

The Property Post

Department of Energy Office of Property Management

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Welcome to the Inaugural Issue!

*Message from Ingrid Kolb,
Director, Office of Management*

I am pleased to present to you the inaugural issue of the Property Post, the Personal Property Management newsletter for Headquarters. The Department of Energy is committed to excellence in personal property accountability. Proper stewardship of personal property is the responsibility of all DOE and contractor employees. As such, we want to ensure that APRs are provided with the information and tools needed to fulfill their property management responsibilities in the most efficient and effective manner possible.

*Message from Brian Costlow,
Director, Office of Administration*

In order to address the many components of property management, MA implemented a three pronged property management improvement approach. This approach focuses on three initiatives: People, Procedures, and Systems. The Property Post is part of our People initiative



and includes training and communications. The People initiative is centered on ensuring that the APRs and other property professionals are equipped to do what is needed by the Department and required by law.

We recognize that knowledgeable APRs are a valued resource. We want to assure you that we are committed to your success, we are taking steps to implement your suggestions, and we want to continue to receive your feedback on ways to improve the program at MA-40customervice@hq.doe.gov.

It's that time again— FY08 inventory

It's time to prepare for the 2008 physical inventory! This year's inventory campaign will run from March 10 - November 30, 2008. If the Inventory Team has not visited your area yet, they will be there soon.

Below is some guidance on how to prepare:

The Inventory Team will provide the APRs with a list of personnel and locations (suite/room numbers) for validation prior to beginning the inventory.

The APRs should:

- Review the list to ensure that the personnel listed are still assigned to the steward organization, and that the locations listed accurately reflect the APR's area of responsibility. The APR has 5 days to review the list and return it to the Inventory Team to update the property records.
- Notify the personnel in their steward organization about the schedule and process for the inventory campaign at least two weeks in advance.

Employees must complete the HQ F 4420.1, "Certificate of Property Receipt," acknowledging they have personal property assigned to them. Certificates of Property Receipt are a useful method for tracking property assigned to individuals and are often key to resolving inventory discrepancy issues. They are also a good tool for identifying the location of property items that are normally located off-site or are highly mobile.

The Office of Property Management will provide the APR with a listing of all Certificates of Property Receipt on file in order to verify against the APR's records.



During the inventory campaign, the APR must verify that all of the certificate holders still have the assigned property item. All certificates will need to be renewed during the inventory campaign; employees must sign to recertify that the information on the Certificate of Property Receipt is correct.

The HQ F 1400.25. "Property Removal Authorization" (PRA) should also be renewed for all assigned laptops during the inventory campaign. During this time, the PRA justification can be reviewed, the presence of the item can be verified, and a new PRA can be reissued with the appropriate starting and ending effective dates at one-year intervals.

In preparation for the Inventory Team, the APR should perform a walkthrough of their assigned area to identify any untagged property. A list of untagged property should be provided to the Inventory Team in advance, so that they can prepare to tag it during the pre-inventory walkthrough. For any newly acquired property, the APR should also collect the following information:

- Purchasing information
- Asset information (serial #, etc)
- If the equipment is Government-furnished equipment assigned to a contractor, include the name of the Contracting Officer.

Retirement Work Orders (RWO)– When do I need one?

Reports of stolen, lost, or damaged property must be completed on a Retirement Work Order (HQ F 1400.20) and under any of the following circumstances:

- Property is known to have been stolen
- Property has been lost and an extensive search has failed to result in its recovery
- Property has been irreparably damaged
- Property has been reported lost or stolen and later recovered.

When discrepancies are found, it is necessary to return to the location and conduct a complete search for the missing assets. This includes interviewing people in the area to determine why an asset is missing and examining the history of the asset transactions (procurement documents, TPs, loan agreements, etc).

Employees who detect or suspect the loss, theft, damage, or destruction of personal property must immediately report it to the appropriate APR. The APR must initiate a search for the item or review the circumstances surrounding the incident. If the item cannot be located, the employee must report the incident to the Headquarters Security Office (HSO) Protective Force (PF) within 24 hours to complete an Incident Report.

Before an RWO is provided to the Office of Property Management, the APR should exhaust every effort to locate the property. The RWO should have attached an Incident Report from HSO PF for each item that is a suspected theft.

The employee submits the RWO to the APR for review/signature. The APR reviews and submits it to the

PAO. Upon receipt of the Retirement Work Order, the PAO will investigate the loss or damage and will take the following actions:

- Retire the personal property record from Sunflower. The PAO is authorized to mark the property record as retired in Sunflower for personal property with an acquisition value of \$500 or less.
- Forward the case to the OPMO. The OPMO is authorized to retire personal property with an acquisition value of \$1,000 or less from Sunflower. If the acquisition cost is greater than \$1,000, the Board of Survey will be convened.



Meet the Property Team

The HQ Property Management Team is growing! We've had several new additions to the property team over the past few months, so we'd like to formally introduce all the team members.

Dwight Bruce, Organizational Property Management Officer, joined DOE in October 2007. He has overall responsibility for the control, management, and disposal of personal property in the custody of DOE HQ offices, and is the main contact for the annual inventory campaign.

Terry Butler, Property Accountable Officer, has primary responsibility for managing the furniture program and warehouse operations.

Jan Stubblefield, Property Accountable Officer, is the primary APR liaison and has responsibility for the management and oversight of the HQ personal property system, Sunflower.

Lavelle Adams, Property Utilization Officer, ensures that excess personal property is used to the maximum extent possible throughout DOE Headquarters and reports DOE's excess personal property to GSA.

There are two main contractors supporting the Headquarters Personal Property Management Program:

Logistics Applications Inc (LAI) is responsible for receiving, tagging and recording new assets, as well as conducting the annual inventory and providing APR training.

