



NNSA Policy Letter: BOP-003.0506
Date: June 28, 2005

TITLE: Coordination and Approval Process (CAP) for Personal Property Action

I. OBJECTIVES:

- A. To establish a coordination and approval process that:
 - 1. Ensures compliance with laws, executive orders, regulations, policy issuances and procedures, and sound business practices;
 - 2. Provides appropriate checks and balances and reasonable assurances against fraud, waste, and abuse;
 - 3. Facilitates maintaining a high quality of personal property actions through the exercise of sound business judgment and the inclusion of advice from subject matter experts; and,
 - 4. Drives down decision making by using risk based coordination and approval thresholds in conjunction with well-reasoned functional based requirements.
- B. To convey performance expectations to personal property specialists relative to consultation and coordination/approval of their work; and,
- C. To provide guidance for the development of local implementing procedures.

II. APPLICABILITY:

- A. This Policy Letter applies to all organizations and elements of the Administration having personal property authority and to personal property actions taken by NNSA property officials obligating NNSA or non-NNSA to specific actions. For the purpose of this policy letter, the term "personal property actions" includes actions relating to property inventory management, disposal of property, sales of property, fleet management, transfer of property (foreign and domestic) and property loan agreements. Aspects of this policy letter implement coordination and approval for actions that are covered by other policy issuances of NNSA. Those other policies may exempt certain NNSA organizations or elements from those provisions. Organizations and elements that believe they are exempt from some aspects of this policy due to exemption granted from another policy issuance of NNSA shall request exemption from those

aspects of this policy in writing to the Director, Office of Acquisition and Supply Management (NA-63). The Director, Office of Acquisition and Supply Management will grant any exemptions of applicability in writing.

- B. Contractors. If contractors have a requirement to obtain contracting officer consent or property specialist approval for certain personal property actions, the contracting officer shall ensure the contractor provides documentation equivalent to that required for Federal submissions.

III. REQUIREMENTS:

- A. All organizational elements within NNSA responsible for personal property actions must comply with the following requirements:

Adhere to the NNSA Headquarter (HQ) Coordination and Approval Process (CAP) at Exhibit #1 unless otherwise exempt under Paragraph II.A above.

IV. RESPONSIBILITIES:

- A. Office of Acquisition and Supply Management (NA-63) is responsible for:

1. Establishing policy for coordination and approval of property actions at the Headquarters level. Guidance below HQ level is established by the Service Center and the Site Offices and is incorporated into the attached Coordination and Approval Process (CAP) matrix.
2. Oversight of all property functions used by organizational elements within NNSA to ensure compliance with laws, regulations, sound business practices, and policy.
3. Selecting property actions for HQ coordination and approval or waiving coordination and approval.
4. Coordination of Service Center personal property actions as applicable.

- B. Associate Director, Office of Business Services, NNSA Service Center is:

1. Responsible for coordination and approval process of personal property actions performed by the Service Center.

2. Responsible for establishment of a documented processes to assure all HQ policies are implemented.
- C. Department Manager, Office of Business Services, NNSA Service Center
1. Are responsible for property management actions over which they have cognizance or as depicted in the matrix in Exhibit # 1.
 2. Performing the “Department Head (Service Center)” duties (coordination and approval for personal property activities) specified in Exhibit 1.
 3. The Organizational Property Management Officer (OPMO) is responsible for:
 - a. Identifying property functional elements to be evaluated in the upcoming fiscal year, prior to the start of each fiscal year.
 - b. Notifying the Supply Management Officer (SMO) (NA-63) of all property actions requiring approval above the Service Center management chain.
 - c. Reviewing and approving all HQ selected Service Center property actions.
 - d. Is responsible for updating the CAP Matrix, Exhibit #1.
- D. Site Office Manager/Deputy Site Managers/Assistant Managers for Business and Administration
1. Implementing coordination and approval process for personal property actions under the cognizance of their office. This responsibility extends to assuring independent review of actions so that individuals responsible for initiating an action do not approve that action.
 2. Performing the “Manager/Site Office” duties specified in Exhibit 1 (negotiated sales, inventory write-off, etc. that may require a warrant).
- E. Personal Property Officers, Service Center direct operations or Site Office
1. Ensuring that personal property actions receive the level of coordination and approval required by this policy letter.

