

MPR 4000.2

REVISION A

EFFECTIVE DATE: October 4, 2004

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MARSHALL PROCEDURAL REQUIREMENTS

AD01

PROPERTY MANAGEMENT

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/7/00	This document replaces Chapters 1 and 2 of MM 4000.1.
Revision	A	10/4/2004	Added Property Management Assistant to definitions and responsibilities. Deleted requirement to maintain a stores stock catalog. Deleted Supply and Equipment Management Officer (SEMO's) responsibility to determine nice to have items. Added Property Support Assistant (PSA) responsibility to report equipment no longer meeting guidelines to be controlled, para. 2.4.16. Para 2.7 changed \$1,000 to \$5,000. Minor editorial changes. Draft 2 revisions: Added definitions of personal property and real property to definition section. Added 2.1.4 liability statement. Change 2.2.9 to provide training on an as needed basis instead of annually. Remove 2.2.11, 2.2.15, 2.2.18. Move para 2.3.7 to fit between 2.3.2 and 2.3.3. Reword 2.4.2. Delete 2.4.3, 2.4.5, 2.4.11, 2.4.12. Delete "(see MWI 4300.1) from 2.9.2." Delete 2.9.6. Delete last two sentences of 2.10.10 that read "Ensure the use of Standard Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate." Delete 2.11.3, 2.11.6, 2.11.7, 2.11.8, 2.11.9, rewrite 2.11.10, and 2.11.11. Delete 2.11.11.1. Rewrite 2.11.11.2. Delete 2.11.11.3. Delete all but first sentence of 2.11.11.4. Delete 2.11.11.5 and 2.11.12. Delete 2.11.12.1, 2.11.12.2. Rewrite 2.11.12.3 and 2.11.12.4. Rewrite 2.12.3, and 2.14.1.2. Delete 2.14.1.3, 2.14.1.4, 2.14.1.6, 2.14.1.7, and 2.14.1.8. Add the ability to make a contractor employee a property custodian and para 3.2.1. Include requirement to send a copy of the designation of Organizational Property Manager (OPMs) to the SEMO. Changed records section to "None." Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387).

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PREFACE

P.1 PURPOSE

The purpose of this document is to define the responsibilities pertaining to the supply and equipment functions of the Center and to provide the procedure for assignment of Property Support Assistants (PSA) (formerly known as Property Custodians) and Organizational Property Managers (OPM).

P.2 APPLICABILITY

This Marshall Procedural Requirements (MPR) is applicable to all personnel engaged in supply and equipment activities within Marshall Space Flight Center (MSFC) including onsite contractor personnel when contractually specified.

P.3 AUTHORITY

- a. NPR 4100.1, "NASA Materials Inventory Management Manual"
- b. NPR 4200.1, "NASA Equipment Management Manual"
- c. NPR 4300.1, "NASA Personal Property Disposal Procedural Requirements"

P.4 APPLICABLE DOCUMENTS

- a. NPR 4100.1, "NASA Materials Inventory Management Manual"
- b. NPR 4200.1, "NASA Equipment Management Manual"
- c. NPR 1441.1, "NASA Records Retention Schedules"
- d. 5 CFR Part 2635, "Standards of Ethical Conduct for Employees of the Executive Branch"

P.5 REFERENCES

- a. 41 CFR 101, "Federal Property Management Regulations"
- b. NASA Federal Acquisition Regulation (FAR) Supplement, Parts 1845 and 1852
- c. NASA Federal Acquisition Regulation, Parts 45 and 52

