use of motor pools, or other shared vehicle services
   - Minimal use of vehicle assignments to individuals, or small groups
   - Use of OST Vehicle Log OTS-500, Rev. 08/01 (Attachment 11), showing:
       o Date
       o Times of departure and return
       o Name of operator
       o Destination
       o Mileage
   - Rotation of motor vehicles to balance fleet vehicles' age and mileage as much as possible
   - Maximum use of dual purpose vehicles, that can haul both personnel and cargo

   OST's vehicles are grouped into two main categories for management purposes. These are DOE-owned vehicles (subdivided into: operational, training, non-operational) and vehicles leased from GSA. Vehicles assigned to the operational and training groups are considered a critical resource in performing OST's mission, and are classified as non-discretionary and exempt from utilization standards. Non-operational vehicles and GSA leased vehicles are discretionary and must meet OST's established utilization standards.

2. <u>Utilization standards</u> apply to all non-operational vehicles assigned for administrative use. OST's local utilization objectives are 10 trips or 500 miles per month per vehicle. Operational vehicles, buses, and emergency vehicles (ambulances, fire trucks) are exempt from utilization standards. Vehicles that do not meet utilization standards should be disposed of. The OST federal Vehicle Fleet Manager will assign vehicles to custodial areas, and ensure location assignments are updated in the property management database. Vehicle assignments are made based on operational requirements, use history and justification, and vehicle mileage to maximize utilization of each vehicle.

   The OST federal Vehicle Fleet Manager will perform and document an annual review of utilization of other motor equipment, such as forklifts, lawn mowers, etc to either justify their retention, based on criteria such as miles, hours, or trips used, or to identify them as excess and make them available for reutilization.

3. <u>Official use</u>: Government-owned or leased vehicles are for official use only. **Users who intentionally misuse or authorize others to misuse** government vehicles may be suspended for a minimum of one month without pay and may be subject to fines and/or imprisonment.

4. <u>Home to work use of government vehicles</u>:

    a. <u>OST federal and contractor employees</u> assigned to travel by government vehicle, may be issued a government vehicle at the close of the preceding workday when there is a significant saving in time by permitting departure from home, or he is scheduled to depart for temporary duty (in the interest of the government) before the start of regular work hours. Similarly, when an employee returns from duty after regular work hours, the government vehicle may be returned the next regular workday. The employee's Office Director, or Contracting Officer for contractor employees, must pre-approve the issue of a government vehicle in these circumstances. The approval must be documented to include the name of the employee, justification for the approval, duration of the authorization. The employee must present the written authorization to the issuer, who will retain a copy for file.

    b. <u>Use of a government vehicle for regular home-to-work transportation</u> may be authorized ONLY by the Secretary of Energy (in accordance with 41 CFR, 102-5, and 102-34, Subpart C). In such cases, the requirements established in DOE-G 580.1, Chapter 17 must be satisfied and the vehicle use must be reported as a fringe benefit.

5. <u>Emergency use</u>: There are no limits on use of government vehicles in emergencies threatening the loss of life or property. Such use should be reported to the OST federal Vehicle Fleet Manager, who will document and retain them for three years. Other emergencies that must be documented are uses in cases of unscheduled overtime or for situations at remote sites where prior approval is not possible.

6. <u>Government motor vehicle operator instructions</u>: Employees must be informed of:
- The statutory requirement to use government vehicles for official purposes only
- The penalties for unauthorized use
- Their responsibility for safe driving and compliance with applicable laws and regulations
- Their accident reporting requirements
- The prohibition against providing transportation to unauthorized passengers
- The proper use of government credit cards
- The prohibition against the use of tobacco products in all government vehicles

7. <u>Credit cards assigned to government vehicle</u>: Users of government vehicles are issued a vehicle-specific credit card along with the vehicle. The user becomes the government's agent with each purchase made using the government fleet VISA card. The user is responsible for each transaction made, and for the proper use and protection of the credit card. The user must:

- Keep the card in a safe, secure place
- Use the card for official purchases only, such as fuel, oil, washer fluid, batteries, emergency road service, towing, vehicle maintenance/repair items
- **Never** use the card for unauthorized purchases, such as food, beverages, or other personal use items
- Use the card only for the specific vehicle to which it is assigned (the card is assigned to a vehicle, not to the individual user)
- Obtain a receipt for each purchase made with the card, and turn each receipt in with the keys and logbook when the vehicle is returned
- Immediately report a lost or stolen card to the local site fleet representative (usually the person who issued the vehicle to the user)
- Contact the local site fleet representative in case of emergency, or when repairs are needed.

