

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-MC-001-001

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

**Person Requesting Change:** Chris Gillars

**Department Name:** Materiel Control

**Document Number:** MC-001 **Revision No.:** 0

**Document Title:** Control of Government-Owned Property

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**Reason for change:**

Added explanation to definition of Sensitive Equipment that "ADPE equipment less than \$5,000.00 and greater than five years old is classified as "Administratively Controlled Equipment".  
Changed reference from "the Property Management Branch" to "Property Management".

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**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

Replace MC-001, Revision 0 with TCR-MC-001-001

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1. Does this TCR significantly alter the intent or scope of the document? **YES:**      **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:**      **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

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(Chris Gillars)  
**Department/Division Head Approval**

7/20/99  
**Date**

(J.W. Anderson)  
**Head, ES&H and Infrastructure Support/designee**

7/22/99  
**Date**

Release/Effective date of this TCR: 7/22/99

Incorporate this TCR into next revision of this document? **Yes-** X **No-**

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>PROCEDURE</b>	No. MC-001 Rev 0 page 1 of 2
			<b>Subject:</b>  Control of Government-Owned Property
		<b>Supersedes:</b> Parts of MC P&P 1001.1	<b>Approved:</b>  Director

**Applicability**

This procedure is applicable to all activities conducted at the Laboratory.

**Introduction**

This procedure is intended to assure compliance with Department of Energy Property Management Regulations and Laboratory property management policies and procedures. The control of and accountability for government owned property is the responsibility of department heads, department managers, custodians and individuals who have property charged to their care or in their possession.

**Reference Documents**

41 CFR Chapter 109-1.50	Property Management Regulations
Policy P-030	PPPL Property Management
Materiel Control Manual	Materiel Control Property Procedures

**Definitions**

**Administratively Controlled Items** Property having an acquisition cost between \$1000 and \$4999.99 (including freight and installation charges.) Line item control of this property is not required, however, Laboratory personnel are responsible for the proper care and safekeeping of this or other property charged to their care or in their possession.

**Contact** Individual having physical possession of controlled, sensitive, administratively controlled, high risk and/or other government property. Usually reports organizationally or functionally to the custodian.

**Controlled Equipment** Property having an acquisition cost of \$5000.00 or more, including freight and installation charges, with an anticipated service life of two years or more. These items require line item control and accountability.

**Custodian** Individual designated by Division/Department Head as the custodian of equipment for a particular functional or organizational area of responsibility (usually at section head level or higher). This individual maintains liaison with ~~the~~ Materiel Control Property **Branch Management** regarding inventories, equipment spot-checks, intra-lab permanent transfer of property, disposal and other actions/problems regarding equipment within their assigned functional area.

**Government Property** Property which is owned or leased to the government or acquired by the government under terms of the contract. It includes both government-furnished property and contractor-acquired property. Equipment, materiel, and services provided to PPPL with funding provided by the Department of Energy (DOE) and/or any other government agency are the property of the US Government.

**High Risk Property** Property determined to have nuclear proliferation; security; or environmental, safety, and health concerns, and must be controlled and disposed of in other than the standard manner. High risk property will be uniquely tagged and identified and will be tracked in the property data base to the end user/ custodian. Technical/ operating manuals and related documentation will also be identified and marked.

Sensitive  
Equipment

Property costing \$500.00 or more (and certain sensitive items below \$500.00) which can be easily appropriated for personal use or readily converted to cash. These items require line item control and accountability. **ADPE equipment less than \$5,000.00 and greater than five years old is classified as "Administratively Controlled Equipment".** **TCR-MC-001-001**

## Procedure

### Responsibility    Action

Property  
Management  
**Branch**

1. Ensures custodians/contacts are aware of appropriate procedures and responsibilities. Trains custodians, contacts, and others when requested/needed. Assists in resolving discrepancies or problems.
2. Performs physical inventories, records and maintains records of the receipt, issue, loan, transfer, disposal, location, and any other pertinent information regarding government property. Issues periodic reports to custodians, contacts, and Laboratory managers.
3. Notifies Custodian and Contact of any "High Risk" property. Provides information regarding the control and tracking of these assets.

Custodian

4. Participates and assists ~~the~~ Property Management **Branch** in conducting inventories, spot-checks, and excess equipment reviews.
5. Establishes an appropriate log/record to keep track of equipment that may be used at more than one location, loaned to others on a temporary basis, or signed out on a property pass. Insures property passes are issued and maintained for property temporarily located offsite. Prepares equipment transfer forms to document transfer of property. In coordination with the contact, locates and produces assigned asset(s) within 48 hours of notification.
6. Notifies Property Management **Branch** of extensive modifications to equipment, cannibalizations, or incorporation of controlled or sensitive equipment into higher assemblies.
7. Ensures any property identified as "High Risk" is accounted for and controlled. Notifies ~~the~~ Property Management **Branch** upon transfer or permanent relocation of "High Risk" property.

Contact

8. Responsible for the property in their care or possession. Maintains item location for assigned property. Notifies custodian and Property Administrator prior to permanently moving equipment from one organization to another. Prepares Equipment Transfer forms to document transfer of property. Participates in physical inventories and spot-checks. Upon request, locates and produces assigned asset(s) within 48 hours of notification.
9. Ensures any property identified as "High Risk" is accounted for and controlled. Notifies ~~the~~ Property Management **Branch** upon transfer or permanent relocation of "High Risk" property.

Human  
Resources

10. Notifies Property Management **Branch** of personnel departures in accordance with the termination procedures listed in the PPPL Personnel Practices Manual.