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P.6 CANCELLATION

MPG 4000.2 dated September 7, 2000

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. ACRONYMS AND DEFINITIONS

- 1.1 AAC. Activity Address Code.
- 1.2 CDB. Central Database.
- 1.3 CFO. Chief Financial Officer.
- 1.4 CO. Contracting Officer.
- 1.5 COTR. Contracting Officer's Technical Representative.
- 1.6 MPR. Marshall Procedural Requirements
- 1.7 MSFC. Marshall Space Flight Center.
- 1.8 MWI. Marshall Work Instruction.
- 1.9 NEMS. NASA Equipment Management System.
- 1.10 NSMS. NASA Supply Management System.
- 1.11 NPR. NASA Procedural Requirements.
- 1.12 OPM. Organizational Property Manager.
- 1.13 Personal Property. Property of any kind, including equipment, materials, and supplies, but excluding real property.
- 1.14 PMA. Property Management Assistant.
- 1.15 PMG. Property Management Group.
- 1.16 PSA. Property Support Assistant.
- 1.17 Real Property. Land, buildings, structures, utility systems, and improvements and appurtenances thereto. Permanently annexed to land. Real property also includes installed collateral equipment.
- 1.18 SEMO. Supply and Equipment Management Officer.

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2. RESPONSIBILITIES

2.1 General

2.1.1 The MSFC Center Director shall be responsible to NASA Headquarters for overall property administration within the Center. Each MSFC department/office manager shall be similarly responsible to the Center Director and is expected to place the same emphasis on property administration.

2.1.1.1 The Center Director shall appoint a Supply and Equipment Management Officer (SEMO), an Industrial Property Officer (IPO), Property Survey Officer, and the Property Survey Board.

2.1.2 The Center Director has delegated the authority for enforcing and directing the overall supply and equipment activities within MSFC to the SEMO, Center Operations, Logistics Services Department.

2.1.3 The MSFC department/office managers are primary officials responsible for all property assigned to their organizations, including all aspects of its use and condition. It shall be the department/office manager's responsibility to ensure that property discrepancies are reconciled with the appropriate property support assistants.

2.1.4 Personal responsibility for Government property shall be the obligation of each employee using the property, whether or not such property has been specifically issued, assigned, or loaned to the employee. An employee may be held financially liable for the loss, damage, or destruction of Government property when the loss, damage, or destruction is due to the employee's negligence, dishonesty, misconduct, or misuse of such property.

2.2 The SEMO shall be responsible for the following:

2.2.1 Ensuring, on behalf of the Center Director, that those policies and procedures pertaining to property administration, which are established and directed by NASA Headquarters and MSFC, are strictly followed. The department/office manager needing to deviate from established procedures shall fully document such deviation to the SEMO for determination and action as appropriate.

2.2.2 Designing and managing the installation property and equipment accountability systems (includes materials and equipment).

2.2.3 Maintaining supplies and records of accountability to fulfill MSFC requirements.

2.2.4 Establishing the Center policy for use of office furniture and furnishings.

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2.2.5 Establishing appropriate controls and maintaining adequate records and review of all Government personal property at the installation in NEMS and NSMS.

2.2.6 Determining the items which will be designated for control as sensitive and ensuring that controls are established and maintained.

2.2.7 Ensuring the designation of property management areas for which PSAs maintain responsibility.

2.2.8 Ensuring that training is provided to each PSA and each user of Government equipment and property as needed.

2.2.9 Ensuring that PSAs are provided with a record of controlled equipment items they manage.

2.2.10 Ensuring that prescribed physical inventory of materials and controlled equipment is completed and coordinated, including the physical inventory of the property management area when a new PSA is assigned.

2.2.11 Ensuring the Property Survey Officer and Property Survey Board are informed of their duties.

2.2.12 Establishing and maintaining interface with organizations involving property matters to include personal, institutional, and industrial property.

2.2.13 Ensuring a semiannual reconciliation of property records with the equipment type accounts maintained by the CFO.

2.2.14 Sharing joint responsibility with the CFO in reconciling inventory and financial records.

2.2.15 Processing corrective adjustments to the NEMS so that the net results thereof are reflected in the semiannual report of Supply and Equipment Management Operations (NASA Form 1324) as of March 31 and September 30.

