

Subject: Property Pass Procedures

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Current SFA Property Management Process:

The Department of Education barcodes each piece of electronic equipment (such as computers, laptops, mobile phones, pagers and PDAs) and logs the equipment into a central database. Three SFA employees have the ability to key asset information into Department of Education database. Each piece of equipment is assigned to a specific individual or to a manager that controls equipment for an office. The database tracks such information as the user's name and the product serial number/bar code, but it does not track equipment when it is taken out of the building.

ED is in the process of finalizing their asset tracking policy and once completed, SFA has agreed to accept Department of Education policy as its standard. Current discussions are that SFA will key asset information directly into the FMS asset database and then upload the records into Department of Education database. Until ED finalizes their policy, SFA does not plan to continue developing the asset module in FMS.

Current SFA Property Pass Process:

SFA used a paper-based property pass system to authorize individuals to take property out of ROB#3. The same process will be continued AT UCP#3 until the Department of Education program becomes active.

Twelve property managers (plus back-ups) in DC have the authority to issue property passes. Individual property passes are issued for a specified period and are issued for any portable property with a bar code. There is no standardized or integrated process for managing property passes so each property manager maintains separate property pass records. When a property manager issues a pass for a piece of equipment, the manager is responsible for ensuring that the equipment is returned.

“Official” SFA policy requires security guards to check that each person leaving the building has a property pass for any bar coded equipment. However, guards may ask to see property passes for all equipment, even boxes of documents or personal effects. Often times, this policy is not practiced though because visitors and contractors do not know they should have passes for property and it is not always readily apparent that property is being taken out of the building. Often the piece of equipment is in a brief case or other bag.

The current procedure for lost equipment is for the employee to report the loss to SFA Security and through them to the Federal Protective Services. After that is accomplished, a second report will be made to one of the three SFA employees with access to Department of Education database to key the loss information into Department of Education database. ED has required loss data to be entered into the database since May 2001.

Paper Property Pass Data Elements:

SFA uses GSA's Optional Form 7 for its property passes. The form has nine data elements, as follows:

- Date Issued
- Name
- Building
- Description of Property Being Removed
- Property Belongs To
- Department or Agency
- Signature of Person Authorizing Removal of Property
- Title
- Pass Good Until

PROPERTY PASS LIST

Authorized Signatures

Last Name

First Name

Principal Office