

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 13.1	PROPERTY MANAGEMENT	DT-23-26
<i>Volume 13:</i>	Transportation, Facilities, and Property	
<i>Approved By:</i>	Timothy I. Pulliam, Acting Deputy Director Office of Administration	
<i>Date Approved:</i>	December 21, 2023	
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<i>Issuing Office:</i>	Office of Administration Division of Facilities and Security	
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EXECUTIVE SUMMARY

Management Directive 13.1, “Property Management,” is revised to—

- Address the recommendations in OIG-17-A-27, “Evaluation of NRC’s Management of Government Cell Phones” and OIG-20-A-17, “Audit of the NRC’s Property Management Program.”
- Clarify the requirement for offices to maintain internal control procedures for property items under the \$2,500 threshold.
- Define the Office of the Chief Information Officer’s roll in capturing and maintaining NRC-owned IT assets and the Hardware Asset Management Playbook (HAM).
- Clarify guidance for newly acquired deliveries and reporting requirements (e.g., receipt and tagging of newly acquired property).
- Update guidance and align the roles and responsibilities to the current organization and functions.

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission (NRC) to manage property in its possession or its contractors’ possession effectively and efficiently and to provide sufficient controls to deter or eliminate loss through fraud, waste, or misuse.

II. OBJECTIVES

To establish and apply NRC standards and procedures for the use and control of property in accordance with Federal Management Regulations, the Federal Acquisition Regulation, and guidance provided by the Office of Management and Budget, the General Services Administration (GSA), and the Government Accountability Office.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Executive Director for Operations (EDO)

Oversees the NRC property management program.

B. Inspector General (IG)

1. Investigates reports of theft or diversion of NRC assets and reviews reports of lost, damaged, or destroyed NRC property.

2. Designates two members and the chair of the Office of the Inspector General (OIG) Property Survey Board.
3. Approves exceptions to this MD for OIG employees.

C. Chief Financial Officer (CFO)

Maintains overall responsibility for accounting and reporting on agency assets in the NRC's financial statements.

D. Director, Office of Administration (ADM)

1. Manages the NRC property management program.
2. Independently reviews NRC Property Survey Board decisions if the affected party appeals.
3. Monitors and documents purchases for furnishing, redecorating, or making improvements to the offices of NRC Presidential appointees to ensure that the \$5,000 limit is not exceeded (5 U.S.C. 5343).

E. Chief Information Officer (CIO), Office of the Chief Information Officer (OCIO)

Plans, directs, and oversees the implementation of a comprehensive and cost-effective NRC Information Technology Security Program.

F. Office Directors and Regional Administrators

1. Ensure that requests for furniture, equipment, and related services are fully justified and support mission-related activities.
2. Submit NRC Form 776, "Property Custodian Delegation," to the Property Management Officer (PMO) in ADM, listing those individuals who serve as property custodians and alternates to perform the duties specified in the Handbook 13.1. (NRC Form 776 is available in the NRC Forms Library on SharePoint, at <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>.)
3. Support waste reduction and recycling programs implemented by GSA, U.S. Postal Service, "Federal Recycling Program," and building lessors.

G. Additional Responsibilities of Regional Administrators

1. Oversee regional self-inventories.
2. Ensure compliance with NRC procedures for issuance and disposal of Government personal property, including reporting excess property for the [Computers for Learning Program](#).

3. Submit estimated requirements for furniture, equipment, and other property (e.g., the special needs category) to ADM for planning and budgeting purposes.

H. Deputy CIO, OCIO

Approves requests for the acquisition, repair, transfer, or disposal of information technology (IT) hardware and software, network equipment, automated systems, telecommunications equipment, filing equipment and systems, micrographics equipment, library materials, and printing and copying equipment.

I. Comptroller, Division of the Comptroller (DOC), OCFO

1. Manages the financial records for NRC capital property and provides financial reports, as required.
2. Collects reimbursements from employees determined to be liable by the NRC Property Survey Board for lost, stolen, destroyed, or damaged property.

J. Director, Acquisition Management Division (AMD), ADM

1. Ensures that statements of work contain adequate property controls and that appropriate terms and conditions regarding the title of property purchased with NRC funds are included in solicitations and contracts.
2. Administers the NRC program for Government personal property held by an NRC commercial contractor.
3. Provides an annual report regarding contractor-held capital property to the Office of the Chief Financial Officer (OCFO).
4. Ensures that purchase card holders are trained regarding reporting requirements associated with the purchase of property.

K. Director, Division of Facilities and Security (DFS), ADM

Manages the NRC waste reduction and recycling program in accordance with Executive Order 13693, "Planning for Federal Sustainability in the Next Decade," and prepares annual reports (i.e., Greenhouse Gas Inventory, Annual Recycling and Waste Reduction Report-Montgomery County, Climate Change Adaption Plan and Strategic Sustainability Performance Plan) to Montgomery County and the Federal Environmental Executive.

L. Chief, Facilities and Logistics Branch, DFS, ADM

1. Implements NRC Government personal property policies and develops procedures.
2. Oversees NRC equipment through tagging and inventory programs.
3. Directs headquarters equipment inventories, oversees regional equipment inventories.

4. Provides agency oversight, including prompt notification to OIG of suspected instances of loss, damage, or theft of property.
5. Approves requests for acquisition, transfer, or disposal of security equipment, systems furniture, and climate control and facility equipment.
6. Designates the PMO.
7. Manages the electronic Space and Property Management System.
8. Establishes use standards¹ to ensure uniformity, flexibility, and proper use and disposal of furniture, equipment, and related services.

IV. APPLICABILITY

The policy and guidance in this MD apply to all NRC employees and, where applicable, to NRC contractors.

V. DIRECTIVE HANDBOOK

Handbook 13.1 contains guidelines and procedures for control and accountability of NRC property, including property held by commercial contractors, and to ensure that Government personal property is protected against waste, theft, or misuse. MD 11.7, "NRC Procedures for Placement and Monitoring of Work with Federal Agencies and the U.S. Department of Energy (DOE) Laboratories," governs property purchased with NRC funds through DOE laboratory work orders.

