



Arecibo Observatory

Office of the Director

SUBJECT: Government Property Database Management	Effective Date: 04-30-2020	Policy Number: AO-POPE09
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	Responsible Authority: Operations & Maintenance Director	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all stakeholders at the Arecibo Observatory.

GENERAL POLICY

This policy establishes the requirement to ensure the safekeeping of government property information

DEFINITIONS

Government Property: includes all material, supplies, parts, and asset equipment in the custody of the Arecibo Observatory.

POLICY STATEMENT

The Arecibo Observatory (AO) will ensure that all information relating to government furnished property and contractor acquired property to include material are kept in an approved database management system.

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GUIDELINES

The Arecibo Observatory Property Administrator is tasked by the AO Director to monitor and manage all government furnished property and contractor acquired property. Information to include unique tagged number, nomenclature, part number, manufacturer, acquisition date, location, and cost is kept in a database on the AiM System managed by the University of Central Florida. Some key people has only read rights access to this database. The Property Administrator and Support Operations Branch Manager are the only designated personnel with rights to edit or add records to this data base. AiM is also the repository of Preventative Maintenance equipment and warehouse inventory information. These database items are also controlled by the Property Administrator and the Support Operations Branch Manager.

UCF AiM support personnel provide reports on inventory as needed.

Frequency of Inventory

1. Wall-to-wall inventory on tagged equipment is done biennially.
2. Warehouse stocked items inventory is done annually.

CONTACTS

Operations & Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL	
(For use by the Office of the Director)	
Policy Number: AO-POPE09 Government Property Database Management	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____

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