2.2.16 Designating an AAC Coordinator to be responsible for coordinating the assignment, maintenance, and surveillance of AACs used by NASA installations and contractors to acquire supplies from Government supply sources.

2.2.17 Establishing, maintaining, and managing an inventory control system in accordance with NPR 4100.1 and with financial management regulations.

2.2.18 Ensuring, with respect to physical control and accountability, that installation policies and procedures necessary to comply with NPR 4100.1 are developed, implemented, and maintained.

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2.2.19 Designating a Precious Metals and Critical Materials monitor/coordinator to be responsible for maintaining surveillance and control of precious metals.

2.3 The Department/Office Managers shall be responsible for the following:

2.3.1 Ensuring the use, care, and protection of property assigned to their personnel comply with the policies and guidelines at MSFC.

2.3.2 Ensuring that controls are instituted to prevent property losses in their organization.

2.3.3 Determining and appointing the department's approving officials for property management matters utilizing guidance from the directorate manager. NOTE: "Approving Official" is an internal delegation from the department/office manager and cannot encompass more than the stated responsibilities of the department/office manager as outlined in paragraph 2.3 of this document.

2.3.4 Appointing an OPM.

2.3.5 Accomplishing walk-through inspections to review the condition and usage of property within their organization.

2.3.6 Reviewing and submitting survey reports.

2.3.7 Acting on personnel administrative actions recommended by the MSFC Survey Board.

2.3.8 Providing the Property Management Group (AD41) with a listing of the appointed department approving officials (the approving official shall default to the department manager in lieu of receipt of the list) and a listing of the appointed OPMs.

2.3.9 Ensuring requests for property loans are valid and for authorized purposes.

2.4 The PSAs shall be responsible for the following:

2.4.1 Performing a complete physical inventory or executing a waiver accepting the listed property by the gaining PSA in lieu of a complete physical inventory of all assigned property and reconciling all discrepancies with PMG prior to acceptance of responsibility for a property management account.

2.4.2 Maintaining records for all controlled Government personal property managed by PSA.

2.4.3 Assisting scan teams in performing an annual inventory of all property and assisting in any follow-up actions.

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2.4.4 Assisting the SEMO in conducting physical inventories.

2.4.5 Accompanying the department/office manager in conducting the annual property walk-through inspection.

2.4.6 Initiating adjustment action for components removed from or added to assigned equipment.

2.4.7 Assisting in the preparation of survey reports to account for lost, damaged, or destroyed property.

2.4.8 Ensuring that a temporary or new PSA is designated if he/she is to be absent for a period of 30 days or more.

2.4.9 Notifying the appropriate department/office manager of the identity of the temporary or new PSA.

2.4.10 Reporting untagged controlled equipment (including fabricated equipment) found in his/her assigned area to PMG and assisting the owning organization in the research to identify the circumstances relating to untagged items found on station.

2.4.11 Assisting the owning organization in reporting to PMG any equipment that is not being used to the maximum extent possible (equipment that is used on a part-time basis should be considered for turn-in).

2.4.12 Notifying SEMO or designee when employees improperly use or fail to safeguard assigned property.

2.4.13 Reporting equipment no longer meeting guidelines to be controlled, assisting the user in detagging the equipment, and updating the NEMS database.

2.5 The Organizational Property Managers shall be responsible for the following:

2.5.1 Overseeing property management activities within their organization.

2.5.2 Acting as liaison between department/office managers, PMG, PSAs, and organizational users of property within their organization.

2.5.3 Assisting department/office managers in providing oversight of property assets within their organization.

2.5.4 Assisting department/office managers in resolving property questions that arise in their organization.

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2.5.5 Assisting department/office managers in ensuring that equipment meeting control criteria is tagged and that equipment no longer meeting control criteria is detagged..