VI. REFERENCES

Code of Federal Regulations

Federal Acquisition Regulation—

48 CFR Part 45, Federal Acquisition Regulations, "Government Property."

Federal Management Regulations—

41 CFR 101-25.100, "Use of Government Personal Property and Nonpersonal Services."

41 CFR 101-25.301, "General."

¹ Use standards are a combination of authority to obtain an item of property together with a justification of why the property is needed. The *Code of Federal Regulations*, 41 CFR Subpart 101-25.3, prescribes the minimum use standards for certain types of Government-owned property. Generally, use standards provide the criteria through which a determination may be made as to when, and in what quantity, certain types of equipment are authorized for use within an Executive agency.

41 CFR 101-25.302, "Office Furniture, Furnishings, and Equipment."

41 CFR 101-26.2, "Federal Requisitioning System."

41 CFR 101-45.9, "Abandonment or Destruction of Personal Property."

41 CFR 102-36, "Disposition of Excess Personal Property."

41 CFR 102-37, "Donation of Surplus Personal Property."

41 CFR 102-38, "Sale of Personal Property."

Executive Orders

Executive Order 12999, "Educational Technology: Ensuring Opportunity for All Children in the Next Century," April 17, 1996.

Executive Order 13693, "Planning for Federal Sustainability in the Next Decade," March 19, 2015.

Government Accountability Office (GAO)

Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financing Accounting Standards No. 6, "Accounting for Property, Plant, and Equipment," June 2022.

National Institute of Standards and Technology (NIST)

NIST Special Publication 800-88, Revision 1, "Guidelines for Media Sanitization."

Nuclear Regulatory Commission (NRC)

ADM Service Request System:

<https://intranet.nrc.gov/ocio/catalog/238>.

ADM website, Supply Services:

<https://intranet.nrc.gov/ocio/catalog/nrc-service-catalog/administrative,-facilities-and-multimedia/administrative-services>.

Management Directives—

3.53, "NRC Records and Document Management Program."

7.4, "Reporting Suspected Wrongdoing and Processing OIG Referrals."

11.7, "NRC Procedures for Placement and Monitoring of Work with Federal Agencies and U.S. Department of Energy Laboratories."

12.1, "NRC Facility Security Program."

NRC Forms Library on SharePoint:

<https://usnrc.sharepoint.com/teams/NRC-Forms-Library>.

NRC List of Sensitive Property on SharePoint:

<https://usnrc.sharepoint.com/:b:/r/sites/adm-hub/AdmDrupalDocs/nrcsensitiveitemlist.pdf?csf=1&web=1&e=gBvfEX>.

Office of the Chief Information Officer "Computer Security Incident" available at

<https://usnrc.sharepoint.com/SitePages/Computer-Security-Incident.aspx>.

Office of the Chief Information Officer "Hardware Asset Management Playbook" (HAM), available at

https://usnrc.sharepoint.com/:w:/r/teams/OCIOITAM/_layouts/15/Doc.aspx?sourcedoc=%7BEA44F35F-FC64-408C-B755-6561C320F460%7D&file=HAM%20Asset%20Management%20Playbook.docx&action=default&mobileredirect=true&DefaultItemOpen=1.

Office of the Inspector General OIG-17-A-27, "Evaluation of NRC's Management of Government Cell Phones," September 21, 2017.

Office of the Inspector General OIG-20-A-17, "Audit of the NRC's Property Management Program," September 30, 2020.

United States Code

Budget and Accounting Act, 42 Stat. 20 (31 U.S.C. 501), as amended, (31 U.S.C. 1105).

Debt Collection Act of 1982 (5 U.S.C. 5514).

Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 101 et seq.).

Inspector General Act of 1978, as amended (5 U.S.C. 401-424).

Resource Conservation and Recovery Act of 1976, Section 6002 (42 U.S.C. 6962).

Treasury, Postal Service and General Government Appropriations Act, 1990 (5 U.S.C. 5343).

U.S. General Services Administration Forms website:

<http://www.gsa.gov/portal/forms/type/TOP>.

U.S. General Services Administration - Computers for Learning Program website:

<https://computersforlearning.gov/cfl/home>.

U.S. Postal Service Federal Recycling Program website: <https://www.fedrecycling.com>.

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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I. NRC PROPERTY

A. General

1. Official NRC personal property records are maintained in the Accountable Property System of Record (APSR) and are controlled by an identification system and supporting records, from acquisition through final disposition and are inventoried annually. The NRC's APSR is used to maintain accountability of Government property and is comprised of the Space and Property Management System (SPMS) managed by the Division of Facilities and Securities (DFS), Office of Administration (ADM) and the Service Now database, managed by the Office of the Chief Information Officer (OCIO).
2. "Government personal property" is defined as any equipment, furniture, or supply items that are owned, leased, borrowed, donated, forfeited, or transferred from another Federal agency, purchased with NRC funds, or otherwise in the possession or control of NRC. The use of "Government personal property" and nonpersonal services shall be only for the purpose for which they were obtained or contracted or for another officially designated purpose, in accordance with 41 CFR 101-25.100.
3. "Capital Property" is any NRC-purchased property with an initial acquisition cost of \$50,000 or more.

B. Property Management Officer (PMO)

The Chief of the Facilities and Logistics Branch (FLB), DFS, ADM serves as the NRC Property Management Officer (PMO). The NRC PMO or designee—

1. Reviews and approves destruction or abandonment of NRC surplus property in accordance with 41 CFR 102-36.
2. Approves requests for acquisition of non-information technology (non-IT) equipment, supplies (except systems furniture), and the transfer, trade-in, and disposal of headquarters property in accordance with 41 CFR 101-25.301 and 41 CFR 101-25.302.
3. Annually reports excess and exchange/sale property to the General Services Administration (GSA), as well as the sale of personal property, in accordance with 41 CFR 102-38.
4. Approves headquarters reports of excess property.
5. Refers determinations of the NRC Property Survey Board to the Comptroller, Division of the Comptroller (DOC), Office of the Chief Financial Officer (OCFO), for collection of debts from employees, as appropriate.

