



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**  
**LOGISTIC OPERATIONS DIVISION**

28 JAN 2014

**MEMORANDUM FOR:** Contracting Officer's Representative (COR)  
Guard Service Contract  
NOAA, Office of Security (OSY)

**FROM:**   
Joy D. D. Taylor  
Director, Logistics Operations Division (LOD)  
NOAA, Property Management Officer (PMO)

**SUBJECT:** Signature Authority and Usage of OF-7, Property Pass

Effective immediately signed Optional Form-7 (OF-7) is valid for up to one year from the date of issue. It is the responsibility of the Property Custodian (PC) or Property Accountability Officer (PAO) to ensure the property pass is updated prior to expiration date.

cc: All NOAA Property Managers  
PPMB Staff