2.5.6 Assisting department/office managers in making certain that property is used for authorized purposes only.

2.5.7 Assisting the department/office manager in conducting the annual property walk-through inspection.

2.6 The Property Management Assistants shall be responsible for the following:

Providing guidance/direction regarding property management policy and regulations. Assisting the assigned directorate/office and OPM with resolving property issues and training.

2.7 The Property Survey Officer shall be responsible for the following:

Investigating and approving all survey reports (NPR 4200.1) not handled by the Property Survey Board. The Installation Property Survey Officer is a senior management official appointed by the Center Director. The Property Survey Officer may refer surveys to the Property Survey Board for action. The SEMO, his/her supervisor, or his/her subordinates shall not be designated as Property Survey Officers.

2.8 The Property Survey Board shall be responsible for the following:

Investigating and making recommendations concerning the loss, damage, or destruction of property exceeding \$5,000 in acquisition value. A Property Survey Board is composed of two members, with alternates, as appropriate, and a chairperson, appointed by the Center Director. The Property Survey Officer, SEMO, or individuals involved in the maintenance of official installation property records shall not be designated to serve on the board.

2.9 The Individual User shall be responsible for the following:

2.9.1 Ensuring proper use, care, and protection (safeguarding) of all Government property under his/her custody and control. Ensuring such property is used for authorized and intended purposes only. Each MSFC employee is responsible for Government property as set forth in Standards of Ethical Conduct for Employees of the Executive Branch.

2.9.2 The sale, gift, loan, exchange, shipment, or other disposition of any Government property, not authorized by law or directives issued by NASA, is illegal. Government-owned property shall not be physically removed from the Center without proper documentation.

2.9.3 Identifying equipment not being actively used in pursuit of approved programs and projects and notifying his/her supervisor and PSA.

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2.9.4 Ensuring that any lost, missing, or damaged Government property is officially reported to his/her supervisor, the appropriate PSA, and the Protective Services Department immediately if suspected stolen and within 3 days if discovered lost or missing. However, missing equipment meeting the capital threshold, acquisition value of \$100,000, shall be reported immediately.

2.9.5 Informing the PSA of all assigned equipment location changes, including shipments, which exceed 30 days, all user changes which exceed 30 days, or any condition changes of such equipment (e.g., modifications, destruction, working condition, etc.).

2.10 The Property Disposal Officer shall be responsible for:

2.10.1 Complying with all Federal and Government wide personal property laws and regulations, including Federal Property Management Regulations and the Defense Disposal Manual, and ensuring that Center policies and procedures necessary to comply with this document are developed, implemented, and maintained.

2.10.2 Ensuring that all Center idle, excess, surplus, or exchange/sale personal property reflects the true condition code and is described using a complete commercial description.

2.10.3 Ensuring internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.

2.10.4 Providing for required screening of all idle, excess, surplus, or exchange/sale personal property, including contractor-held and grantee-held, ensuring adequate, secured warehouse, or outside storage space if physical receipt is necessary.

2.10.5 Approving all “abandon” or “destroy” determinations to ensure they are properly documented with justifications and applicable public notices (if required) in accordance with provisions of Federal Property Management Regulations, 41 CFR 101-45.9.

2.10.6 Approving (within delegation limits of Federal laws and regulations) authorized direct transfers of excess or surplus property to other NASA Centers, Federal Agencies, and eligible donees.

2.10.7 Processing Government Services Administration (GSA) approved transfer requests and releasing the property to authorized Federal or donee representatives.

2.10.8 Interfacing with the Center’s Environmental and/or Health and Safety Offices in disposing of all identified hazardous materials and hazardous waste, in accordance with existing Environmental Protection Agency regulations and local laws.

2.10.9 Interfacing with the local safety office or program office to ensure that any “hazard reports” on excess equipment are included in the transfer, as well as requiring the program office that releases the equipment to ensure that the equipment or hardware has been rendered safe.

