



Arecibo Observatory

Office of the Director

SUBJECT: Property Administration, Roles and Responsibilities	Effective Date: 04-30-2020	Policy Number: AO-POPE02
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	Responsible Authority: Support Operations Manager	

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

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to the administrative staff and stakeholders at the Arecibo Observatory responsible for property management including maintenance, disposition and acquisition.

GENERAL POLICY

This policy outlines the proper management of property administration. This policy is applicable to the administrative staff and stakeholders at the Arecibo Observatory responsible for property management including maintenance, disposition and acquisition. Establishes the roles and duties of the personnel assigned to the property administration office.

DEFINITIONS

Government Furnished Property: Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract.

Property Management: is a monitoring and control function that assures the adequate organizational processes related to the Lifecycle management of property support.

POLICY STATEMENT

The Arecibo Observatory (AO) will follow applicable guidelines when establishing lines of authorities and describing roles and responsibilities for the staff responsible of property management. The proper management of property and its purchases with Federal Funds or other type of funding maintained by the Arecibo Observatory is outline in this policy.

Roles and Responsibilities

1. **AO Director:** Responsible for overseeing subrecipients 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. Appoints a Property Administrator responsible for the day-to-day operation of the AO Property and application of Property Control procedures.
2. **Operations and Maintenance Director:** Provides management oversight to property procedures in a manner that provides complete effectiveness and ensures that the subrecipient is in full compliance with applicable directives. 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.
3. **AO Property Administrator:** Responsible for implementing the AO Property Procedure in a manner that is consistent with applicable directives. 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.
4. **Group Managers:** Responsible for the property within their designated work areas. Provide inputs to the Property Administrator on acquisition of new equipment.
5. **All AO Personnel:** Required to be cognizant of the responsibilities and accountability for government property as defined by SOP SUP-03, Property Management and of the responsibility to handle such property in a manner that minimizes the danger of loss, damage, or excessive usage.

Property Contact

The Property Contact provides the main line of communication between the Arecibo Observatory departments and the Office of Property Management. To a great extent, the accuracy of the asset accounting system is dependent upon the quality of the communication between the Office of Property Management and the Arecibo Observatory departments. The Property Contact should have direct access to their department heads and an expert knowledge of each department's functional areas.

The responsibility of the property contact is to provide a communication link between the departments and the Office of Property Management. The position also provides coordination of the capital asset activities within the department.

The responsibilities include:

1. Inform the Office of Property Management of any movement of property from one location to another.
2. Assist the Office of Property Management to locate movable equipment/assets during periodic on-site audits.
3. Provide information to the Office of Property Management about surplus assets/equipment available for sale or disposal.
4. Complete all appropriate forms and make arrangements for the disposal or moving of surplus items as directed by Property Management.
5. Review the periodic inventory list provided by the Office of Property Management to assure its validity for both content and location.

Property Management Auditing

The Office of Property Management will be the responsible for coordinating and initiating the auditing process of the Arecibo Observatory (AO) tagged government property. All AO's departments will be subject to a physical inventory audit at least once every two years. Inventory listings are emailed to each departments areas, along with instructions and completion date by. The Director will receive a final report which in turn should be sent to the PI and NSF Property Administrator.

Disposal of equipment at the Arecibo Observatory

The options available to the Arecibo Observatory departments for the disposal of surplus assets/equipment are:

1. Transfer equipment to other department.
2. Sale of equipment to an outside party with NSF approval.
3. Disposal of equipment through Property Management.
4. Grant and contract transfer or disposal.
5. Acquisitions/disposition of Federal Surplus Property.

With the exception of office supplies, Arecibo Observatory departments may not dispose of any equipment without consulting the Office of Property Management.

Equipment Reutilization

Property Management should be consulted whenever equipment is no longer in use or useful and becomes excess surplus. Property Management helps identify the needs of other departments and arrange transfer of equipment items. The Office of Property Management will be responsible for the reutilization of property items.

Disposal of Equipment

Some items may no longer be usable. Throwing an item away without Property Management authorization is against NSF policy. Therefore, the Office of Property Management must be contacted before any equipment is disposed of. Please refer to SOP SUP-03, Property Management.

After Property Management has determined that an item is for disposal, Property Management will:

1. Work to coordinate removal of the item through Warehouse Operations.
2. Items will be disposed of in accordance with NSF instructions.
3. Update the property listing to reflect the reduction in the inventory. Only after NSF approval.

Loss, Theft, Damage or Destruction (LTDD) of Government Property

An LTDD report needs to be completed and send to UCF/NSF for approval and relief of responsibly. The LTDD report contains bullets that NSF requires. Please refer to the Grant MOA between the three entities and my process on LTDDs.

To assure the safety and security of AO's assets/equipment, care should be taken at all times. Items may occasionally be lost or stolen add or damage and when a loss is realized, the staff should notify security to complete an LTDD. Reporting the loss of AO's equipment used off-site is subject to a different set of procedures. As well as informing the AO security and Puerto Rico Police Department should be notified. A copy of the Police report and a detailed note listing brand name, serial number, model number, tag number, description and last known location of the item(s) should be forwarded to Property Management.

Please note that the user is responsible for equipment in their care and may want to make sure they are adequately protected.

CONTACTS

Operations and 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-POPE02 Property Administration, Roles and Responsibilities

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____