6. Authorizes removal from SPMS the records of lost, stolen, or damaged property reported on an NRC Form 395, "Report of Property for Survey." (NRC Form 395 is available in the [NRC Forms Library on SharePoint.](#))
7. Manages SPMS, including approving changes to the system and maintaining data to ensure control of accountable property.
8. Provides training, guidance, and assistance to designated property custodians.
9. Designates two members and the chair of the NRC Property Survey Board.

C. Property Custodians

1. All property custodians must—
 - (a) Conduct a joint inventory with their successor before custodial responsibilities are reassigned. The successor will have 30 workdays from the date of their custodial training to take appropriate follow-up action needed to resolve discrepancies. If a successor is not in place before the outgoing custodian leaves, a temporary custodian should be appointed to assist with the inventory. The outgoing custodian must certify to their supervisor that the information contained in the account is accurate. The supervisor shall ensure that this process is followed.
 - (b) Manage and control assigned property by maintaining and updating the SPMS records to include equipment location, end user, and sensitive property holder, supported by a completed NRC Form 119, "Custodial Receipt for Sensitive Personal Property." (NRC Form 119 is available in the [NRC Forms Library on SharePoint.](#))
 - (c) Conduct a review of their property account in the off-year from the physical inventory. The property custodian shall verify and certify to the Chief, FLB, DFS, ADM that all SPMS equipment records are accurate and include the assignment of sensitive property supported by the completed NRC Form 119. Timing and scope of review will be determined by the NRC PMO.
 - (d) Shall ensure procedures are in place to receive notification when a staff member transfers out of or into their property account and adjust property records accordingly.
 - (e) Coordinate equipment moves, pickups, and exchanges with the Information Technology (IT)/Move Coordinator. This task requires that the property custodian be proactive to ensure that such coordination takes place.
 - (f) Perform a search of the SPMS before a departing employee leaves the agency to review for any property that may be assigned to the individual and shall recover the equipment personally and update SPMS to reflect the updated equipment status (i.e., end-user and equipment location). Equipment can be reassigned to another individual within the property account or transferred to the

property custodian for holding purposes for 30 workdays. An NRC Form 30, "Request for Administrative Services," must be completed and submitted to FLB for return of NRC-owned IT and non-IT equipment. If equipment cannot be located, an NRC Form 395 must be submitted to FLB before the employee separates from the agency. The agency's property manager will approve an employee's separation clearance once there is no longer property assigned to the separating employee. (NRC Form 30 and Form 395 are available in the [NRC Forms Library on SharePoint](#).)

- (g) Maintain a sign-out/sign-in log for property that is picked up by employees for use on a temporary basis. Property custodians shall review the log regularly to ensure that the property is returned to the central location in a timely manner. In general, any property to remain with an individual for more than 30 workdays should be assigned to that individual on a permanent basis.
 - (h) Shall accept or reject proposed transfers in SPMS within 3 workdays of receiving notification that a transfer has been put in action.
 - (i) Ensure that property holders are made aware of their responsibilities for the use and care of NRC property at the time the property is assigned to them. Employees must be notified of property being assigned to them in SPMS before the property custodian assigns the property.
 - (j) Participate in official property inventories by accompanying the FLB, DFS, ADM inventory team, assisting in locating missing equipment, and providing purchase documentation for non-tagged equipment.
 - (k) Attend mandatory periodic training provided by ADM to keep current on procedures governing the agency's property management program.
 - (l) Complete the NRC Form 747, "Equipment Data Sheet" and submit with all required fields completed and all supporting documentation to the property resource email account. Once completed packet has been reviewed and approved the property manager will assign the NRC property tag to the equipment listed and notify the property custodian the tags are available for pick up and the equipment has been entered into SPMS. All new equipment must be reported to the Property Office within 3 days of receipt through the property resource email account at Property.Resource@nrc.gov. (NRC Form 747 is available in the [NRC Forms Library on SharePoint](#).)
2. Regional property custodians are responsible for property located at the Technical Training Center and in the regions and are required to ensure that property certifications at their site include independent verification by someone other than the property holder. This also includes property held by resident inspectors. By signing the certification, the property custodian is certifying that the inventory was conducted independent of the property holder and all discrepancies have been resolved.

D. NRC Employees

NRC employees have the responsibility to—

1. Properly care for, protect, and conserve NRC property assigned to them.
2. Use NRC property for officially approved purposes only, including property leased to the NRC.
3. Promptly report the loss, damage, theft, destruction, or removal of property from its assigned location to the property custodian.
4. Account for all property listed on receiving documents (i.e., packing slips, receipts, invoices) before acceptance and provide copies of the documents to the property custodian.
5. Sign NRC Form 119 before receiving custody of sensitive property.

E. Accountable Property

Accountable property is property, excluding furniture and supplies, that is recorded in the APSR and is controlled by an identification system and supporting records, from acquisition through final disposition (including capitalized property) and is inventoried annually. The NRC's APSR is used to account for and maintain accountability of Government property and is comprised of the SPMS and the Service Now (IT) databases. Accountable property is either classified as "sensitive" or "non-sensitive."

1. Sensitive Property

Sensitive property is any accountable property desirable for personal use; highly vulnerable to theft; potentially dangerous if stolen, lost, or misplaced; and can be easily removed from the premises (firearms, night vision devices, etc.). A list of sensitive property is available at <https://usnrc.sharepoint.com/:b:/r/sites/adm-hub/AdmDrupalDocs/nrcsensitiveitemlist.pdf?csf=1&web=1&e=gBvfEX>. Sensitive property is subject to exceptional physical security, protection, control, and accountability.

2. Non-sensitive Property

Non-sensitive property is considered to be accountable property when the acquisition cost of said property exceeds the agency's set threshold of \$2500 or more. Property with an acquisition cost of less than \$2500 is not tracked in SPMS, unless it meets the definition of sensitive equipment.

