Title:	Management Academy LANL Business Systems: Property Management, Course #31036
Author(s):	Shepherd, Michael J. Rinke, Helen Mae Hanson, Todd Wolfe, Randy P.
Intended for:	Internal Laboratory Training
Issued:	2016-07-08

Management Academy LANL Business Systems

Property Management

Course #31036

Introduction

LANL Property

Property Management Overview

Los Alamos National Laboratory (LANL) is responsible for the efficient economical management of all government property in its stewardship. This training explains the role LANL managers have in managing, controlling, and disposing of government property.

The Laboratory's goal is good asset management. By properly managing property across the facility, Laboratory managers can help ASM improve government property utilization and extend asset life, while reducing asset-related operating costs and expenditures.

Course Navigation:

This course features a navigation bar that can be found at the top of this page or a gray next button that can be found at the bottom of the page.

Property Management

Accountability of Property

To establish and maintain organizational accountability of property, all Laboratory workers are required to:

• Properly protect all government property, assigned or otherwise from loss, damage, destruction or theft and reporting immediately if any of these incidents occur. Also, report if any property is recovered or relocated.

• Notify their Property Administrator Specialist if they relocate, or plan to transfer the property to another employee.

• Notify their Property Specialist if they have property that is excess to their needs.

• Notify their Property Specialist Administrator when they terminate their employment with LANL or any of its subcontractors.

Property Terms You Should Know

Personal Property	Is any kind of property except for real estate, interests therein (such as easements and right-of-ways) and permanent fixtures which are Government owned, chartered, rented, or leased from commercial sources by and in the custody of DOE, NNSA, or their contractors. The term does not refer to equipment, materials, or other items.
Sensitive Property	
Equipment Property	
Restricted Property	
High Risk Personal Property	

Property Terms You Should Know

mouse over terms below

| Personal Property |
| Sensitive Property |
| Equipment Property |
| Restricted Property |
| High Risk Personal Property |

Property that is subject to formal property controls (barcoded, recorded in property database, inventoried annually), can easily be converted for private use or sold for cash, is susceptible to theft, and is not expended during use or incorporated within other property.

| Personal Property |
| Sensitive Property |
| Equipment Property |
| Restricted Property |
| High Risk Personal Property |

Property that is not Sensitive Property but has an original acquisition or fabrication, costs of $10,000 or greater and is not expended during use or incorporated with other property. Is subject to formal property controls.

| Personal Property |
| Sensitive Property |
| Equipment Property |
| Restricted Property |
| High Risk Personal Property |

Property, including high risk personal property that is subject to special internal and/or external purchasing, managing, and disposal requirements.

mouse over terms below

| Personal Property |
| Sensitive Property |
| Equipment Property |
| Restricted Property |
| High Risk Personal 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. (Contact disposition@lanl.gov for additional guidance, assistance, or training.)

Property Management Drivers

Property management at the Laboratory has two principal drivers.

First Driver

The Laboratory's Prime Contract* stipulates "LANL shall have a NNSA-approved management system for overall integrated planning, acquisition, maintenance, operation, control, accountability, utilization, and disposal of Government owned personal property."

*Management and Operating Contract for the Los Alamos National Laboratory

Second Driver

DOE Order 580.1A, Department of Energy Personal Property Management Program, requires LANL to establish, implement and maintain a personal property system that provides for efficient, life-cycle management of all DOE-owned personal property.

Property Procedures

As a manager or supervisor, there are **two** principal government personal property procedural documents of which you should be aware.

TIP

P821 Government Personal Property describes the Laboratory's procedure for ensuring compliance with applicable federal and state laws and regulations relative to the management of the Laboratory's government personal property holdings.

TIP

Los Alamos National Laboratory's Property Management Manual (PMM), approved by the NNSA, incorporates the applicable requirements of DOE Order 580.1A into specific property management policies and guidelines for the Laboratory.

Personal Property Holdings Subject to Review

The Laboratory controls one of the largest government personal property holdings in the nation.

Scroll over the $$$$ amount !

$1.6 billion	$6.5 million	$3.5 million	$7.6 million

On average **65,000 barcoded** items with a value of roughly **$1.6 billion.**

BARCODE12345

The Laboratory controls one of the largest government personal property holdings in the nation.
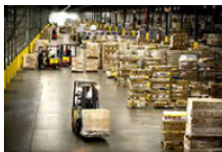
Scroll over the $$$$ amount !

