Property Management Information Messages

Department of Administration

Property Management Office

(907) 754-3406

Rev 10/2021

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PROPERTY MANAGEMENT INFORMATION MESSAGE

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The Office of Procurement and Property Management's (OPPM) Property Management Office (PMO) will issue Property Management Information Messages (PMIMS) as needed to inform Department Property Officers and PMO staff of updates and changes in the SOA's property management policies and or procedures. Additionally, this document series will serve as a repository for organizational changes pertaining to property management and do not replace or supersede any State statues, Administrative manual, or DOA regulation.

The PMIMs will be numbered in the upper left-hand corner beginning with No. 1. This will allow you to see if you have all messages and allow the PMO to replace any which have become obsolete. If, for some reason, we find a subtopic which is more appropriately attached to another topic than given its own number, it will be given a number and letter designation.

Suggestions for topics should be forwarded to:

Property Management Office

2400 Viking Dr,

Anchorage, AK, 99501

PROPERTY MANAGEMENT INFORMATION MESSAGE

PROPERTY MANAGEMENT INFORMATION MESSAGE #2   **March 2021**
OPPM   **Anchorage 754-3406**

SOA SENSITIVE ITEMS LIST

Annually, the SOA sensitive items list is reviewed by the PMO for needed changes, additions, deletions, suggested changes and or updates. During the past year, two changes have come up.

1. A wording change was suggested which would exempt non-tactical radios installed as a sub-component of another IRIS inventoried item from being listed on their own in IRIS. The intent of this change is to exclude radios installed in aircraft that required for operation and would be a part of the aircraft when or if sold. This exemption <u>does not include</u> radios installed by the SOA after purchase.
2. The addition of unmanned aerial vehicles (UAV). With the growing concern across the nation with surveillance of the public by police and other governmental agencies, the SOA PMO feels it prudent to add UAVs to the sensitive items list. Additionally, as a source of data collection SOA owned UAVs may hold data that is not ready for public release and need to be tracked closely.

These suggested changes were presented to the SOA CPO and the APOG for review and comment prior to release. The only comments made were as follows:

1. Concern was brought up as to who is responsible for the property management of radios installed is SEF vehicles.
2. Concern was brought up as for the need to list UAVs as a sensitive item because most UAVs that are of professional quality and are used for data collection are already valued at $5,000 or more. Though a valid concern, this does not negate the fact that the SOA needs to have a central listing of all UAVs it owns.

PROPERTY MANAGEMENT INFORMATION MESSAGE

PROPERTY MANAGEMENT INFORMATION MESSAGE #3   **May 2021**
OPPM   **Anchorage 754-3406**

SOA Annual Inventory Dates

Due to the SOA's FY ending in June every year, and conflicts this may cause with property inventories the PMO is issuing the following:

1. All departments property inventories are due no later than 31 December of each calendar year.

What does this mean?

Whether a department conducts a cyclic or annual inventory each calendar year, a memorandum outlining the results of the 100% property inventory must be sent to the PMO no later than 31 December of each calendar year.

Example:

During calendar year 2021 (01 January 2021 to 31 December 2021) Department 42 conducts its property inventory. Department 42 must turn in a memorandum to the PMO outlining the inventories results of that inventory prior to 31 December 2021.

This message does not change, add or take away anything from the Physical Inventory Procedures Guide, it only states that all department must complete and turn in their inventory memorandum no later than 31 December of each calendar year. Department may turn in their memorandum at any time during the calendar year but must meet the 31 December deadline each year.

PROPERTY MANAGEMENT INFORMATION MESSAGE

PROPERTY MANAGEMENT INFORMATION MESSAGE #4   **October 2021**
OPPM   **Anchorage 754-3406**

SOA E-Waste Policy

Due to the high volume of electronic waste (E-Waste) the SOA produces and the State's commitment to the environment, the Property Management Office adopts the following policy to be used within its statutory authorization by all SOA Departments.

All electronic waste (see below for description) will be disposed of in one of the following ways:

1. Asset Recovery Program, this includes but is not limited to Dell Asset Recovery Program and similar commercial programs.
2. Asset Recovery Program, this includes but is not limited to Dell Asset Recovery Program and similar commercial programs.
3. Reutilization by SOA departments.
4. Sale via the SOA's Surplus Property Program.
5. Recycling via a reparable electronics recycling center.

This policy mirrors that of the U.S. General Services Administration (GSA) policy as outlined in GSA bulletin B-34 and is outlined in GSA press release dated March 1, 2012.
Electronic waste includes, but is not limited to copiers, telephones, fax machines, and communication equipment; electronic equipment components; electrical and electronic properties measuring and testing instruments; digital cameras; desktop and laptop/portable computers, computer monitors, displays, printers, peripherals, and electronic components. televisions and other displays; and other items that clearly utilize solid-state electronics technology or vacuum tubes to perform.