



Arecibo Observatory

Office of the Director

SUBJECT: Loss, theft, damage or destruction of government property	Effective Date: 04-30-2020	Policy Number: AO-POPE07
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	Responsible Authority: Operations and Maintenance Director	

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

APPLICABILITY/ACCOUNTABILITY

This policy applies to all faculty, scientist and staff members at the Arecibo Observatory.

GENERAL POLICY

This policy covers the process to be followed when loss, theft, damage or destruction (LTDD) of Government Property occurs.

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.

POLICY STATEMENT

This policy covers all types of government property, whether government furnished or contractor acquired that are lost, stolen, damaged or destroyed at the Arecibo Observatory (AO) site and off- site.

All government furnished property, and any property in the possession of subcontractors that is lost, stolen, damaged, or destroyed will be handled according to the provisions of this section. In cases AO-POPE07 Loss, theft, damage or destruction of Government property

involving possible theft or criminal activity, the manager or designated representative is requested to immediately report the incident to the AO Security Manager. The Security Manager will initiate a Security Police Investigation Report. All loss, theft, damage, or destruction (LTDD) of Government property must be reported via the Loss, Theft, Damage or Destruction (LTDD) Form (refer to LTDD form).

The Property Administrator shall report immediately upon becoming aware of any circumstances indicating a loss, theft, damage or destruction (LTDD) of government property to the Arcibo Observatory Director, the cognizant NSF Grants and Agreements Officer and the Government Property Administrator. The Property Administrator must report all cases of loss, theft, damage or destruction (LTDD) of Government property. Reporting is normally accomplished by telephone as soon as possible, followed up with a formal written report as soon as the facts are known. The written report should be provided within ten (10) days of occurrence.

Reporting a loss, theft, damage or destruction (LTDD) of government property

Group Manager

- Prepares and submit the Loss, Theft, Damage or Destruction (LTDD) document in its entirety. Special attention should be given to the eight (8) questions in the narrative portion of the reporting form. A Loss, Theft, Damage, or Destruction (LTDD) form with incomplete information will be returned to the originator for corrections.
- Forwards required Loss, Theft, Damage or Destruction (LTDD) forms to the AO Property Administrator.

Property Administrator

- Assures the Loss, Theft, Damage or Destruction (LTDD) form is completed in its entirety including required signatures.
- Forwards the original Loss, Theft, Damage or Destruction (LTDD) form to the lead organization and NSF Property Administrator for final approval.
- Retains a suspense copy on file.
- Includes a copy of the Security Police Investigation Report for suspected thefts along with the Loss, Theft, Damage or Destruction (LTDD) form.

The lead organization and/or NSF Property Administrator may disapprove a Loss, Theft, Damage or Destruction (LTDD) form for lack of required or supporting documentation, or there is evidence of willful misconduct or negligence on the part of the contractor which resulted in the Loss, Theft, Damage or Destruction (LTDD) of government property.

REFERENCES

Loss, Theft, Damage or Destruction (LTDD) Form



AO-POPE07 Loss, theft, damage or destruction of Government property

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-POPE07 Loss, theft, damage or destruction of Government property

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____