

# Procedure: Property Management – Identification and Marking of Personal Property

Personal Property Manual Section	3203
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

## 1 Purpose

The purpose of this procedure is to describe the process on how personal property is identified, categorized, and added to the computerized asset management system (i.e., Sunflower).

## 2 Procedure

Property Staff assign classifications and unique identifiers, when appropriate, and manage the data in computerized asset management system (i.e., Sunflower). The Property Staff execute the following steps to appropriately identify and mark property assets.

- 2.1 Run a screening report in the computerized financial management system (i.e., Oracle eBS) on the previous day's procurements to identify procurements containing capital, accountable, sensitive/high-risk, other accountable, or administratively controlled property.
- 2.2 Update purchase order lines in the system to record the asset's classification. Acquired assets are flagged into the following categories:
  - 2.2.1 **Equipment.** A tangible asset that is functionally complete for its intended purpose, and does not ordinarily lose its identity, with an acquisition value greater than \$10,000. Examples of this would be, Vehicle, Forklift, Compressor/Generator (not affixed to a building system as real property).
  - 2.2.2 **Sensitive.** Includes all items, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. These classifications do not preclude agencies from specifying additional personal property classifications to effectively manage their programs. Examples of this category are many items within the networking group, cameras, and telecom equipment.
  - 2.2.3 **Stores.** Stores items are commonly used at a greater frequency, with competitive pricing already performed, to be issued out of the stockroom. Examples of this category include copier paper, office supplies, personal protective equipment, hand tools, etc.

- 2.2.4 Precious Metals. Uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver, and the platinum group metals—platinum, palladium, rhodium, iridium, ruthenium and osmium. These assets have already been approved by the Precious Metals Control Officer (PMCO) during the acquisition process, after consulting with the DOE Precious Metals Center for fulfillment or approval to procure.
- 2.2.5 High-Risk Personal Property (HRPP). Property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in other than the routine manner. HRPP assets are reviewed at acquisition by the Property Staff, manufacturer, Custodian, and the Export Control Office for final determination of HRPP. HRPP Categories include,
  - 2.2.5.1 Automatic data processing equipment
  - 2.2.5.2 Especially designed or prepared property
  - 2.2.5.3 Export controlled information
  - 2.2.5.4 Hazardous property
  - 2.2.5.5 Nuclear weapon components
  - 2.2.5.6 Proliferation sensitive property
  - 2.2.5.7 Radioactive property
  - 2.2.5.8 Special nuclear material
  - 2.2.5.9 Unclassified controlled nuclear information
- 2.2.6 Other Accountable Property. These assets are non-sensitive items, under the \$10,000 acquisition value threshold for Equipment, but are tagged and tracked as a best practice.
- 2.2.7 Administratively Controlled. Assets not requiring formal reporting per inventory guidance but are still subject to accountability and reporting is required for loss, damage, and destruction.
- 2.3 Receiving Staff process receipts into the computerized financial management system (i.e., Oracle eBS).
  - 2.3.1 Add required information (asset identifier, manufacturer, model and serial number, etc.) to the computerized financial management system which pushes pertinent data to computerized asset management system (i.e., Sunflower)
  - 2.3.2 Property Staff will perform a review of all information transferred into the computerized asset management system (i.e., Sunflower).
  - 2.3.3 At time of receipt a property tag is adhered to each asset.
    - 2.3.3.1 Yellow tags are for assets larger in size and will include 'US Government Property' and the associated barcode. This is applied to accountable equipment, sensitive and other accountable property.
    - 2.3.3.2 White tags are for assets too small to include 'US Government Property' and the barcode on the same tag. Therefore, one white tag will have the barcode information, then a second white tag will be applied with 'US Government Property'. This is applied to accountable equipment, sensitive and other accountable property.
    - 2.3.3.3 Red tags are applied to all HRPP assets and will include 'US Government Property'.
    - 2.3.3.4 Administratively controlled assets are given a, yellow, identifying tag of

Administratively Controlled US Government Property tag.

- 2.4 Property Staff oversee the continuous operation of the computerized asset management tracking system interface process which automatically uploads property assets. Property Staff verify that the asset has been uploaded or fix any records with errors.
  - 2.4.1 Property Staff will review, at a monthly rate, all tagged assets to ensure all required asset data fields were captured correctly.

### 3 Responsibilities

- 3.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 3.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 3.3 **Logistics and Property Control Department (Property Staff)** are responsible for managing property according to the responsibilities outlined in this and other policies and procedures in the Personal Property Manual.
- 3.4 **Receiving Staff** are responsible for managing property according to the responsibilities outlined in this and other policies and procedures in the Personal Property Manual.

### 4 Definitions

- 4.1 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 4.2 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.3 Acronyms

<b>CFR</b>	Code of Federal Regulations
<b>DOE</b>	Department of Energy
<b>FNAL</b>	Fermi National Accelerator Laboratory
<b>FRA</b>	Fermi Research Alliance, LL
<b>LPC</b>	Logistics & Property Control Department
<b>PMCO</b>	Precious Metals Control Officer

### 5 References / Supporting Documents

- 5.1 41 CFR 109-1.51
- 5.2 41 CFR 109-1.53

## 6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly LPC Department Head	First Issuance
1	09/01/2024	Kevin Coppert LPC Department Head	Updates as result of FY22 audit findings.

## 7 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	