



Arecibo Observatory

Office of the Director

SUBJECT: Property Transactions Level Actions and Reporting	Effective Date: 04-30-2020	Policy Number: AO-POPE10
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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 AO and subcontractor personnel at the Arecibo Observatory.

GENERAL POLICY

This policy refers to the Property Management Guide AOSUP03. All property management functions, transaction actions and reporting are in compliance with federal status and terms and conditions of the award. Also, are presented in the Property Management Guide. The procedures established in the Guide are to increase the understanding, eliminate the need for personal decisions on matters of the Arecibo Observatory policy.

POLICY STATEMENT

The Arecibo Observatory has a Property Management Guide AOSUP03 that helps with the control and accountability for government property in the site. This Guide is developed in accordance with OMB Circular A-110, AOMT MOA-O, UCF ref # 66016051-01, Article IX and applicable Subpart D—Post Federal Award Requirements, Property Standards of the Uniform Guidance, 2 CFR 200.310-316 provisions. 2.0

RESPONSIBILITIES AND AUTHORITY

AO Director - Responsible for overseeing YEI plans and control procedures; establishing methods and scope for all required changes in procedures; defining the Property Administrator objectives, and ensuring that all property related procedures are being met with full compliance to OMB Circular A-110, AOMT MOA-O, UCF ref # 66016051-01, Article IX and applicable Subpart D—Post Federal Award Requirements, Property Standards of the Uniform Guidance, 2 CFR 200.310-316 provisions. Appoints a Property Administrator responsible for the day-to-day operation of the AO Property and application of Property Control procedures.

Operations and Maintenance Director - Provides management oversight to the Property procedures in a manner that provides complete effectiveness and ensures that YEI is in full compliance with OMB Circular A-110, AOMT MOA-O, UCF ref # 66016051-01, Article IX and applicable Subpart D—Post Federal Award Requirements, Property Standards of the Uniform Guidance, 2 CFR 200.310-316 provisions. Recommends revisions to property management policies and procedures. Ensures that clear lines of responsibility and authority exist for the control, use, and protection of Government property. Brings to the attention of the Director any significant property accountability matters that require higher level management attention to resolve.

AO Property Administrator - Responsible for implementing the AOMT Property Procedures in a manner that is consistent with OMB Circular A-110, AOMT MOA-O, UCF ref # 66016051-01, Article IX and applicable Subpart D—Post Federal Award Requirements, Property Standards of the Uniform Guidance, 2 CFR 200.310-316 provisions while providing maximum effectiveness to the contract effort. Maintains and supervises property records to assure efficient and effective accountability. The AO Property Administrator will ensure that all employees assigned accountability and custodianship functions for Government Furnished Property (GFP) are aware of their duties and responsibilities with respect to the protection and control of Government property. The AO Property Administrator is the primary point of contact for the cooperative support agreement. Conduct inventory biennially and report results to Principal Investigator at UCF. Provide guidance to group managers and procurement office on the acquisition of equipment. Instruct the Supply Technicians on proper tagging of property and to provide physical security to equipment and material. Initiate action on the disposition of excess equipment and materials.

Group Managers - Responsible for the property within their designated work areas. Provide inputs to the Property Administrator on acquisition of new equipment.

All AO Personnel – are required to be cognizant of the responsibilities and accountability for government property as defined by the Property SOP and of the responsibility to handle such property in a manner that minimizes the danger of loss, damage, or excessive usage.

AO-POPE10 Property Transactions Level Actions and Reporting

The following is a list of property management functions:

1. Acquisition (purchased, donated or transferred, fabricated)
2. Identification (Receiving)
3. Records
4. Utilization (Storage, Movement and Consumption)
5. Maintenance
6. Physical Inventory (performed biennially, validation and reconciliation)
7. Reports (LTDD, Inventory, FAST reports)
8. Disposition (Relief of Stewardship)
9. Subcontractor oversight (Flow down of property clauses, review their property management system periodically)
10. Contract closeout (final inventory, dispose or transfer of excess, close all LTDD reports)

REFERENCES

[Property Management Guide AOSUP03.docx](#)

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-POPE10 Property Transactions Level Actions and Reporting

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____

