



Arecibo Observatory

Office of the Director

SUBJECT: Utilization and Disposition of Government Property	Effective Date: 04-30-2020	Policy Number: AO-POPE6
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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 minimum requirement to ensure the proper utilization and disposition of government owned property.

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 utilize government property for its intended use and will identify excess serviceable and unserviceable equipment for disposal.

AO-POPE6 Utilization and Disposition of Government Property

Guidelines

Utilization

AO personnel will be responsible for the proper care, maintenance and use of government property. This property will be utilized in accordance with the provisions in the agreement and AO policies and procedures. The utilization review process is intended to ensure that property is used only for its authorized intended purposes and that property no longer required to be identified and reported accordingly. Any other use of such property is forbidden without the prior written approval of the Arecibo Observatory Director, the cognizant NSF Grants and Agreements Officer and the NSF Property Administrator. The AO Property Administrator may make government property available to subcontractors and outside agencies for the performance of work within the terms of the contract. Final responsibility and accountability for such property, however, remains with the Arecibo Observatory.

1. Warehouse stock - Supply Technicians will perform periodic reviews of warehouse stock that has not experienced demand for 12 months since the last date of issue or last date of inventory. Any item that meets these criteria will be considered for disposition. Notification will be sent to the pertained Group Manager to inspect and to make a decision on disposal of obsolete items. Any material deemed obsolete, excess, or not required will be documented and information will be forwarded to the Arecibo Observatory Director for disposition instructions.
2. Tagged property - Group managers are directed to report excess property to the Property Administrator immediately when they have determined that they have unusable, excess or unneeded property in their area. During routine work center walk-downs, and during the biennial inventory, the managers will identify surplus inventory, and determine if any of the items qualify as excess for which there is no requirement. Tagged property deemed obsolete, excess, or not required will be documented and information will be forwarded to the Arecibo Observatory Director for disposition instructions.
3. Maintenance - Maintenance personnel will identify equipment no longer deemed repairable.

Disposition of Government Property

Excess property will be reported to the Arecibo Observatory Director and the Federal Government when it is no longer required to fulfill contractual obligations or when a major repair or rehabilitation estimate exceeds 65% of the value of the item. Equipment may also be submitted for disposition when frequent repairs are necessary and cumulative costs indicate it is not in the best interest of the government to continue supporting the equipment. When this occurs, request for assessment and disposition approval will be submitted to the Arecibo Observatory Director and the Federal Government along with supporting repair estimates or maintenance documentation. The Federal Government will issue a final decision on disposition actions i.e. reported to GSA, ship and or transport to other locations or local disposition.

The Support Operations Branch Manager at the Arecibo Observatory is responsible for functions relating to the proper disposition of:

- Obsolete material or equipment
- Material/equipment excess to AO requirements
- Expendable/nonexpendable material for scrap/salvage
- Federal repairable
- AO tagged property

Group Managers will arrange for inspection of all disposition tagged property and notify Property of the condition and location.

Requirements for disposing of hazardous material and containers will be coordinated with the EH&S branch manager.

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-POPE6 Utilization and Disposition of Government Property	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____