2. Managing the planning of personal property actions to preclude the need for expedited coordination and approval.

V. NNSA COORDINATION AND APPROVAL PROCESS:

- A. The NNSA Coordination and Approval Process Flowchart (Exhibit #2) illustrates the processes that personal property actions must follow in order to obtain the required coordination and approval prior to signature and execution. Coordination and approval levels will vary according to the nature and type of the personal property action (sales, leases, transfers, etc.). The type of the personal property action would be used to determine the appropriate coordination and approval level.
- A. Personal property actions shall not be executed until the appropriate coordination and approval steps in this policy letter have been accomplished.

VII. POINT OF CONTACT FOR ADMINISTRATION POLICY LETTER:
Supply Management Officer, Office of Acquisition and Supply Management
(NA-63) 202.586.5144.

BY ORDER OF THE ADMINISTRATOR:



A handwritten signature in black ink, which appears to read "Robert C. Braden", is positioned above the printed name.

Robert C. Braden
Senior Procurement Executive
National Nuclear Security Administration

Exhibits:

1. Coordination and Approval CAP Matrix
2. NNSA CAP Process Flowchart

Exhibit 1
Coordination and Approval Cap Matrix for Personal Property Actions

ACTION CODES: A- Approval C- Coordination & Review P-Preparation S-Signature N-Notification Numbers reflect order in which to accomplish actions.	Contractor/Site Requestor	Property Specialist	Lead Fleet Specialist	Division Manager/OPMO	Site Office Contracting Officer	Patent Counsel (SC)	Office of General Counsel (SC)	Director/Service Center	Manager/Site Office	HQ Office of International Affairs	NA-133	Office of General Counsel (NNSA)	Office of General Counsel (DOE)	Head of Contracting Activity	Senior Procurement Executive	Deputy or Associate Administrator	Administrator / NNSA	Agency Head	General Services Administration	Supply Management Officer NA-63
Domestic Loans	P1/N4	C2		A3																
Foreign Loans	P1/N7	C2		S3						C5/S5				S4/S6						C4/N6
Transfer of NNSA Title (Foreign)	P1/N5	C2		S3			A4													N6
Transfer of DOE Title (Foreign)	P1/N7	C2		S3			C4					S5	A6							N6
Abandonment (Foreign)	P1/N8	C2		S3						C5				S4/S6						C5/N7
Abandonment (Domestic)	P1/N4	C2		A3																
Vehicle Approval Request <i>(Over authorized threshold)</i>	P1/N4/N7	C2	C3/S3	C4/S4					C1		C5						A6			C5

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GSA Vehicle Leases- Replacement – No Increase to Fleet Size	P1/N4	C2	C3																	
Direct Purchase of Vehicles (General Purpose) – No Increase to Fleet Size	P1/N4	C2	A3																	
Direct Purchase of “Special Purpose” Vehicle – No Increase to Fleet Size	P1/N5	C2	A3										A4							
Increase to Fleet Size	P1/N7	P2	C2	C3							C5			C4			A6			C5
Vehicle Utilization Reports	P1	C2	A2								N3			N3						
Fleet Management Reports	P1	C2	A2								N3			N3						

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Negotiated Sales	P1/N4	C2		C2*/A3	A5															
Donation to Public Agencies (Minus Firearms)	P1/N4	C2		C2/A3																
Transfer of Firearms	P1/N5				C2													A4		C4

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Property Management System Approval		C1/P2		C1/P2/S3	A4/N5															
Inventory Write-Off	C1	C2/P3		C2/P3/S4	S8/N9				P5/S6	A7										

Exhibit #2

NNSA Coordination And Approval Process (CAP) of Personal Property Actions June 28, 2005