$1.6 billion

$6.5 million

$3.5 million

$7.6 million

Holdings of approximately **$6.5 million** of inventory stored in multiple **warehouses.**

$1.6 billion

$6.5 million

$3.5 million

$7.6 million

Nearly one half million grams of **precious metals** valued at an original acquisition cost of **$3.5 million** (but with a significantly higher current market value).

$1.6 billion

$6.5 million

$3.5 million

$7.6 million

A fleet of approximately 1,500 **vehicles*** with roughly $7.6M GSA annual operating costs.
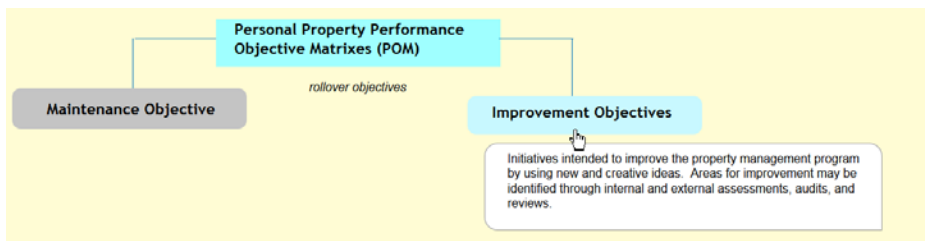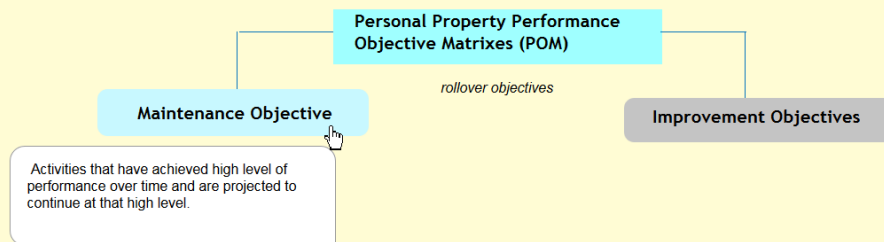*The fleet statistics represent vehicles both on and at off-site locations.*

T!P

ASM-Property Management can run specific property value reports for your organization upon your request.

NNSA Approved Property Management System

The LANS contract with NNSA requires the Laboratory to maintain an approved personal property management program. Program approval is determined by the NNSA LASO Contracting Officer, based on input from NNSA Organizational Property Management Officer (OPMO) and NNSA Industrial Property Management Specialist.

The success of this program is measured annually via Personal Property Performance Objective Matrixes (POM), which assesses the overall health of LANL's personal property management program.

The program includes both maintenance and improvement objectives:

Personal Property Performance Objective Matrixes (POM)

rollover objectives

Maintenance Objective

Activities that have achieved high level of performance over time and are projected to continue at that high level.

Personal Property Performance Objective Matrixes (POM)

Maintenance Objective

rollover objectives

Improvement Objectives

Initiatives intended to improve the property management program by using new and creative ideas. Areas for improvement may be identified through internal and external assessments, audits, and reviews.

Note

Failure of the program impacts LANL's ability to procure additional assets, subjects the Laboratory to annual wall-to-wall inventory requirements instead of current statistical sample inventories, and can increase the number of external program reviews by both NNSA and the Office of Inspector General (OIG) .

Property Control Marking

Barcode	U.S. Government Property	Dye Marking

In keeping with LANL's formal controls barcoded property will be recorded and tracked in the property database from receipt to final disposition.

Barcode	U.S. Government Property	Dye Marking

Property Management personnel may also apply "U.S. Government Property" (U.S.) labels to property that does not meet the criteria for barcoding. All labels should be applied on surfaces that are readily visible and less likely to be damaged or obscured.

Barcode	U.S. Government Property	Dye Marking

Applicable power and hand-tools will be dye marked by the authorized Blanket Order Agreement (BOA) vendors. If tools are procured elsewhere e-mail disposition@lanl.gov, to arrange for dye marking.

Property Management System

The Laboratory utilizes its Sunflower Property System to manage barcoded property from the point receipt to final disposition. Property accountability is maintained at both organizational and Laboratory worker levels in the database.

Laboratory workers are required to sign an Accountability Statement at least once a year or when they are assigned/transferred barcoded property. Accountability Statements list all of the barcoded property assigned to the Laboratory worker. By signing their Accountability Statement the Laboratory worker agrees to fulfill his or her responsibilities for the property. Laboratory workers 'sign' their statement via the on-line versions of the Accountability Statement, which is then recorded in the property database. The electronic signature is equivalent to signing a paper copy. It is important to physically verify the location of all property listed on Accountability Statement before signing. If the item cannot be located, contact your Property Specialist.