Note: Agency property that does not meet the agency set threshold may still be tracked in Service Now by OCIO (i.e., IT assets).

F. NRC Space and Property Management System (SPMS)

1. The SPMS contains records of—
 - (a) NRC sensitive and non-sensitive equipment, acquisition, and depreciated costs¹ date of acquisition, item description, manufacturer, model number, serial number, stock number, property custodians, equipment holder, and property location.
 - (b) Furniture purchases.
2. The Chief, FLB, DFS, ADM manages SPMS for recordkeeping of equipment and furniture purchases. Additionally, property custodians access the SPMS for information and to update the location of property and the assigned equipment holder.

G. Service Now

1. OCIO manages Service Now maintaining records of all IT assets, i.e., laptops, monitors, printers, computers, and other IT peripheral, as needed, regardless of acquisition cost.
2. Service Now records the issuance and assignment of IT assets to all employees.

H. Tagging and Control of Equipment

1. Tagging of Equipment
 - (a) Property custodians are responsible for tagging all accountable property meeting the criteria for recording in the SPMS. The property custodian must complete the NRC Form 747, and submit all supporting documentation to the property resource email account no later than 3 workdays after receipt of the property. Once packet has been reviewed and approved, the property manager will assign NRC property tag(s) to the equipment listed and notify the property custodian that tags are available for pick-up and ensure that equipment has been entered into SPMS. Once property tags have been picked up and placed on the equipment by the property custodian, the property custodian must digitally sign for acceptance on the provided PDF document as the final record to record the issuance of the NRC property tag(s).
 - (b) Documentation submitted to FLB includes the tagging data sheet containing the model number, the serial number, the manufacturer, the warranty

¹ A 3–7 year useful life span serves as the initial base for calculating the depreciated value for property. The SPMS calculates depreciation of the acquisition cost at a rate divisible by the number of useful years of an asset life cycle (i.e., straight line depreciation).

information (if appropriate), and a copy of the acquisition document (purchase order, contract, or invoice). Purchase Card holders must contact the responsible property custodian of the request to obtain NRC red or blue tags to ensure proper tagging procedures are followed, before the property is issued to requestor. Equipment classified as sensitive, requires an NRC Form 119 be completed and submitted with the NRC Form 747 packet. The FLB staff will review and enter all tag issuance information in the SPMS and forward new equipment notifications to OCIO through the LogisticsManagement.Resource@nrc.gov email box.

- (c) If property is delivered at the warehouse, FLB staff will review all supporting documentation, inspect, and tag property to be recorded in SPMS before delivery. When sensitive property is received in the warehouse, NRC Form 119 is prepared by FLB and delivered to the appropriate property custodian when the equipment is delivered. Although FLB will prepare the form, the property custodian is responsible for ensuring that the form is complete and accurate, obtaining the appropriate signature, forwarding the digitally signed copy to FLB, and retaining a copy for their files.
2. Control of Equipment (NRC Tags)
- (a) NRC blue and red tags are designated as the unique identifiers for managing IT assets. NRC blue tags are tracked in both SPMS and Service Now for IT equipment with an acquisition cost of \$2,500 or greater. NRC red tags are tracked in Service Now only for IT assets with an acquisition cost of less than \$2,500.
 - (b) The criteria for tagging accountable property and recording in the SPMS or Service Now (IT assets) are as follows:
 - (i) Blue tags – sensitive property, regardless of cost and non-sensitive property with an acquisition cost of \$2,500 or more.
 - (ii) Red tags – non-sensitive property with an acquisition cost below \$2,500. Tagging of this property is at the discretion of the office or regional management. Red tags are not tracked in SPMS.

I. Custody of Property

- 1. Sensitive property is assigned directly to the user who is responsible for the property. NRC Form 119 is used to establish responsibility for the physical protection and safekeeping of sensitive property. At Headquarters, the property custodian will submit to FLB an NRC Form 119 signed by the user for each piece of sensitive property assigned. The property custodian also shall retain a copy of the form for their files. In regional offices, the property custodian retains the NRC Form 119 after obtaining the signature of the individual using the property.

2. The user who is assigned sensitive property is responsible for safeguarding the property. The individual who signs the NRC Form 119 may be found financially liable for the loss, theft, or damage of sensitive property if the NRC Property Survey Board determines the individual exhibited careless disregard in protecting the property.
3. Non-sensitive property is assigned to a specified user or property custodian when the property is for general office use.

J. Reassignment or Transfer of Equipment

1. When non-sensitive property with an acquisition cost of more than \$2,500 is reassigned from one user to another or transferred from one property account to another, the property custodian must document the transfer in SPMS. The property custodian to whom the property is being transferred must physically verify the location of the property before accepting the transfer. Property custodians must take action on transfers within 3 workdays of receiving notification. If the property custodian is unable to verify in person, the property custodian must notify the property custodian initiating the transfer to rectify discrepancies.
2. Non-sensitive IT property with an acquisition cost of \$2,500 or less and tagged with an NRC red tag are tracked in Service Now. Reassignment of property is managed by OCIO.
3. When sensitive property is reassigned from one user to another, the responsible property custodian initiates a new NRC Form 119, obtains the signature of new user of the property, and sends the new form to FLB. In the regional offices, the property custodian retains the form for their files.

K. Equipment Inventories

1. Inventories of all NRC equipment tracked in SPMS are conducted annually. The Director, DFS, and ADM determines the scope and timing of these inventories.
2. There are two types of equipment inventories Wall-to-Wall and Property Certification.
 - (a) Wall-to-Wall (physical inventory) is conducted by both the property custodian and an agency property manager.
 - (i) At Headquarters, FLB staff will conduct physical inventories jointly with the responsible property custodian using a handheld scanner to generate property findings and upload the scanned results into SPMS for reconciliation by FLB staff. FLB will report the results back to the property custodian.
 - (ii) At Regional offices, the property custodian will conduct the physical inventory using an assigned scanner to scan all blue NRC property tags and upload the scanned results into SPMS for reconciliation by FLB staff. FLB will report the results back to the regional property custodian.