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2.10.10 Monitoring the sales contract administration in selling NASA surplus or exchange/sale personal property to the public sector. Determining whether the GSA, for a fee, or NASA or NASA's agent will conduct sales. Ensuring that NASA sales are in compliance, uniform, and protect the integrity of the Federal Government sales process.

2.10.11 Forwarding mistakes in bids under sales contracts to the SEMO for resolution at the local sales activity level, including NASA legal counsel, as authorized by Federal Property Management Regulations, 41 CFR 101-45.803, before award and 101-45.804 after award. Sales mistakes that require determinations at "one central authority" at the Agency level without power of further delegation (reference Federal Property Management Regulations, 41 CFR 101-45.8) shall be referred to the NASA Headquarters, Manager of Warehousing and Disposal Programs.

2.10.12 Preparing foreign disposal cases for review by the Center's SEMO and forwarding cases to the International Relations Division, Office of External Relations, NASA Headquarters, for final approval.

2.10.13 Participating in the Center's Recycle Program in accordance with Center internal procedures, ensuring maximum sale proceeds and maximum reduction of waste stream.

2.10.14 Implementing and promoting an effective Exchange/Sale Property Program to ensure maximum return of monies to NASA to offset cost of replacement property.

2.10.15 For NASA or NASA's agent-conducted sales, establishing a local reviewing authority and ensuring approval of reviewing authority for each proposed sale award of: (a) negotiated sale of surplus property of \$15,000 or more; (b) negotiated sale at fixed-price of surplus or exchange/sale property of \$25,000 or more; and (c) competitive bid sale of \$100,000 or more (reference Federal Property Management Regulations, 41 CFR 101-45.304-6).

2.10.16 Interfacing with the Center Information Technology Security Manager and Organization Computer Security Official to ensure that copyrighted software licensed to NASA is transferred in accordance with any restrictions of the license or copyright. Ensuring that storage media are erased by overwriting of media to prevent software and information with release restrictions from being released outside NASA.

2.11 The NEMS Equipment Manager or designee shall be responsible for the following:

2.11.1 Ensuring Center compliance with the Federal Property Management Regulations to maximize equipment reutilization and to minimize procurement of new equipment. The Center NEMS Equipment Manager is appointed by the Center's SEMO and serves as the key interface among the equipment-using organizations and the property custodians and equipment users.

2.11.2 Establishing appropriate controls, maintaining adequate records, and cataloging functions

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for all equipment at the Center.

2.11.3 Controlling approved global changes to the NEMS database.

2.11.4 Controlling record data changes. A record data change will change one or more data elements in a single record. Ensuring proper use of standard codes in establishing and maintaining the NEMS database and for processing and maintaining NEMS data.

2.11.4 Ensuring the cyclic and sensitive item inventory schedules as needed.

2.11.5 Ensuring the reconciliation and adjustment of equipment records as a result of inventory actions.

2.11.6 Ensuring that inventory results are documented for submittal by the SEMO to Center Management.

2.11.7 Conducting a semiannual reconciliation of NEMS equipment records with the equipment-type accounts maintained by the Financial Management Office.

2.11.8 Assisting designated property management personnel and equipment users in the proper procedures and documentation of the following equipment actions: Loans, transfers, turn-ins, excess, repairs, storage, calibration, replacement, modification or cannibalization, fabrications, found on station, and survey reports for lost, damaged, or destroyed equipment.

2.12 NEMS control (located within the Center's Property Management Organization) shall be responsible for the following:

2.12.1 Entering the final transaction data on the receiving report and proofing the document for completeness. This final transaction information shall then be keyed into the database and processed into NEMS. All necessary data including source documents shall be controlled in accordance with NPR 4200.1 (section 3) through the use of compact disks. A NASA Form 1602 is generated and forwarded to the appropriate PSA.

2.13 NASA Contractors and Contracting Officers shall be responsible for the following:

2.13.1 NASA contractors are responsible for equipment and other property as set forth in the Federal Acquisition Regulation, the NASA FAR Supplement, and the applicable contract.