If two Laboratory workers agree that an item is to be transferred between each other either temporarily or permanently, the releasing Laboratory worker notifies their organization's Property Specialist to electronically transfer accountability for the property. The transfer will also be documented on both Laboratory workers' Accountability Statements. Similarly, verify the location of property prior to accepting a transfer.

Property Storage

1. Government property must be protected from fire, theft, damage, or abnormal decay.

2. Storage areas must be locked and have signs posted that clearly indicate U. S. Government ownership of the stored items.

3. Entrance to storage areas should be restricted to authorized personnel only.

4. Only items that do not require covered protection may be kept in outdoor storage yards that must be protected by locked fences or other secure enclosures. However, these items must be protected from the weather by appropriate means, such as tarpaulins, unless they are designed for outdoor storage (e.g., motor vehicles).

5. Hazardous, contaminated, or suspect items must not be commingled with other property. They should be stored as instructed by Environmental, Safety, and Health technicians.

The Laboratory submits annual inventory schedules to the NNSA Organizational Property Management Officer, which identifies property categories to be inventoried, the methods (wall-to-wall, statistical sample, inventory by exception, or electronic inventory), time frame, and the gradients and score (outstanding/pass, satisfactory, unsatisfactory/fail). Laboratory organizations not achieving a satisfactory or higher score during a given campaign may be required to conduct a wall-to-wall inventory.

The types of property that may be inventoried include:

- sensitive property,
- equipment property,
- high risk property,
- stores holdings,
- precious metals,
- borrowed property,
- vehicles,
- and fuel cards.

 Other inventory or inventory validation campaigns may be conducted based on concurrence by NNSA and the Laboratory.

See the Los Alamos National Laboratory Property Management Manual (PMM) for more information in inventories.

Transporting Property

Government Personal Property

Government personal property may be transported (hand-carried) on-site and off-site for official purposes (i.e., on-site technical, administrative, or mechanical support, and domestic travel including home use) with a Form 237-R, Property Transport Request (PTR), approved by the group or higher-level manager (a designee may be used, but only in time-critical circumstances) for a period not to exceed one year.

Note: The off-site transport of IT government personal property by some Laboratory worker categories may require additional protective measures and approvals. If so, these will be noted on the PTR. See Form 237-R for additional information.

PTR and/or Property Pass

Government personal property may be transported (hand-carried) off-site

---

Government Personal Property

PTR and/or Property Pass

A valid, completed, signed PTR and/or Property Pass (available through the Property Specialist) with a current government badge, must be carried for all on-site and domestic transport of government personal property, except for cell/mobile phones, radio pagers, Blackberrys, iPhones, iPads, two-way radios, and barcode readers, as well as general office supplies and equipment such as computer disks, thumb-drives, briefcases, books, calculators, staplers, pens, pencils, and work papers.

Government personal property may be transported (hand-carried) off-site

---

Government Personal Property

PTR and/or Property Pass

Government personal property may be transported (hand-carried) off-site

Government personal property may be transported (hand-carried) off-site for foreign travel using a separate Form 237-R, Property Transport Request (PTR), approved by the group or higher-level manager (a designee may be used only in time-critical circumstances). The PTR must reflect the actual foreign country and travel time not to exceed one year.

See Form 237-R instructions, P805, Export Control, and P218, Cyber Security Access Controls, for additional guidance, requirements, and restrictions related to the transport of Laboratory government personal property to a foreign country, including the Laptops on Foreign Travel (LoFT) lending program.

Workers must have the Property Pass for any property in their possession on their person. If the Protective Force conducts a personal or vehicle search and equipment or property is found without appropriate documentation, they will complete chain of custody forms and seize the items.

Shipping Property

Government personal property may be shipped off-site for change-of-station, repairs by external vendors, warranty exchanges, returns to sponsor/owner, exchange/trade-ins, Government Furnished Property (GFP) to subcontractors, loans, permanent transfers to other government agencies, etc., using Form 1768, Shipping Request, or the forms available on the ShipIt system (available by clicking the "NON-HAZ/NON-RAD/NON-CLASSIFIED SHIPMENT [SHIPIT]" button at the bottom of the ShipIt page).

Instead of a PTR and Property Pass, a copy of the signed Form 1768 or hard copy of the ShipIt forms (see paragraph above) and government badge may accompany the government personal property during on-site or off-site transport until it is released to Acquisition Services Management-Materials Management (ASM-MM or Materials Management) or a commercial carrier.

