Minerals Management Service
Interim Policy Document

Effective Date: 5/29/2010 **IPD No. 2010-03**
Series: Administrative
Title: Government IT Personal Property Accountability

Originating Office: Support Services Office, Chief of Staff Office, Administration and Budget

1. Purpose. This Interim Policy Document (IPD) establishes policies, responsibilities, and procedures for the receipt, deployment, and tracking of government IT personal property within the Minerals Management Service (MMS).

2. Objective. To provide a uniform standard for handling and tracking all MMS government IT personal property.

3. Responsibilities.

A. Each MMS facility will have an assigned Receiving Officer (RO) who will accept all government IT personal property (capitalized, system controlled, and bureau managed) when delivered. The RO is designated in writing by their respective Accountable Property Officer (APO).

B. All end-user configurable items such as (desktops, laptops, network hardware, servers and other similar items) are to be received by a main facility (Herndon, New Orleans, Denver, Camarillo, or Anchorage) to be imaged and configured. Upon completion, the main facility will distribute these configured assets to the district and satellite sites.

C. All MMS locations will have assigned Custodial Property Officers (CPOs) who will accept responsibility for his/her designated government IT personal property. The CPO will be designated in writing by his/her respective APO. The CPO can only be a government employee.

D, All MMS locations will have assigned CPOs to accept and track all Enterprise managed IT property at their location.

E. All systems-controlled property (capitalized and sensitive) is maintained in the official Financial Business Management System (FBMS) and will have a white property identification barcode label affixed to it in an easily visible location with an "M" number. The CPOs are responsible for managing the property assigned to them and to perform an annual inventory of these items.

F. A blue barcode label with a pre-assigned "B" number will be affixed to the bureau-managed property in an easily visible location. The CPOs are responsible for recording the "B" number, the serial number, and the description of the property in a standard database or personal tracking tool. It is the responsibility of the CPOs, or their designated official, to use these labels to track and manage the property assigned to them.

G. Software Accountability - Single software item purchases over the $100,000.00 threshold are a capitalized asset and must be accounted for in FBMS. The PMO must be contacted as soon as the license agreement for the software is received by the purchaser. If delivered electronically, the license must be printed out and attached to the MMS-064, and the PMO will affix a white barcode label to the license agreement for accountability. If the license agreement cannot be printed out, a barcode must still be affixed to the MMS-064. The MMS-064 shall have the name of the license, serial number, date purchased, and any other pertinent information of the software. The responsible CPO must sign the MMS-064 for receipt of the software. The original MMS-064 will be given to the PMO, and a copy will be made for the responsible CPO. The CPO can further assign the software to a Cognizant Employee (CE) on a DI-105, Receipt of Property.

H. The Administration and Budget (A&B) Information Management Division will coordinate all Enterprise equipment break/fix/lifecycle events with the designated CPOs.

4. Procedures.

A. All government IT personal property must be delivered to a receiving point or location and be inspected and accepted by the designated RO.

B. The RO reconciles the purchase order against the packing slip and against the received goods.

C. The RO receives the bar code labels from their respective Property Management Officer (PMO) and then affixes the bar code label(s) to the property.

D. The RO completes an MMS-064, Property Transfer Request, transferring the government IT personal property to the designated IT Office CPO.

E. The RO notifies the designated IT Office CPO that the property is available for pickup.

F. The IT Office CPO will issue an MMS-0118, Temporary Receipt, to the IT technician who is performing the imaging.

G. Once the imaging has been completed, the IT Office CPO will sign the MMS-0118 and transfer the property to the actual CPO to whom the property will be assigned to using a form MMS-064 Property Transfer Request.

H. A copy of this form MMS-064 is to be forwarded to the local PMO in A&B for processing in FBMS.

I. The CPO can further assign the government IT personal property to a Cognizant Employee on a DI-105, Receipt for Property. A copy of this DI-105 must be submitted to the servicing PMO in A&B for processing in FBMS. The CE can be either a government or contractor employee.

5. Operational Maintenance, Transfer and Excess.

A. When the government IT personal property is in need of maintenance, the assigned CPO/CE will submit a ticket to the MMS Help Desk identifying the property and appropriate action required. Should the property need to be removed from the office of the CPO/CE, it will be transferred temporarily, on a MMS-0118, from the CPO or CE to an IT technician for repair. Once repaired, the IT technician delivers the property back to the CPO or CE and the CPO or CE is to sign the MMS-0118 as receipt of the property. The IT technician should keep a copy of this document for his/her records. The CPO must prepare a form DI-1934 Property Pass in the event the government IT personal property has to be taken offsite to be repaired.

B. The MMS-064 should be used to transfer the government IT personal property from one CPO to a new CPO. A copy of the MMS-064 is to be sent to the servicing PMO for processing in FBMS. The CPO can further assign the property to a CE using a DI-105. A copy of the DI-105 must be submitted to the servicing PMO in A&B for processing in FBMS. If the government IT personal property has to be reimaged or configured, the CPO/CE is to complete form MMS-0118 and initiate a ticket to the MMS Help Desk. The MMS Help Desk will sign the MMS-0118 and pickup the property for imaging and configuration. Once configured, the IT technician delivers the property to the CPO/CE and the CPO/CE signs the MMS-0118 accepting the property.