2.13.2 Contracting officers are responsible for ensuring that Government-furnished equipment or contractor-acquired equipment is managed pursuant to the provisions of the contract. In authorizing contractors' purchase or use of Government equipment, contracting officers shall ensure that:

2.13.2.1 Requirements are verified by the appropriate project office.

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2.13.2.2 Contracting officer written consent is obtained pursuant to FAR 52.244-2.

2.13.2.3 Written determinations are executed by the appropriate Center official pursuant to FAR 45.302-1(a)(4) and NASA FAR Supplement 1845.302-1.

2.13.2.4 Existing Government assets are screened pursuant to NASA FAR Supplement 1852.245-70.

2.13.3 NASA requirements for property management by contractors shall be included in the property administration/plant clearance delegation instructions to other Agencies (i.e., Defense Contract Management Agency) for offsite contractor accountable contracts.

2.13.4 Individuals shall be delegated, as needed, to perform the duties of property administration for onsite contracts.

2.14 The Industrial Property Officer shall be responsible for the following:

2.14.1 Managing and coordinating Center property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers. The Industrial Property Officer is designated by the Center Director.

2.14.2 Ensuring Contract Property Management Program requirements are met regarding responsibilities outlined in NASA FAR Supplement 1845.7305.

2.15 The Onsite Property Administrator shall be responsible for the following:

2.15.1 Administering contract requirements and obligations relative to onsite Government property. The Property Administrator, an authorized representative of the CO, is an individual duly designated by the contracting officer. The property administrator shall:

2.15.1.1 Evaluate the contractor's management and control of Government property.

2.15.1.2 Ascertain whether the contractor is effectively complying with the contract provisions pursuant to Government property.

2.15.1.3 Advise the CO of any contractor noncompliance with approved procedures and other significant problems the property administrator cannot resolve and recommend appropriate action.

2.15.1.4 Participate in pre award surveys/post-award orientations whenever significant amounts of Government property will be involved in order to reveal and resolve property management problems early in the acquisition cycle.

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3. PROCEDURE

3.1 Assignment of PSAs

The assignment and subsequent responsible performance of a PSA is paramount to the success of the MSFC Property Management System. The PSA shall be a Logistics Services Contractor employee who assists Center employees in managing their property, acting as an extension of the SEMO.

3.2 Assignment of Property Custodians

3.2.1 The assignment and subsequent responsible performance of a property custodian is paramount to the success of the MSFC Property Management System. The property custodian shall be a civil servant or contractor employee appointed by the department/office manager who assists organizational employees in managing their property, acting as an extension of the SEMO.

3.2.2 The department/office manager shall designate, in writing, the individual to be nominated for appointment as property custodian for a specific area. A memorandum requesting appointment shall be forwarded to the SEMO for approval. Requests that are not approved shall be returned to the department/office manager, as appropriate, with an explanation of disapproval. The SEMO or designee shall provide overview training to the property custodian after the appointment is approved, as well as a unique property custodian account name/number.

3.3 Assignment of Organizational Property Managers (OPM)

The department/office manager shall designate, in writing, the individual(s) to serve as OPM for a specific organization and forward a copy to the SEMO. The SEMO or designee shall provide overview training to the OPM.

4. RECORDS

The appointment letters from the Center Director, appointing the SEMO, IPO, Property Survey Officer, and the Property Survey Board are kept until rescinded in accordance with NPR 1441.1.

The letters from the SEMO designating the AAC, the Precious Metals and Critical Materials Coordinator, and the NEMS Equipment Manager are kept until rescinded in accordance with NPR 1441.1.

The OPM listing is maintained electronically on the Center Operations website.

Equipment property records and equipment inventory records are maintained in NEMS. All transactions are electronically recorded on a CD (direct imaging). The CD is kept by LSC in Building 4471 in accordance with NPR 4100.1, 4100/4.

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5. FLOW DIAGRAM

None.