8. Reports:
   a. Accident reports: see Section 2.0, H.4.c of this manual.

   b. FAST report (Federal Automotive Statistical Tool) data is collected for all OST vehicles at the end of each fiscal year. The OST federal Vehicle Fleet Manager is responsible for coordinating data collection and for compiling and submitting this report to DOE Headquarters.

   c. Other reports will be coordinated with the OST federal Vehicle Fleet Manager to ensure completion and submittal as applicable.

9. GSA vehicle fleet or IFMS (Interagency Fleet Management System) vehicles are leased for administrative and other support, as directed by the OST federal Vehicle Fleet Manager. The OST Fleet Manager delegates the coordination of vehicle activities with GSA to the contractor Vehicle Fleet Coordinator, to include:
   - Coordinating maintenance and repair activities
   - Vehicle turn-ins and replacements
   - Collecting, tracking, analyzing, and reporting monthly trips and mileage data
   - Performing the monthly GSA on-line vehicle mileage update, the Mileage Express report
   - Managing GSA Fleet Credit Card Program:
     o Reconcile credit cards issued with GSA records
     o Instruct GSA vehicle operators of authorized uses of credit cards (purchase of fuel, oil, maintenance, authorized repairs for a card's assigned GSA vehicle), and protection of cards against theft or misuse
     o Immediate notification of the OST federal Vehicle Fleet Manager and GSA Regional Credit Card Coordinator if credit cards are lost or stolen
     o Validate credit card charges are used for official purposes only

C.   **Idle Equipment** (Guide-CHAPTER 18)

Management walk-throughs: OST will perform a management walk-through of all property custodial areas every two years to identify idle property that can be made available for reutilization. Walk-throughs and their results will be documented and certified. A sample certification is provided as Attachment 12. Walk-through teams will include:

- the local senior member of OST Leadership, or his delegate,
- the PCO of the custodial area,
- any other personnel who may be able to provide special knowledge about the equipment and its potential uses.

4.0 **UTILIZATION AND DISPOSAL** (Guide-SECTION IV) GENERAL REQUIREMENTS (Guide-CHAPTER 21)

A. **Certifications**:

When idle property is to be disposed of, the PCO will coordinate with appropriate personnel to certify that the property to be disposed of (IAW FPMR and FMR):

- is not radioactive

- is not hazardous material

- is not classified material

- is not subject to export control

- has been properly sanitized (ADPE)

- has been sanitized by qualified personnel (copiers, faxes, recorders)

- is not an industrial safety hazard (contains no explosive materials)

The PCO must certify the above, or obtain certifications from appropriate knowledgeable personnel, using the Excess Property for Disposal Certification Form (Attachment 13). The PCO will coordinate disposal efforts with the LPMS to ensure disposal documentation is completed properly, with authorization signatures, export control notice, and any demilitarization requirements identified.

B. **Preparation for disposal**:

Prior to disposal, OST property is subject to 30 days of internal screening to advertise the availability of idle property for reutilization within OST. Vehicles, firearms, installed parts, and property with a condition code of "X" or "S" (Salvage or Scrap) is exempt from internal screening requirements. The Fleet Manager and OST Leadership determine the type and number of OST vehicles needed to support mission and training requirements. Vehicles become excess when they are so identified by the Fleet Manager. Firearms and installed parts become excess only when replaced with new generations of equipment, as directed by OST project managers. Items in scrap or salvage condition are, by definition, not reusable.

C. **Methods of disposal:**

1. Turn-in to a disposal facility

   OST facilities have M&O contractors who are authorized to perform disposals of government property. OST performs internal screening for potential reutilization for 30 days prior to turn-in to the disposal facility. The disposal facility then performs all subsequent disposal activities, including agency screening through EADS, excess reporting to GSA, transfers to other agencies, coordination of sales with GSA, etc.

   OST is also authorized by the OPMO to develop MOUs with DRMOs for additional disposal support options.

