

**Minerals Management Service
Interim Policy Document**

Effective Date: April 14, 2004

IPD No. 04-02

Series: Administrative

Title: Property Labels

Originating Office: Procurement and Support Services Division, Office of Administration and Budget

1. Purpose. This Interim Policy Document (IPD) establishes policies, responsibilities and procedures for the labeling of government property within the Minerals Management Service (MMS).
2. Objective. To provide a uniform labeling standard for all MMS equipment.
3. Authority.
 - A. Departmental Manual (410 DM 1 Property Management).
 - B. MMS Manual (Part 400.1 Property Management Addition to DM/FMR).
4. Definitions.
 - A. **Bureau-Managed Property.** Personal property with an original acquisition cost of less than \$5,000, excluding sensitive property. This property is managed by the Accountable Property Officers/Custodial Property Officers (APO/CPOs) or their designated individuals.
 - B. **Custodial Property Officer (CPO).** An official who is responsible for the daily control and supervision of personal property assigned to them.
 - C. **Expendable Property.** Nonsensitive property with a normal life expectancy of less than 2 years and an acquisition cost of less than \$300. This property is not controlled.
 - D. **Sensitive Property.** Property which is controlled, regardless of value, by detailed accountability records and which is determined to be sensitive because of its high probability of theft or misuse, its susceptibility to pilferage or misappropriation, or because it has been designated "sensitive" by management. In the MMS, all weapons (firearms) and laptop (notebook) computers are controlled as sensitive.
 - E. **System-Controlled Property.** Property with an original acquisition cost of \$5,000 or more and sensitive property, regardless of cost, which must be controlled in an official property management system.
5. Policy. This directive establishes the MMS standards for uniform identification of all government equipment and designates those individuals responsible for the labeling of this equipment.

6. Responsibilities.

A. All **system-controlled property** is maintained in the official Bureau Property Management System (PMS-NT) and has property identification labels affixed to each item with an “M#.” This barcode label is generated from the PMS-NT and identifies the MMS, the U.S. Department of the Interior, Serial Number (S/N), and description of the property as required. The CPOs are responsible for managing the property assigned to them. The property management staff is responsible for the annual inventory of these items.

B. For **bureau-managed property** the CPOs will affix a blue barcode label with a preassigned “B#.” The CPOs are responsible for recording the “B#,” the SN, and the description of the property in a standard database or designated tracking tool. (See attachment with sample label.) It is the responsibility of the CPOs or their designated official to use these labels to track and manage equipment assigned to them.

7. Procedures.

A. Upon receipt of all system-controlled property, the property management staff will record the necessary acquisition and receipt data into PMS-NT, generating Form MMS-065, Property File Data Input, and corresponding barcode label. The Headquarters Support Services Branch will forward the Form MMS-065 and barcode labels to the local property staffs and/or appropriate CPOs for signature and application of the government property label. This procedure remains the same.

B. Upon receipt of bureau-managed property, the CPOs should label their property with the preassigned “B#” labels, which may be obtained from their local property management staff. To alleviate confusion and provide uniformity and required government identification, no other labels are acceptable.

C. An annual inventory will be completed by the property management staff for all system-controlled property using the “M#” barcode label. It is suggested that CPOs perform a random sampling or periodic inventory of their bureau-managed property.

D. The Office of the CIO will coordinate with the programs to designate an inventory database standard for recording bureau-managed property.

8. Cancellation. This IPD will be canceled 1 year from the date of issuance or when incorporated into the MMS Manual.

/s/

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Attachment

MMS System-Controlled Property Identification Barcode Label



MMS Bureau-Managed Property Identification Barcode Label