DST is responsible for managing the Germantown Warehouse operations and preparing assets for disposition.



"We want to assure you that we are committed to improving the way we control inventory management and account for personal property and are taking steps to implement positive change. Your feedback is welcome."

— Brian Costlow

The Sunflower Patch



Sunflower/Applix Interface

The Office of Property Management is partnering with the Office of the Chief Information Officer (OCIO) to develop an interface between Sunflower and Applix. The interface will automatically update property records from Applix transactions. This will help ensure that the inventory records for the APR steward organization accurately reflect changes initiated by the OCIO. The interface will be launched officially in August 2008.

Sunflower 4.5 Upgrade

On February 17, 2008 Sunflower was upgraded to version 4.5. APR training was held in late January to demonstrate the new functionality. Sunflower 4.5 is based on a more robust database platform. Sunflower 4.5 is entirely web-based, and offers several enhanced data entry and reporting capabilities. Contact Dwight Bruce if you missed the previous training sessions to schedule a make-up date.

2008 PPMC Members

Ronald Szatmary

Office of Civilian Radioactive Waste Management

Steve Von-Vital

Office of Energy Efficiency & Renewable Energy

Jeanne Beard

Office of Environmental Management

Wayne Young

Office of Fossil Energy

Tonya Kuhn-McClain

Office of Legacy Management

Jim Colsh

Office of Nuclear Energy

Ron Dugger

National Nuclear Security Administration

Warren Huffer

Office of Chief Financial Officer

Carl Staton

Office of Chief Information Officer

Teresa Watts

Office of Economic Impact and Diversity

Susan Beard

Office of General Counsel

Stephanie Martin

Office of Health, Safety and Security

Patricia Spencer

Office of Hearings and Appeals

Alan Perry

Office of Human Capital Management

Douglas Gillam

Office of Inspector General

John Young

Office of Intelligence and Counterintelligence

Florence Kupferer

Office of Policy and International Affairs

Debra Atkinson-Hyman

Office of Public Affairs

Vergina Gibson

Energy Information Administration

Brian Costlow, Chair

Office of Administration

Camille Beben, Co-Chair

Office of Logistics and Facility Operations

TBD

Office of Congressional and Intergovernmental Affairs

The PPMC is Launched

The Headquarters Personal Property Management Council (PPMC) had its inaugural meeting on January 17, 2008. The Council is comprised of representatives from all Program Elements at DOE HQ and is co-chaired by Brian Costlow, Director, Office of Administration and Camille Beben, Director, Office of Logistics and Facility Operations. The HQ PPMC was established to enhance the stewardship and accountability of the personal property program at the U.S. Department of Energy Headquarters. The HQ PPMC will review policy recommendations and provide guidance to the Director, Office of Management regarding personal property stewardship and accountability practices. To date the PPMC formed three working groups to analyze several key issues:

1. Reviewing sensitive items definition for Headquarters (co-chairs: Warren Udy/Ron Dugger)
2. Developing HQ-wide performance metrics to improve property management accountability (chair: Dwight Bruce)
3. Researching whether it is more cost effective to lease or buy computer equipment (chair: Tony Castellano).



GSA Compliance Corner

In each issue, we'll feature key personal property management policies, initiatives, and best practices from GSA. To start, we will share GSA's Personal Property Management Principles.

The following are the eight principles that govern the management of personal property:

1. Maximize the return on your investment.
2. Manage the inventory effectively.
3. Minimize the cost of your management systems.
4. Make use of excess property the first source of supply.
5. Maximize reuse.
6. Meet national disposition objectives.
7. Enhance recycling and energy conservation efforts.
8. Ensure property managers are well trained.

In the next issue, we'll review a part of the property management Code of Federal Regulation (CFR).



APR Continuing Education



Upcoming APR Training Schedule

- Forrestal APR session: April 17, from 1:30-2:30 in GJ015.
- Germantown APR session: TBD, Germantown, Maryland

National Property Management Association Training Courses

- NPMA Lunch at the Holiday Inn Rosslyn: Presenter: Jim Rappa, DHS, Topic: "Lost, Stolen, Destroyed or Damaged", April 23, 11:30 a.m.-2:00 p.m.
- Property Managers and the Acquisition Process: The Statement of Work: May 15-16, Th-Fr, Laurel, MD
- Property Certification Course: May 19-23, Mo-Fr, Fairfax, VA
- Effective Disposal Methods of Personal Property: May 19-22, Mo-Th, Fairfax, VA
- ASTM Standards: Implementing Voluntary Consensus Standards for Property & Asset Management: May 19-21, Mo-We, Arlington, VA
- ASTM COMBO: Implementing Voluntary Consensus Standards: May 19-23, Mo-Fr, Arlington, VA
- Federal Property Management: May 19-23, Mo-Fr, Fairfax, VA

For more information please visit: www.npma.org

About the Office of Property Management

The Office of Property Management is responsible for lifecycle property management at DOE HQ.

While many activities fall under the purview of this office, the main goal is to track property from receipt to disposal.

It is important for all employees to be accountable for their property. In order to be stewards of our assets, the Office of Property Management is responsible for implementing property procedures per DOE Orders and other Federal regulations. This includes:

- Ensuring assets are recorded and assigned properly
- Securing and maintaining records pertaining to assets
- Tracking the movement of assets
- Recording changes occurring to the physical condition of the asset
- Conducting physical inventories
- Verifying counts of assets
- Reconciling results of inventories
- Reporting all loss, theft, and damage of assets in a timely manner
- Investigating losses to ensure proper classification of asset
- Reutilizing assets when possible
- Disposing of the assets

We rely on your help to accomplish our goals and to provide you with accurate and timely guidance throughout the year. Please contact anyone on our team if you need assistance or e-mail us at

MA-40customervoice@hq.doe.gov