- (iii) Once an inventory is completed, all recorded information must be reconciled in SPMS. FLB staff and the property custodian will work to resolve any discrepancies in data. The property custodian will submit a completed NRC Form 395 for missing equipment at the time the reconciliation report is submitted to FLB.
 - (iv) After final reconciliation, the results of the inventory will be reported to the Director, ADM, and the Comptroller, OCFO.
- (b) Property Certification (self-certification) is conducted by the designated property custodian, self-certified and reported.
- (i) Property custodians are required to conduct a review of their property account during the off-year of the biennial wall-to wall inventory cycle.
 - (ii) The property custodian shall verify and certify to the Chief, FLB, that all SPMS property records are accurate and include the assignment of sensitive property with an updated NRC Form 119. An NRC Form 395 must be submitted for property not found, as part of the reconciliation report.
 - (iii) After final reconciliation, results of the inventory will be reported to NRC senior management and the Comptroller, OCFO.

L. Maintenance and Repair of Property

1. The maintenance or repair of NRC-owned or -leased property is accomplished using the most cost-effective method.
2. At headquarters, requests for maintenance or repair are submitted using the NRC Service Catalog, available at <https://intranet.nrc.gov/ocio/catalog/238>.
3. In the regions, maintenance and repair requests are submitted to the designated approving official.

M. Transfer, Donation, or Excess of IT and Computer Property

1. General Procedures
 - (a) At headquarters, FLB coordinates the program and makes the transfer after the approval of the NRC PMO, in accordance with 41 CFR 102-37.
 - (b) In the regions, the regional property custodians determine which program to use based on available options. It is the regional property custodian's responsibility to provide all supporting documentation and submit the complete packet to FLB for review and approval by the NRC PMO before transferring or donating any Government property. Once property has been transferred or donated; the regional property custodian forwards a copy of the completed transfer order to FLB where it will be recorded as the final record.

- (c) All IT assets with memory or storage capability must be sanitized before transfer, donation, or excess. The NRC Form 973, "Certification of Sanitation," will be used to ensure IT assets in the property disposal process comply with documenting media sanitation in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-88, Revision 1, "Guidelines for Media Sanitization."

2. Available Receiving Organizations

(a) Organizations Administering or Participating in NRC Mission-Related Programs

These organizations include Agreement States needing computers to run required agency codes or Native American groups requiring enhanced environmental data to monitor NRC waste disposal decision-making. If the requesting organization is not a Federal agency, the transfer or donation must be coordinated through the GSA.

(b) Other Federal Agencies

The NRC may directly transfer excess computer equipment to other Federal agencies.

(c) Computers for Learning Program

This program was originally established under Executive Order (E.O.) 12821, "Improving Mathematics and Science Education in Support of the National Education Goals," which was used as a guide in the development of E.O. 12999, "Educational Technology: Ensuring Opportunity for All Children in the Next Century." Under this program, schools are eligible to receive donations if they are public, private, or parochial schools serving pre-kindergarten through grade 12 students. Nonprofit educational organizations also are eligible if they are classified as tax-exempt under Section 501(c) of the United States Tax Code and serve pre-kindergarten through grade 12 students.

- (d) Qualifying CFL equipment is to be posted on GSA Personal Property Management System available at <https://computersforlearning.gov/cfl/home>.

- (e) All transfers, once completed, are nonreturnable and final.

II. REQUESTS, DELIVERY, AND REMOVAL OF NRC PROPERTY

A. Property Requests

1. At headquarters, requests for non-information technology (non-IT) equipment valued at over the micro purchase level (\$10,000) and for all furniture must be submitted to FLB, ADM using NRC Form 30. These requests require a justification, and the following approvals.

Item	Approval Level	Approval Authorities
Furniture	All purchases	DFS, ADM
Non-IT equipment	All purchases	DFS, ADM

2. In the regions, the directors of DRMA should submit an NRC Form 30 to Property team, ADM, DFS, FLB, for approval of all unusual furniture purchases.
3. The PMO determines if suitable substitutes may be made from NRC stock or excess property before approving a procurement action.
4. At headquarters, FLB, ADM sends requests for certain property to the following offices for review before approval.

PROPERTY

Safes, document shredders, secure communications and equipment, and other security-related items

Filing equipment and systems, non-stocked filing supplies, bookcases, micrographics equipment, file folders, and records holding boxes

Copy and printing equipment, electronic easels, colored paper, and related printed items

REVIEWING OFFICE

Securities Management and Operations Branch (SMOB), Division of Facilities and Security, ADM

FOIA, Digitization, Processing, and Records Branch, Governance and Enterprise Management Services Division, OCIO

Digital Communications & Administrative Services Branch (DCASB), Division of Facilities and Security, ADM

PROPERTY	REVIEWING OFFICE
IT equipment, including graphics, network, automated systems, and telecommunications equipment	Enterprise Applications and Platforms Service Branch, IT Services Development and Operations Division, OCIO
Systems furniture	Renovations and Restack Team, Division of Facilities and Security, ADM
Items that require mounting on walls (e.g., planning boards, pamphlet racks)	Facilities Management Team, Division of Facilities and Security, ADM
Equipment or furniture to accommodate employees with disabilities	Policy, Labor, and Employee Relations Branch (PLERB), Associate Director for Human Resources Operations and Policy, OCHCO

5. Once the approving official has approved a request, the contracting officer's representative (COR) or purchase card holder forwards the request directly to the Acquisition of Management Division (AMD), ADM, or to the DRMA in the regions for procurement, except when funding has not been certified. If funds have not been certified, the COR or purchase card holder forwards an email request to the appropriate funding office.

B. Deliveries

All contracting officers or purchasing representatives ordering accountable property, shall provide the applicable property custodian with sufficient documentation (i.e., itemized/final invoice, purchase order, cost listing, etc.) to accurately complete the NRC Form 747, "Equipment Data Sheet." Documentation shall be provided to the property custodian before the delivery of the accountable goods. Property ordered by headquarters, regardless of the acquisition process, shall include the property custodian as the point-of-contact (POC) for receiving goods, regardless of the delivery location.

