



DEFENSE NUCLEAR FACILITIES SAFETY BOARD Washington, D.C. 20004

DIRECTIVE

Subject: GOVERNMENT-OWNED PERSONAL PROPERTY ACCOUNTABILITY PROGRAM

Number: D-242.1	Approved: XX/XX/2017	Review: XX/XX/2022	Certified:
Responsible Office: Division of Operational Services Office of the General Manager			

1. **PURPOSE.** This directive provides the Defense Nuclear Facilities Safety Board's (Agency) policy for accountability and control of Government-owned personal property.
2. **CANCELLATION.** This Directive cancels Directive D-242.1, *Government Owned Property Accountability Program*, dated November 1, 2011.
3. **APPLICABILITY.** This Directive applies to all Agency employees and contractors.
4. **POLICY.** The Agency will assure full accountability, internal and inventory control, minimal inventories of excess property, and proper recordkeeping in the management of Government-owned personal property in accordance with the provisions of the Federal Property and Administrative Services Act of 1949, (as amended through Pub. L. No. 106-580, Dec. 29, 2000).
5. **REQUIREMENTS.** Detailed program requirements are described in Operating Procedures (OP) OP-242.1-1, *Government-owned Personal Property Accountability Program Operating Procedures*, dated XX/XX/2017, which supplements this Directive.
 - A. The Agency's *Government-owned Personal Property Accountability Program* shall be implemented in accordance with the referenced laws and regulations.
 - B. The Agency's *Government-owned Personal Property Accountability Program* shall be implemented with appropriate controls to safeguard against fraud, waste, and abuse.
6. **RESPONSIBILITIES.**
 - A. The Office of the General Manager will provide overall management and oversight of the Agency's *Government-owned Personal Property Accountability Program*, and develop and implement procedures to ensure that requirements listed in Section 5 above are met.

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- B. Agency employees and contractors will properly care for, handle, use, and protect Government-owned personal property issued or assigned for their use at, or away from, their official duty station.

7. **REFERENCES.**

- A. Title 40 of the U.S. Code (40 U.S.C. § 524) *Duties of executive agencies.*
- B. Title 31 of the U.S. Code (31 U.S.C. § 3512(b)) *The head of each executive agency shall establish and maintain systems of accounting and internal controls.*
- C. Title 18 of the U.S. Code (18 U.S.C. § 641) *Public money, property or records.*
- D. Title 41 of the Code of Federal Regulations (41 CFR Part 102-2) *Federal Management Regulation System*; (41 CFR Part 102-35) *Disposition of Personal Property*; (41 CFR Part 102-36) *Disposition of Excess Personal Property*; and (41 CFR Part 102-37), *Donation of Surplus Personal Property.*
- E. Federal Property and Administrative Services Act of 1949 (as amended through Pub. L. No. 106-580, Dec. 29, 2000).

8. **DEFINITIONS.** Directive terms and conditions are available in Section 8 of Operating Procedures (OP) OP-242.1-1, *Government-owned Personal Property Accountability Program Operating Procedures*, dated XX/XX/2017.

9. **CONTACT.** Address questions concerning this Directive to the Office of the General Manager.

Sean Sullivan
Chairman

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: Government Owned Personal Property Accountability Program

Doc Control#2017-300-035

The Board, with Board Member(s) Jessie H. Roberson, Daniel J. Santos, Joyce L. Connery *approving*, Board Member(s) Sean Sullivan, Bruce Hamilton *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *recusing*, have voted to approve the above document on March 20, 2017.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Sean Sullivan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/17/17
Bruce Hamilton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/17/17
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/17/17
Daniel J. Santos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/20/17
Joyce L. Connery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/20/17

*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.


Assistant Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members
OGC
OGM Records Officer
OTD

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Sean Sullivan

SUBJECT: Government Owned Personal Property Accountability Program

Doc Control#2017-300-035

Approved _____ **Disapproved** X **Abstain** _____

Recusal – Not Participating _____

COMMENTS: **Below** X **Attached** _____ **None** _____

The proposed Directive is unnecessary. The agency's requirements are already spelled out in an administrative document issued by the Office of the General Manager. This Directive adds an additional layer of administration without adding any substance.