Reporting Lost, Damaged Destroyed, Dismantled or Stolen and Recovered Property

Laboratory workers must immediately report:

- barcoded property,
- precious metals,
- power tools, and
- any property that poses a security or safety risks that is lost, destroyed, damaged, or stolen.

  Laboratory workers must also request permission before dismantling barcoded property for internal reutilization/cannibalization. Also, report when applicable government personal property is recovered. Failure to report may result in disciplinary actions. See P821 or Property Management Manual (PMM) for specific reporting requirements.

Motor Vehicles

Vehicle Operators - Official Travel

Vehicle operators are allowed to use government vehicles for official travel, when authorized by a group level manager or higher. Off-site official travel that can be completed within the same business day does not require a Government Vehicle Work-to-Home Approval form. Incidental trips for food and lodging are permitted, while using a government vehicle on official travel.

Vehicle Operator Requirements

Vehicle Coordinator

Accident Reporting

Note

Contact the Fleet Management Office at fleet@lanl.gov for additional information or assistance.

Vehicle Operators - Official Travel

Vehicle Operator Requirements

Vehicle operators must be 18 years of age, possess a valid driver's license with no special restrictions, such as requiring an interlock system. Operators must obey all traffic laws including those for speed limits and seat belt usage. Vehicle operators must not use their cell phone or text, while driving and no smoking in government vehicles.

Vehicle Coordinator

Accident Reporting

Motor vehicles must be protected and preserved. The Laboratory's Fleet Management Office notifies the Vehicle Coordinator when preventative maintenance is due. The Vehicle Coordinator or designee will work with the line organization to complete scheduled maintenance.

Accident Reporting

Laboratory workers must report accident/incident immediately or within 24 hours, regardless of how minor. The Laboratory worker, assisted by their Vehicle Coordinator are required to generate and forward the SF91 (Accident Report), pictures and estimate for repair to Fleet Management Office within 5 business days.

Disposition and Retirement of Property

- When a Laboratory worker no longer needs property they should check with their stewardship organization and Property Specialist to determine if there is an internal need.

  -
    o The Property Specialist can assist in transferring accountability to the new Laboratory worker.
    o If the item is not transfered internally, complete an Excess/Salvage Equipment Form #1893 for all barcoded items and forward to the Property Specialist.
    o Laboratory workers remain accountable for protecting unneeded property from theft, damage, or unauthorized use until it is removed for disposal. Keep a copy of the fully executed 1893 form for your records.

- LANL may deactivate property items in the property database for various reasons including property that is:

-
  o Reported lost/stolen,
  o unlocated during an inventory,
  o incorporated into another barcoded item, etc.

- Deactivated property records are not deleted. The record is moved to a separate part of the database and is not subject to annual inventories. Deactivated property will be reactivated if located or other conditions change.

Manager's Specific Property Responsibilities

| Informing |
| Reassigning |
| Ensuring |
| Monitoring |
| Administering |

Informing employees of their responsibilities to support LANL's Property Management program.

| Informing |
| Reassigning |
| Ensuring |
| Monitoring |
| Administering |

Reassigning terminated or transferred employee's property to another employee or yourself until a new "user" can be identified.

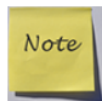| Informing |
| Reassigning |
| Ensuring |
| Monitoring |
| Administering |

Ensuring employees actually need the property assigned to them and that they sign their Accountability Statement at least annually.

1) Instruct employees to physically validate their property holdings prior to signing their Accountability Statement or accepting property from another employee. This reduces the incidence of property being unaccounted for during the annual inventory campaigns.

2) It is appropriate for managers to add property accountability to workers' official performance measures. Some worker's consistently have compliance issues on every inventory.

Informing
Reassigning
Ensuring
Monitoring
Administering

Monitoring property policy compliance, including the review of all reports of lost, damaged, destroyed, or stolen property, to determine the circumstances or cause of the incident.

Informing
Reassigning
Ensuring
Monitoring
Administering

Administering corrective/disciplinary actions, as appropriate, for government property violations in accordance with P731 Discipline.

Worker Property Responsibilities

Knowing
Reporting in Advance
Acquiring
Reporting Unneeded
Assessing
Ensuring
Notifying
Protecting
Timely

Knowing the location and condition of assigned barcoded government personal property and making it available for inventory and inspection.

Note

The Security Inquiry Team and ASM receive approximately 10 emails/week about lost cell phones that are later found. It is important that the initial notification be made; in case the phone is 'found' by the wrong person. It is always easier to close a report than deal with the consequences of not reporting.

Knowing	
Reporting in Advance	
Acquiring	
Reporting Unneeded	
Assessing	
Ensuring	
Notifying	
Protecting	
Timely	

Reporting in advance any change in barcoded government personal property assignment or location to his/her Property Specialist.

