



ORDER 580.1D

Title:	PERSONAL PROPERTY MANAGEMENT
Owner:	Thomas Wilson, Jr., Office of Institutional Operations
Approving Official:	Bradley J. Tomer, Chief Operating Officer, Office of the Director {signature} /s/ Bradley J. Tomer
Approval Date:	8/3/12
Last Reviewed Date:	8/3/12
Cancellation:	Order 580.1C, Personal Property Management

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1. **PURPOSE**

- a. To establish policy and set forth responsibilities to ensure the economical and efficient management of government personal property (including motor vehicle management, stores management, and personal property management) by the National Energy Technology Laboratory.

2. **APPLICABILITY**

- a. The provisions of this order apply to all NETL federal/contractor personnel.

3. **POLICY**

- a. NETL property will be managed economically and efficiently in accordance with the federal property regulations and good business practices.
- b. Government property will be used for official purposes. Employees who misuse property or who condone the unauthorized use of government property in their custody are subject to disciplinary action, including termination. In addition, employees may be subject to criminal and civil liability (18 USC § 641 – Public Money, Property, or Records).
- c. All employees are accountable for the property signed out to them and must reimburse the government for lost, stolen, or damaged property that was lost, stolen, or damaged due to a failure to exercise reasonable safeguards and care.
- d. Exceptions to this policy are in accordance with DOE Order 203.1, Limited Personal Use of Government Office Equipment Including Information Technology.

4. **IMPLEMENTATION**

- a. NETL will ensure compliance with the provisions of the Federal Management Regulations (FMR), Department of Energy Personal Property Management Program, Department of Energy Personal Property Management Guide, Federal Acquisition Regulation (FAR), the Department of Energy Acquisition Regulations (DEAR), and the Department of Energy Financial Assistance Rules.
- b. The Office of Institutional Operations through the Site Operations Division will implement this order and develop needed implementing procedures.

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5. **RESPONSIBILITIES**

a. **Director, Office of Institutional Operations**

- (1) Appoint an organizational property management officer, who is responsible for the organization's personal property management program.

b. **NETL Organizational Property Management Officer (OPMO)**

- (1) Manage government personal property in the custody of NETL and its contractors, consistent with applicable laws and regulations.
- (2) **Develop procedures needed to implement this order.**
- (3) **Ensure property management requirements are contained within site support contracts.**
- (4) Assure that supplies and equipment are readily available to satisfy program needs while minimizing operating costs and inventory levels.
- (5) Develop and maintain a complete and accurate inventory control and accountability record systems.
- (6) Ensure the proper care and securing of property to include storage, handling, preservation, and preventative maintenance.
- (7) Effectively manage and report excess property.
- (8) Serve as NETL's property management liaison to Headquarters and other external organizations, assuring the development and submission of reports, plans, etc.
- (9) Assure that DOE employees and contractors are aware that acts of theft, illegal possession, and unlawful destruction or use of government personal property are violations punishable under federal law, notwithstanding disciplinary measures taken under administrative policy.
- (10) Assure that DOE employees and contractors are aware that every user of government personal property is responsible for its physical protection and for reporting the loss, theft, destruction, or damage of property.
- (11) Conduct periodic management reviews within the activity to assure compliance with prescribed policies, regulations, standards, and procedures.

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- (12) Assure the establishment of equipment and supply subsidiary records and accounts to support general ledger control accounts for personal property.
- (13) Provide advice and guidance for the organization's personal property management program.

6. **REQUIREMENTS**

- a. DOE Order 580.1, [Department of Energy Personnel Property Management Program](#).
- b. DOE Order 3750.1, [Work Force Discipline](#).
- c. 10 CFR 600, Financial Assistance Rules.
- d. 41 CFR 102, Financial Management Regulations (FMR).
- e. 41 CFR 109, Department of Energy Property Management Regulations (DOE-PMR).
- f. **18 USC § 641 – Public Money, Property, or Records.**
- g. Department of Energy Acquisition Regulations (DEAR) (Subpart 945).
- h. Federal Acquisition Regulations (FAR) (Subpart 45).
- i. Federal Property and Administrative Services Act of 1949, as amended.

7. **REFERENCES**

- a. **DOE Order 203.1, [Limited Use of Government Office Equipment Including Information Technology](#).**
- b. DOE Guide 580.1-1, [Department of Energy Personal Property Management Guide](#).

8. **DEFINITIONS**

- a. **Definitions are contained within the requirement documents in Section 6.**

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9. **REVISION HISTORY**

VERSION	DATE	SUMMARY OF CHANGES
Original	1/12/01	To establish policy and set forth responsibilities to ensure the economical and efficient management of government personal property (including motor vehicle management, stores management, and personal property management) by the National Energy Technology Laboratory.
A	5/10/05	Changes were made to convert the document from WordPerfect to Word.
B	2/27/06	Changes were made to include the new DOE Order 580.1 and the new DOE Guide 580.1-1.
C	4/24/09	The order was put into the new directives format.
D	8/3/12	The order has been revised to add additional requirements regarding official use of government property and employee accountability for lost/stolen property. The order now also specifically directs the Office of Institutional Operations through the Site Operations Division to implement this order. These changes address findings from the Property Management Assessment conducted in 2011.

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