1. Delivery of Newly Acquired Property

- (a) All purchases for equipment items should follow the "Guidance for Delivery of Shipments" as shown in chart below. The purchaser or property custodian shall forward a copy of the purchase order and receipts to the property resource mailbox and provide all relevant information about the shipment (i.e., any special instructions and point of contact for delivery).

- (b) For Purchase Card purchases requiring warehouse delivery, warehouse personnel will receive, inspect, and tag (acquisition cost of \$2,500 or higher) the item before it is delivered to the purchaser. The purchaser will submit an NRC Form 30 to FLB requesting delivery of the item. FLB will process the NRC Form 30 for delivery.

GUIDANCE FOR DELIVERY OF SHIPMENTS

SHIPPING VENDOR	SHIPPING ADDRESS
FedEx and UPS: Less than 150 lbs.	U.S. Nuclear Regulatory Commission Attn.: _____ Mailstop: _____ 11555 Rockville Pike Rockville, MD 20852
FedEx and UPS: Greater than or equal to 150 lbs.	Warehouse Attn.: _____ Mailstop: _____ 4934 Boiling Brook Parkway Rockville, MD 20852
Delivery of items on a pallet must be shipped to the Warehouse (any weight)	Warehouse Attn.: _____ Mailstop: _____ 4934 Boiling Brook Parkway Rockville, MD 20852
United States Postal Service	U.S. Nuclear Regulatory Commission Attn.: _____ Mailstop: _____ 11555 Rockville Pike Rockville, MD 20852

2. Movement of Storage items

Requests to store or remove items from storage must be processed through FLB, through the submittal of an NRC Form 30. FLB will arrange for warehouse delivery to the customer, and the customer will sign the NRC Form 30 for items delivered.

Note: Regional Offices are responsible for managing their own mailroom process and procedures.

C. Bringing Privately Owned Property to the NRC

Sales representatives, contractors, and other personnel who are not NRC employees and bring privately owned equipment into an NRC building must declare such property at the nearest security guard station. The guard will issue a pass for the declared property using NRC Form 466, "Property Pass." The individual must return the property pass to the guard station when leaving NRC premises with the property.

D. Removing Government Property From the NRC

When NRC property is to be removed from the premises for any reason, the property custodian prepares NRC Form 466, citing the reason the property will be removed and the expected return date. The property custodian keeps one copy of the form for their files and a copy is given to the security guard. If property is being removed for purposes of repair, the repair contractor will be instructed to show the item and the property pass

upon their return to NRC. The property custodian will note on the property pass that the item has been returned. In regional offices, the NRC Form 119 serves the same purpose as an NRC Form 466.

E. Returning All Property Upon Separation From the NRC

1. NRC requires that all Government-furnished property, including supplies, assigned to NRC employees be returned or accounted for at least 10 workdays before separation, and all items must be returned before clearance from NRC. For members of the Advisory Committee on Reactor Safeguards and on Nuclear Waste and Materials, property must be returned 30 workdays before separation. The property custodian will recover all equipment and either reassign it within the property account or complete an NRC Form 30 for return of the equipment to FLB. All sensitive property must be reassigned before FLB can approve separation clearance for an individual. All furniture items will remain in place pending determination of future space occupation.
2. For reasonable accommodation equipment provided to an employee for home use, an assessment must be made whether the equipment is to be recovered or abandoned. Based upon that assessment, either—
 - (a) OCHCO will coordinate with the employee before separation to recover the equipment issued.
 - (b) An abandonment and destruction memorandum packet will be completed by OCHCO before separation approval from the agency for any equipment not being return to the agency.
3. If sensitive property cannot be found, an employee may be held financially liable by the NRC Property Survey Board on the basis of the standards described in Section III of this handbook.

III. FINANCIAL LIABILITY FOR LOST, STOLEN, OR DAMAGED PROPERTY AND FOR THE TRANSFER OF PROPERTY

A. Financial Liability

Unless relieved of liability, employees may be held financially liable for the loss or disappearance of or damage to property entrusted to them. If liable, an employee shall reimburse the Government for the depreciated value of the property at the time of loss or disappearance or for cost of repair if damage to the property was the result of the employee's careless disregard or wilful act. "Careless disregard" is defined as the failure to maintain adequate due care, awareness, or proper safekeeping that a reasonable person would be expected to use in the same or similar circumstances. Employees should provide the same degree of safeguards and care for Government property as a reasonable person would provide for their own personal property.

B. NRC Property Survey Board

1. The three-member NRC Property Survey Board, appointed by the PMO, performs the functions described below for the agency.
 - (a) Reviews property reported for survey on NRC Form 395.
 - (b) Determines the financial liability, or release from liability, of property custodian(s) or accountable individuals.
 - (c) Acts as reviewing authority for the destruction or abandonment of surplus property with an acquisition cost exceeding \$100,000.
2. In its role of determining financial liability, the board is tasked with distinguishing between simple negligence and careless disregard. The board considers the ease with which an item may be misplaced, the environment in which it is used, and the difference between negligence and disregard. To assist the board, the following guidance and examples are provided.
 - (a) The loss or disappearance of an item entrusted to one's care that is not determined to be stolen is considered at least simple negligence. Simple negligence is not necessarily sufficient to hold an individual financially liable. For example, an individual assigned a mobile device loses it during an airline flight. This simple negligence is insufficient as a single incident to cause an individual to be held financially liable. The loss of a mobile device coupled with a history of other documented lost items for which the individual has been adequately warned may be considered careless disregard.
 - (b) An individual may be held financially liable for stolen equipment if it can be shown that the individual did not take proper due care that a reasonable person would take under similar circumstances. For example, a laptop computer is stolen because an individual left it in plain sight in an unlocked car. Individuals should take extra precautions for items that are targeted for theft such as laptop computers, cameras, and cellular telephones.
 - (c) An individual may be held financially liable for missing equipment attributable to lack of due care and safekeeping when the individual has little or vague recollection of subsequent events after taking possession of the property.
 - (d) If the board determines that recordkeeping and notification practices are inadequate or not followed and it is not clear who was the last person accountable for the missing item, the property custodian may be held financially liable for these items. Property custodians must ensure that adequate procedures are in effect and followed so that accountability may be determined.
 - (e) An accountable individual will normally be excused from liability when it is shown that the property missing is the result of a natural disaster (e.g., fire, flood, earthquake).