Knowing	
Reporting in Advance	
Acquiring	
Reporting Unneeded	
Assessing	
Ensuring	
Notifying	
Protecting	
Timely	

Acquiring proper documentation before transporting or shipping government personal property from its assigned location.

Knowing	
Reporting in Advance	
Acquiring	
Reporting Unneeded	
Assessing	
Ensuring	
Notifying	
Protecting	
Timely	

Reporting any unneeded government personal property to the Property Specialist. Complete form 1893 for all barcoded property.

| Knowing |
| Reporting in Advance |
| Acquiring |
| Reporting Unneeded |
| **Assessing** |
| Ensuring |
| Notifying |
| Protecting |
| Timely |

Assessing the government personal property is not safe for public release they will be directed to their organization's Waste Management Coordinator.

| Knowing |
| Reporting in Advance |
| Acquiring |
| Reporting Unneeded |
| Assessing |
| **Ensuring** |
| Notifying |
| Protecting |
| Timely |

Ensuring that assigned government personal property is safeguarded, and contacting his/her manager immediately upon discovering problems in a storage area.

| Knowing |
| Reporting in Advance |
| Acquiring |
| Reporting Unneeded |
| Assessing |
| Ensuring |
| **Notifying** |
| Protecting |
| Timely |

Notifying his/her manager and Property Specialist before dismantling or cannibalizing any government personal property.

Knowing	
Reporting in Advance	
Acquiring	Protecting all government personal property, assigned or otherwise, from loss, damage, destruction, or theft and reporting immediately if any of these instances do occur.
Reporting Unneeded	
Assessing	
Ensuring	
Notifying	
Protecting	
Timely	

Knowing	
Reporting in Advance	
Acquiring	Proper and timely reporting of government personal property that is recovered or relocated.
Reporting Unneeded	
Assessing	
Ensuring	
Notifying	
Protecting	
Timely	

When Property Management is Done Right

LANL's property management program successes are due to the diligent efforts of line managers and their workers.

Recent successes include:

- FY2010 and FY2013 – NNSA approved LANL's personal property program for 3 years at a time rather than annually.
- FY2014 – NNSA overall property management performance score of "Outstanding" for 12 consecutive years.

Property Management and Warehouse Operations Resources

Property Office, 667-6122

Property Management Website and Forms, http://asm.lanl.gov/pmwo/default.shtml

Property Customer Service E-mail, lanlproperty@lanl.gov

Property Customer Service Hot-line, 665-3230

SM30 Receiving and Distribution, 665-0646

TA60 Stores Warehouse, 667-4914

Excess/Salvage Operations, salvage@lanl.gov or 667-2109

Knowledge Checks

Introduction

This Knowledge Check is for you to assess your own understanding of the material presented in this training module.

1. For property management purposes at the Laboratory, the definition of Personal Property is property:

   ☐ including equipment, materials, or other items, that is owned by private individuals and used at a government-owned facility.

   ☐ except for real estate, interests therein (such as easements and right-of-ways) and permanent fixtures which are Government owned, chartered, rented, or leased from commercial sources by and in the custody of DOE, NNSA, or their contractors.

   ☐ including High risk personal property that is subject to special internal and/or external purchasing, managing, and disposal requirements.

   ☐ that is subject to formal property controls, can easily be converted to personal use or sold for cash, is susceptible to theft, and is not expended during use or incorporated within other property.

2. The success and overall health of the Laboratory's personal property management program is measured annually via what method?

☐ GAO and FAR audits

☐ Internal surveys, inventories, and interviews

☐ Personal Property Performance Objective Matrixes, or POM

☐ Annual Personal Property Implementation Parameters

3. Which of the following characteristics are true about property storage at the Laboratory?

☐ Government property must be protected from fire, theft, damage, or abnormal decay.

☐ Storage areas must be locked and have signs posted that clearly indicate U. S. Government ownership of the stored property.

☐ Entrance to storage areas should be restricted to authorized personnel only.

☐ All of these are correct.

4. Which of the following is NOT a specific property-related responsibility of LANL managers?

☐ Informing employees of their responsibilities

☐ Reassigning property when necessary

☐ Ensuring employees need the property assigned to them

☐ Monitoring property policy compliance

☐ Administering inventories of bar-coded property

Course Credit!

By requesting credit for this training, I acknowledge that I have read and understand the content of this training and that I will follow and meet requirements of this training, unless it is unsafe to do so.

[Click Here for Credit!](#)