Sean Sullivan

3/17/17

Date

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Bruce Hamilton

SUBJECT: Government Owned Personal Property Accountability Program

Doc Control#2017-300-035

Approved _____ **Disapproved** X **Abstain** _____

Recusal – Not Participating _____

COMMENTS: Below X **Attached** _____ **None** _____

Federal law requires the agency to establish a policy to account for personal property. Specifically, 40 U.S.C. § 524(a)(7) requires the establishment of goals and policies that will reduce excess property and underutilized property in the inventory of the agency. This statutory requirement is met through Operating Procedure OP-242.1-1, and even though the Board itself did not specifically vote to approve that OP, it's existence is sufficient to satisfy the law. Other than a list of references, there is nothing of substance in this Directive which is not already addressed in the agency's existing OP-242.1-1

Consequently, this Directive is both unnecessary and administratively redundant.

I therefore disapprove.



Bruce Hamilton

17 MARCH 2017
Date

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

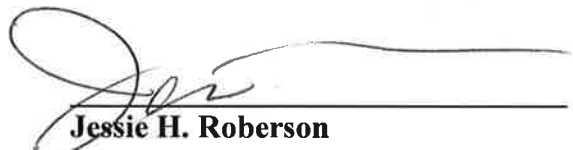
FROM: Jessie H. Roberson

SUBJECT: Government Owned Personal Property Accountability Program

Doc Control#2017-300-035

Approved **Disapproved** **Abstain**
Recusal – Not Participating

COMMENTS: **Below** **Attached** **None**



Jessie H. Roberson
March 17, 2017

Date

Cameron Shelton

From: Daniel J. Santos
Sent: Monday, March 20, 2017 9:28 AM
To: Cameron Shelton; Shelby Qualls
Subject: RE: Notational Vote: Doc#2017-300-035, Government Owned Personal Property Accountability Program - BLUE FOLDER

Approved.

From: Cameron Shelton
Sent: Friday, March 17, 2017 8:52 AM
To: Bruce Hamilton <[redacted]>; Daniel J. Santos <[redacted]>; Jessie Roberson <[redacted]>; Joyce Connery <[redacted]>; Sean Sullivan <[redacted]>
Cc: Katherine Herrera <[redacted]>; James Biggins <[redacted]>; Richard Reback <[redacted]>; Steven Stokes <[redacted]>; Richard Tontodonato <[redacted]>; ExSec <[redacted]>; Adam Poloski <[redacted]>; Chris Roscetti <[redacted]>; John Pasko <[redacted]>; Timothy Dwyer <[redacted]>
Subject: Notational Vote: Doc#2017-300-035, Government Owned Personal Property Accountability Program - BLUE FOLDER

This email is an electronic record of Notational Vote. Voting ballot will follow shortly. Also, accepting electronic votes.

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Members of the Board
SUBJECT: Government Owned Personal Property Accountability Program

DOC#2017-300-035

Approved _____
Disapproved _____
Abstain _____
Recusal – Not Participating _____

COMMENTS:
Below _____
Attached _____
None _____

Cameron Shelton
Assistant Executive Secretary
Office of the Chairman

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Joyce L. Connery

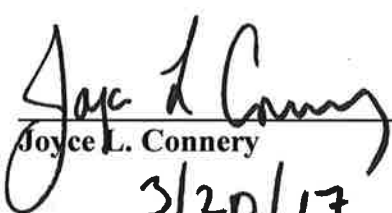
SUBJECT: Government Owned Personal Property Accountability Program

Doc Control #2017-300-035

Approved **Disapproved** **Abstain**

Recusal – Not Participating

COMMENTS: **Below** **Attached** **None**



Joyce L. Connery
3/20/17

Date