- (f) An accountable individual will be held financially liable if the individual refuses to provide information necessary for the board to determine liability.

C. Office of the Inspector General (OIG) Property Survey Board

1. In accordance with the Inspector General Act of 1978, OIG has established its own Property Survey Board to review instances of lost, stolen, or damaged property involving OIG personnel.
2. The OIG has sole responsibility for any decisions or financial liability affecting OIG employees. The Director of ADM is informed of all decisions rendered by the OIG Property Survey Board.

D. Loss or Theft of NRC Property

1. Loss of NRC Property

In the event of loss of NRC property, the employee who had custody of the property should immediately notify the property custodian and conduct a thorough search along with the property custodian to ensure that the item has not been moved or misplaced. If the property is not recovered within 10 workdays, the responsible property custodian will submit an NRC Form 395 to the Senior Property Management Specialist in ADM within 10 workdays of the loss for approval by the PMO. The PMO will send to the OIG Assistant Inspector General for Investigations all reports (NRC Form 395) of missing sensitive property and missing non-sensitive property with a depreciated value of greater than \$2,500. If the missing property contains, or may contain, personally identifiable information (PII) (i.e., a laptop containing social security numbers), the employee should immediately notify the Chief Information Officer (CIO), Office of the Chief Information Officer (OCIO) website, "Computer Security Incident" available at <https://usnrc.sharepoint.com/SitePages/Computer-Security-Incident.aspx>.

2. Theft of NRC Property

- (a) When theft is suspected at an NRC facility, take the following steps immediately.
- (i) The employee who had custody of the property shall immediately report the security incident to the Security Management and Operations Branch (SMOB), DFS, ADM. Guidance for reporting Security Incidents and Infractions is available in MD 12.1, "NRC Facility Security Program," and by calling the Central Alarm Station on 301-415-2200.
 - (ii) The Protective Security Officers (PSO) may submit an NRC Form 135, "Security Incident Report" (used exclusively by the security organization at all NRC facilities), to relay the reported theft. The NRC Form 135 is comparable to a generically formatted police report to document occurrences of assault, medical emergencies, unauthorized entries, vandalism, destruction of

property, etc. (NRC Form 135 is available in the [NRC Forms Library on SharePoint](#).)

- (iii) Alternatively, an individual may send an email to SecurityIncident.Resource@nrc.gov or submit an NRC Form 183, "Report of Security Incident," which is routed directly to SMOB for investigation. (NRC Form 183 is available in the [NRC Forms Library on SharePoint](#).)
 - (iv) The NRC Form 183 is used by staff to report actual or suspected security incidents, infractions, and violations as defined in MD 12.1. It can be used for a myriad of instances including, but not limited to, theft, information security incidents, lost badges, unsecured safes, etc.
 - (v) The Chief or SMOB Duty Officer will forward the results of their investigation, along with a copy of the NRC Form 183 (if submitted) and any supporting information, to the OIG. All cases are assigned incident tracking numbers in SMOB's Incident Response Database (IRDB) and include findings, supporting documents, root cause assessment, and automatic forwarding of exported final reports to OIG.
 - (vi) If the location of the equipment is not verified by SMOB, the property custodian will submit an NRC Form 395 to the Senior Property Management Specialist in ADM within 10 workdays of the loss for approval by the PMO. The property custodian should note on the NRC Form 395 if an investigation is ongoing.
- (b) When a theft occurs outside an NRC facility (e.g., airline, car, home burglarized), the theft must be reported to the appropriate law enforcement entity and SMOB immediately.
- (i) It is the responsibility of the employee to file a claim with the airline or insurance carrier for all Government property as soon as possible after the theft occurs.
 - (ii) The employee must also obtain a copy of the police report and statements received from the insurance company as supporting documentation for NRC records.
 - (iii) If property is not recovered within 10 workdays, the property custodian must submit an NRC Form 395 to the Senior Property Management Specialist in ADM for review and approval by the PMO. The PMO will send a copy of the NRC Form 395 to OIG.

E. Reporting Government Personal Property for Survey

NRC Form 395 provides the means for determining financial liability, if any, for Government personal property that is lost, stolen, or damaged. This form also authorizes property records to be adjusted to reflect such occurrences.

1. Preparing a Report of Property for Survey

The accountable individual or the responsible property custodian shall complete items 2 through 12 of NRC Form 395 within 10 workdays of the incident. A copy of the NRC incident report (NRC Form 135) must be attached if theft is suspected. Whenever the accountable individual cannot or will not initiate the report, the property custodian initiates it with reasons clearly stated. Only one item of equipment may be included on each report. The reporting individual forwards the NRC Form 395 to the property custodian who shall sign under item 12 and forward it for signature to the office/division director at headquarters or the regional administrator/division director in the region. The accountable individual must also certify on the form as to whether or not the lost equipment contained, or may have contained, PII. If the missing property contains, or may contain, PII, the property custodian shall forward a copy of the NRC Form 395 to the CIO, OCIO "Computer Security Incident" website, available at

<https://usnrc.sharepoint.com/SitePages/Computer-Security-Incident.aspx>.

2. Certification to the PMO and the NRC Property Survey Board

The headquarters office/division director or regional administrator/division director reviews NRC Form 395 and ensures the statements made by the accountable individual are responsive. The headquarters office/division director or regional administrator/division director obtains any additional information, if necessary, signs under item 13 of NRC Form 395, and forwards the report to the PMO, who—

- (a) Verifies that information on NRC Form 395 agrees with the agency property management system records.
- (b) Reviews NRC Form 395 and, if the depreciated value in item 11 is \$2,500 or less, the PMO signs under item 14 authorizing the removal of a lost or damaged item from the property records without action by the NRC Property Survey Board. In this situation, completed action constitutes authority to remove subject property from NRC records. However, if the depreciated value is greater than \$2,500, circumstances indicate that an NRC employee's action may meet the criteria for careless disregard, or if there are indications of waste or misuse, the PMO signs under item 14 referring the report to the NRC Property Survey Board for action.