The PCO will turn-in idle/excess property to local contractor facilities for disposal whenever possible. When local facilities are unable to accept OST property turn-ins, idle/excess property will be transported to Albuquerque or TSTS for disposal processing. Agent issue equipment, stores, and firearms will be delivered to Fort Chaffee. Electronics, and communications equipment will be transported to the Albuquerque Depot. All other property will be transported to Albuquerque logistics. All shipments of idle/excess property must include a packing list of items being transported and a completed Excess Property for Disposal – Certification Form (Attachment 13). The packing list should include all appropriate information, to include: item description, property tag number, serial number, quantity, acquisition cost, and current condition code. Sensitive and high-risk property items should be marked, so they can be handled and controlled properly by the receiving personnel.

When OST's idle/excess property is physically turned over to a disposal facility, a representative of the facility will sign the SF-122 transferring the property to them. The PCO will retain the completed SF-122, and forward a copy to the LPMS, who will forward a copy to the OPMO.

2. Cannibalization

Certain types of OST property, such as radios and/or computers, are frequently used for parts as they age or become excess to operational needs, to maintain or repair similar items. Through this process the original property items become scrap, which is non-accountable and is not reportable to GSA.

Prior to cannibalizing OST property, approval must be granted by the OST PMO. A request to cannibalize property must be submitted to the PMO, who will approve the request or provide an explanation if the request is denied. The request to cannibalize can be sent via e-mail.

The PCO will use the approval as a retirement work order for the listed property, detag the property, and ensure the property database is updated. The PCO must ensure that property which has been detagged, with the intention to use for cannibalization, is adequately secured to prevent loss, theft, or misuse.

3. Donation

OST is not authorized to donate government property without the prior approval of the OPMO. Otherwise, donations will be performed by the disposal facilities to which OST transfers its idle/excess property for disposition.

4. Exchange/sale

OST is authorized to sell property to purchase like items on a one-for-one basis, with the exception of items prohibited from exchange/sale by part 109-46.000-50 of the DOE PMR. Items not prohibited from exchange/sale may

also be used as trade-ins to vendors to offset new procurement costs. Copies of all exchange/sale transaction documents will be forwarded to the RBMD Acquisitions and the LPMS for records maintenance and required reporting. NOTE: All trade-ins to vendors to offset new procurement costs will be coordinated through RBMD prior to trade-ins occurring.

5.   Sale, abandonment or destruction of property

OST is not authorized to abandon or destroy government property without the prior approval of the OPMO. If there are circumstances where one of these methods of disposal may seem to be in the best interests of the government, a written request will be coordinated by and submitted through the PMO, to the OPMO. OST may conduct sales of surplus property when coordinated with and approved by the GSA regional office and the OPMO, through the PMO. All internal, DOE, and federal screening requirements must be met before property can be declared surplus, and sold.

D.   Property requiring special handling

1.   IT will be turned in to the OST/OS, Information Systems Branch (ISB) for reutilization within OST. If ISB personnel determine there is no further use for the property within OST, it will be turned-in to the LPMS for disposal processing. ISB must ensure IT with memory is sanitized, and hard drives removed prior to turn-in to the LPMS.

2.   Classified property must be declassified prior to its disposal. Disposal directions will be provided by the appropriate program office, and when declassification has been completed, the declassifier will sign the Excess Property For Disposal Certification form (Attachment 13) certifying that the property is not classified. The certification form will become a permanent part of the disposal documentation.

3.   Export controlled property must be identified prior to disposal.

4.   U.S. Munitions List items requiring demilitarization must be identified, and demil code indicated on transfer documentation prior to turn-in to a disposal facility. For items disposed of by OST, not through another disposal facility, demil must be accomplished prior to disposal.

E.   **Firearms**   (Guide-CHAPTER 23)

Excess firearms in usable condition must be reported to the OPMO to coordinate agency reutilization screening. Federal screening will be performed by coordinating with GSA in Denver, CO. When reporting excess OST firearms to GSA, the following statement must be included: " The firearms listed on this document are available for federal agency use only. The firearms are not available for donation to state or local law enforcement entities." If firearms are declared to be surplus after GSA screening, they must be demilitarized as directed by the PMO.

NAMES & TITLES CONTACT INFO
QUICK REFERENCE

TO BE FILLED OUTAND KEPT CURRENT BY THE USER OF THIS MANUAL:

Title:	Name:	Phone:	Email:
OPMO	_____	_____	_____
PMO	_____	_____	_____
APO	_____	_____	_____
PCO	_____	_____	_____

Site Fleet Rep_____ _____ _____
(local OST fleet representative)

OST Fleet Mgr_____ _____ _____

Fleet Coord _____ _____ _____
(Contractor Coordinator for GSA and non-op vehicles)

Others:

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____