C. All government IT personal property that has reached the end of its life-cycle, or is no longer serviceable, must have all storage media sanitized prior to being reported to the servicing PMO as "excess."

(1) The assigned CPO must submit the following to the MMS Help Desk: (1) Help Desk ticket identifying the government IT personal property that requires disk sanitization and (2) a form MMS-064 transferring the property to the servicing PMO's warehouse.

(2) The CPO must sign in block 1 of the MMS-064.

(3) The MMS Help Desk (IT Technician) will sign in block 2 indicating receipt of the property and will pick up the property for sanitation.

(4) After the property has been sanitized, the IT technician will affix a label to the property certifying the disk sanitization. The IT technician will also acknowledge the sanitation on the MMS-064 and note the condition of the property as "serviceable" or "nonserviceable."

(5) When sanitation is complete, the IT technician will return the property to the CPO/CE and they will sign in block 3 for receipt of property.

(6) The Help Desk must submit the MMS-064 to the servicing PMO for processing the property as excess.

(7) The servicing PMO will pickup the property for disposition and sign in block 4.

(8) The servicing PMO will provide the CPO with a copy of the MMS-064 upon receipt of the item and the CPO will sign in block 5.

(9) The PMO will process the disposition of the property in FBMS.

6. Cancellation. This IPD will remain in effect until no longer needed or until incorporated into the MMS Manual.

for

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DEFINITIONS

Personal Property is a Federal term, as noted in the Code of Federal Regulations, CFR 41 (102-38.35), used to identify all tangible government procured or leased equipment, materials, supplies, and museum objects. It does not include property which is incorporated in, or permanently affixed to, real property which is buildings or land.

Sensitive Property is government personal property that is considered to be highly susceptible to theft due to its ability to be easily converted to personal use. Sensitive property is systems-controlled, regardless of value. The MMS sensitive personal property items are laptops, firearms, and museum property.

Systems Controlled Property is government equipment that has an acquisition cost of more than $5,000 or is deemed as sensitive personal property.

Bureau-Managed Property is government personal property with an original acquisition cost of less than $5,000, excluding sensitive property. This property is managed by the Accountable Property Officers/Custodial Property Officers (APO/CPOs) or their designated individuals. The MMS bureau managed personal property items are desktops, monitors, printers, fax machines, plotter machines, servers, copiers, scanners, routers, switches/hubs, LCD projectors, televisions, and video conferencing equipment.

Capitalized Property is equipment that has an acquisition cost of $15,000 ($100,000 for software) or more; is a component that meets the acquisition cost threshold; and has an expected life-cycle of more than 1 year.

Accountable Property Officer (APO) is the individual designated as having overall responsibility for ensuring the establishment and maintenance of adequate property records and effective control over the properties assigned to the CPOs for use within the organization.

Custodial Property Officer (CPO) is the government employee delegated the responsibility for the use, protection, maintenance, and handling of MMS Property under his or her jurisdiction and more specifically, they are responsible for the following:

(1) Issuing property to the CEs and keeping appropriate accountability records, such as form DI-105, Receipt for Property.

(2) Completing such forms as necessary to maintain accurate control records, verifying inventories, and reconciling the inventory on the FBMS Inventory Report Form. The CPO must forward the signed inventory reports to the servicing Property Management Officer (PMO).

(3) Identifying, reporting, and coordinating the sanitation of equipment with memory or storage capacity before transferring or turning-in the excess property using the form MMS-064, Property Transfer Request, to the servicing PMO.

(4) Acknowledging receipt of property on appropriate forms; DI-105 for receipt of property and form MMS-064 for transferred property.

(5) Reporting loss or damage of MMS property on the DI-103, Report of Survey, to the APO, the PMO, the MMS Security Officer, the building Federal Protective Service officer, or local law enforcement if outside a government property. The PMO will convene the Board of Survey to commence the report of survey process.

(6) Completing a form MMS-064 for the turn-in/disposal of property that is unserviceable through fair wear and tear and in which there are no irregularities or need to determine employee financial liability.

Cognizant Employee (CE) is the government employee or contractor that is responsible for the daily use of government personal property and responsible for safeguarding the property issued to them, under the supervision of the CPO.

The PMO is the government employee(s) designated as such by series and title within the office of A&B at HQ, the Southern Administrative Service Center and the Western Administrative Service Center with responsibility for managing the personal property and fleet programs for MMS.

Receiving Officer (RO) is responsible for receiving property deliveries, making note of any shortages or overages on the delivery or shipping documentation, and obtaining the CPO signature for systems controlled and capitalized property. The RO is accountable for the property, until such time as the property has been accepted and signed for by the CPO or the IT technician.