3. Actions by the NRC Property Survey Board

- (a) The board shall complete action within 30 workdays from receipt of NRC Form 395.
- (b) The board examines all data included in the report and takes any or all of the following additional actions deemed necessary to establish the facts and complete its findings and recommendations:
 - (i) Requires additional statements, preferably in writing, from anyone having direct knowledge or responsibility relating to the case.

- (ii) Refers the case for investigation to OIG if there is an indication or allegation of theft, embezzlement, fraud, or other unlawful activity.
 - (c) If the board decides, on a preliminary basis, that the employee should be held liable, it will give the employee an opportunity to present all relevant facts to the board at a subsequent meeting by sending a memorandum to the employee. A bargaining unit employee would have the right to union representation at this time if the employee so desired.
 - (d) After the employee has been heard, or has been given an opportunity to be heard, the board will finally determine whether the employee is financially liable and, if so, in what amount on the basis of standard methods of depreciation.
 - (e) The board enters its findings and recommendations under item 15 on the original NRC Form 395 over the signature of the Board Chair and all concurring members and forwards its findings to the PMO and the accountable individual. Completed action constitutes authority to remove the subject property from the agency's property records, including OCIO's property management system, Service Now. For guidance on reporting procedures for IT assets, reference OCIO's, "Hardware Asset Management Playbook" (HAM), available at <https://usnrc.sharepoint.com/:w:/r/teams/OCIOITAM/layouts/15/Doc.aspx?source=7BEA44F35F-FC64-408C-B755-6561C320F460&file=HAM%20Asset%20Management%20Playbook.docx&action=default&mobileredirect=true&DefaultItemOpen=1>.
 - (f) Employees wishing to appeal the decision of the NRC Property Survey Board may, within 10 workdays of receipt of the board's final decision, appeal in writing to the Director of ADM.
4. Certificates of Accomplishment
- (a) The PMO completes item 15a of [NRC Form 395](#) for the certificate of accomplishment. When financial liability has been determined, the PMO forwards the original of NRC Form 395 to the Comptroller, DOC, OCFO.
 - (b) The Comptroller, DOC, OCFO, institutes collection procedures and completes item 15b of NRC Form 395, which is returned to the PMO, within 30 workdays, to be filed in accordance with established retention schedules.

F. Destruction or Abandonment of Property

1. An NRC employee may not destroy or discard any agency property, regardless of its condition. Property being retired from service must be reported to FLB for a decision on disposition. The PMO or designee makes final determinations concerning the destruction or abandonment of excess property, in accordance with 41 CFR 102 subpart B part 102-36.
2. Regional property custodians must submit all items for abandonment or destruction of on agency property an Abandonment and Destruction Memorandum, itemized list of property must include at a minimum acquisition cost, description, quantity, serial number, model number, and photos to the PMO for review and approval before abandonment or destruction can take place.
3. The PMO will exhaust all efforts through the sale or donation process before abandoning the property.

IV. COMMERCIAL CONTRACTOR-HELD PROPERTY**A. General**

1. AMD, ADM, administers NRC's program for Government personal property held by an NRC commercial contractor. This program pertains to property purchased with NRC funds by the contractor or to property furnished by the NRC to the contractor. It does not cover property purchased with NRC funds through a Department of Energy laboratory work order (see MD 11.7, "NRC Procedures for Placement and Monitoring of Work with Federal Agencies and U.S. Department of Energy Laboratories," for property purchases of this nature).
2. All commercial contractors in possession of NRC property must comply with the provisions of the Federal Acquisition Regulation (FAR, 48 CFR Part 45). Specifically, a contractor shall establish and maintain a system to control and protect, preserve, and maintain all Government property. AMD may audit contractor property management systems when there are indications that a contractor is not in compliance with the FAR.

B. Property Records

An NRC contractor's records of property must be detailed for any contractor-acquired or Government-furnished equipment. These records must include a description of the property; the manufacturer, model, and serial numbers; and the acquisition cost and date. For contractor-acquired items, the contractor will be required to track them in its own property system along with the NRC-furnished items.

C. Reporting Requirements

1. AMD, ADM maintains a copy of any contract, task order, or modification that contains a provision for Government-furnished property.

2. Contractors must report the purchase of any item of capital property (any property purchased with NRC funds with an initial acquisition cost of \$50,000 or more) to AMD. AMD will provide the contractor with an NRC bar code and Equipment Data Sheet to record detailed information for each item (NRC bar code number, description of item, serial number, model number, manufacturer, location, date purchased and purchase price). The contractor will have 10 workdays to return the required documentation to AMD. AMD will then provide the information to FLB for recording in SPMS. AMD will obtain any additional information required by the NRC CFO. Contractors must conduct an annual inventory and report at the end of each fiscal year all capital property in their possession that was purchased with NRC funds to AMD. AMD will remind project officers at least twice each year of their responsibilities to monitor contractor held property in accordance with pertinent management directive requirements.
3. At the time the contract is closed, the contractor must provide a final reconciled report to AMD listing all NRC-funded property in its possession. AMD will contact the PMO, or designee, for disposition instructions for any contractor-held property during the closeout process.

V. FURNITURE

A. Furniture Inventories

A complete inventory of all furniture held in the NRC warehouse is conducted every 2 years unless otherwise directed by the PMO.

B. Stocked Furniture

FLB stocks standard furniture at the NRC warehouse. Records of this furniture are maintained in SPMS. Furniture may be requested by submitting NRC Form 30 to Property.Resource@nrc.gov. Delivery of stocked items from the warehouse is normally accomplished within 10 workdays of receipt of the request.