

EOTA – *Business Process*

	<p><i>Document Title:</i></p> <p>EOTA Inventory Control Process</p>
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<p><i>Parent Document:</i> Q-001, Quality Manual</p>	<p><i>Notify of Changes:</i> EOTA Employees</p>
<p><i>Referenced Document(s):</i> ADMP-003 Receiving/Inspection Process, MGTP-003 Control of Customer Property</p>	

Revision History:

Rev.	Description of Change
08_1230	Initial Release
09_0908	Modified process to incorporate changes in inventory process.
11_0620	Modified verbiage to more accurately reflect process.

I. Purpose

To establish a process for inventory control of all Customer Supplied Property (CSP).

II. Scope

This process applies to all EOTA employees involved with the receipt and safeguarding of Customer Supplied Property. All property is CSP.

III. Responsibility

Program Manager (PM1)/Designee – Responsible for the review/approval and processing of Emergency Operations Training Academy (EOTA) property/assets inventory.

Property Custodian (PC)/Designee – Responsible for ensuring property item is entered into the EOTA Inventory Control Database.

Requestor/Designee – In conjunction with the PC, ensure that upon receipt all equipment/assets are properly tagged with a generic Property of “USDOE NNSA/NA-40/EOTA” tag or a Property of U.S. Government Asset Inventory Control tag, as applicable.

The ITT Lead/Designee – Responsible for generating property/asset tags.

IV. Definitions

Customer Supplied Property (CSP) – Property used to carry out EOTA support activities.

Inventory Control Database (ICD) – An active database utilized to maintain records of EOTA property/assets.

EOTA Inventory Control Tag – A label affixed to all CSP to identify ownership and to facilitate inventory.

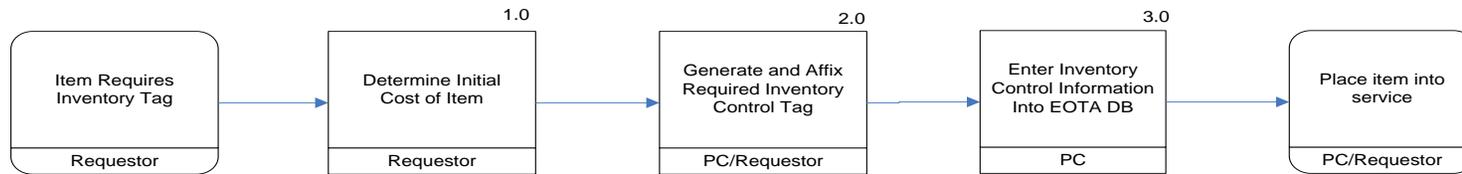
Criteria for EOTA Inventory Control Tag – A table (see Figure 1) utilized to determine the required inventory tag for EOTA property.

Criteria for EOTA Inventory Control Tag

Initial Cost of Item	Database input designation	Examples of Items in this Category
Personal Property/ Furnishings (< \$250.00)	These items will be tagged with a <i>property of U.S. government</i> tag, and entered in the Inventory Control Database when directed by FMT	Trash cans, clocks, fans, telephones, calculators, headphones, etc...
All Furniture	These items will be tagged with an " <i>Inventory Control</i> " tag and entered into the Inventory Control Database, but will not be assigned any classification designator	Desks, cabinets, tables, work-station accessories, etc... Note: Chairs will be tagged with a <i>property of U.S. government</i> tag and entered into the database by model/type and quantity unless otherwise directed
Administratively Controlled Property (< \$250.00)	These items will be tagged with " <i>Inventory Control</i> " tags and entered into the Inventory Control Database with classification designator "NA"	Computer monitors, shredders, cellular telephones, etc...
Property \$250.00- \$4,999.00	These items will be tagged with " <i>Inventory Control</i> " tags and entered into the Inventory Control Database with classification designator "P"	Printers, computer peripherals, etc...
Property \$5,000.00 or greater (**Equipment)	These items will be tagged with " <i>Inventory Control</i> " tags and entered into the Inventory Control Database with classification designator "V"	Copy machine, network servers, etc...
Sensitive property, susceptible to theft*	These items will be tagged with " <i>Inventory Control</i> " tags (space permitting) and entered into the Inventory Control Database with classification designator "S"	Portable electronics such as cameras, memory cards, thumb drives, laptops, cellular telephones, etc...

Figure 1

V. Process





1.0 Determine Initial Cost/Sensitivity of Item

Determine if a generic Property of “USDOE NNSA/NA-40/EOTA” tag or a Property of U.S. Government Asset Inventory Control tag is required. Upon receipt of CSP, using Figure 1, (Criteria for EOTA Inventory Control Tag), the Requestor will make a determination of initial cost/sensitivity of item and then determine the appropriate EOTA Inventory Control Tag to affix to the CSP.

2.0 Generate and Affix Required Inventory Control Tag

The Requestor, with the assistance of the Property Custodian (PC), will have the appropriate/required Inventory Control Tag generated by ITT and affix the tag to the item.

** Note: There are items that may not be able to have the required inventory tag affixed to them. Inventory of these items will be determined on a case-by-case basis by management/designee but will be entered into the EOTA Inventory Control Database (ICD).*

3.0 Enter Inventory Control Information Into EOTA DB

The PC will enter the item details into the EOTA ICD. After the appropriate Inventory Control Tag is affixed and all information has been entered into the EOTA ICD, the item may be placed into service per MGTP-003, Control of Customer Property.