



**Letterhead**

DATE

MEMORANDUM FOR: Chairman, NOAA Property Board of Review  
THRU: Office Director  
FROM: Property Accountability Officer  
Property Custodian  
SUBJECT: FY 20\_\_ Inventory Final Event Requests

Enclosed please find the CD52 Requests and Final Event Report related to the FY 20\_\_ Personal Property Inventory. Each request contains supporting documentation as required. Also attached is a copy of the \_\_\_\_\_ Property Inventory and Management Procedures for your review.





Letterhead

DATE

MEMORANDUM FOR: All \_\_\_\_\_ Personnel

FROM: Property Accountability Officer

SUBJECT: Property Accountability Corrective Action Plan

The \_\_\_\_\_ has recently successfully completed the FY10 wall-to-wall inventory utilizing the \_\_\_\_\_ with help from personnel from other branches. This annual effort is very labor intensive and we are always looking for ways to make this process better. This office is committed to achieving 100 percent accountability of personal property for which it is responsible as itemized in the Sunflower Assets management system.

The \_\_\_\_\_ made a concerted effort to emphasize the importance of personal property accountability last year through the implementation of the attached Standard Operating Procedures (SOP) for the documentation, tracking, and control of personal property under the \_\_\_\_\_ direct purview. I have personally stressed in staff and various other meetings and communications that control of personal property requires individual as well as a collective effort. As has always been the case, both Government and contractor staff are held personally accountable for the legitimate use, safekeeping, and return of Government property. To correct an apparent weakness in tracking of property that is being relocated during normal operations, the attached updated SOP includes the use of a new property movement form that must be used whenever accountable property is moved within the \_\_\_\_\_ .

\_\_\_\_\_, Property Custodian, has responsibilities that include completing and maintaining documentation essential to control all personal property over which \_\_\_\_\_ is accountable. He/She conducts "spot checks" of personal property including a "touch inventory" of certain items such as laptop computers on a regular basis to ensure they have been accounted for.



In summary, the \_\_\_\_\_ is committed to a property accountability strategy that integrates policy, documentation, and personal responsibility with a goal of 100 percent property accountability.

Attachment: Property Inventory & Management Procedures

**(Line Office)**  
**(Line Office Location)**



# Property Inventory & Management Procedures

## I. Purpose

The purpose of this document is to update the standard operating procedures to inventory and manage all accountable personal property from acquisition through disposal at the \_\_\_\_\_ and the \_\_\_\_\_.

## II. Scope

The scope of this document is written in that all employees of \_\_\_\_\_ have a responsibility to assist the Property Custodian in the procedures to account for all personal property located at \_\_\_\_\_ and \_\_\_\_\_ Facility. Employees shall assist the property custodian by reporting the installation, removal, status and anticipated excess of personal property located in their respective work areas.

## III. Policy

The information within this document is consistent with the guidelines set forth by the NOAA Personal Property Handbook ([http://www.pps.noaa.gov/New\\_menu/ppmanualmain.htm](http://www.pps.noaa.gov/New_menu/ppmanualmain.htm)).

The Property Custodian will ensure that all property acquisitions, transfers, and retirements of accountable personal property are properly documented and recorded in Sunflower in a timely manner. Monthly follow up is required on all outstanding transfers, requested changes and adjustments. A monthly activity report from Sunflower shall be used to reconcile any requested additions, changes and retirements of assets. Any discrepancies that cannot be resolved with other custodians will be forwarded to the servicing PPMO for assistance and resolution.

## IV. Procedures

**1. Physical Inventories** –A 100 percent wall to wall inventory will be completed each year as directed by NOAA PPMO. All missing property will be investigated fully and results will be documented and attached to the CD52 that is submitted with the inventory package. All found property will be submitted for acceptance in Sunflower in accordance with the required documentation.



## **2. Transfers of Equipment –**

- **Within**

Employees must complete the \_\_\_\_\_ Accountable Property Relocation Form (see attachment (can also be found on the \_\_\_\_\_ documentation web page)) when moving accountable personal property from one location to another.

- **Outside of**

When accountable personal property is received or scheduled to be transferred to another line office for permanent transfer, the user must inform the Property Custodian in an email that includes the following information: barcode number, description, date of receipt or transfer, and originating property custodian and user. The property custodian will arrange with transferring/receiving custodian to record transfer of the property in Sunflower.

**3. Lost, Missing, Stolen, Destroyed, or Damaged Personal Property** - All individuals must notify their supervisors immediately of any incidents where equipment is lost, missing, stolen, destroyed, and/or damaged. All incidents must be reported to the Property Custodian to assist with the investigation and circumstances surrounding the loss of equipment. If the property missing is an IT device (laptop, PDA, cell phone, or anything capable of storing and retaining data), the loss also must be reported immediately to the Office of Security and the NOAA Computer Incident Response Team at 301-713-9111.

## **V. Responsibilities**

The \_\_\_\_\_ Property Accountability Officer is responsible for the control and administration of the personal property accountability system and the Property Custodian is responsible for the day to day effective administration and maintenance of the \_\_\_\_\_ property control and accountability system.

Every employee (user of the property) must:

- Take personal responsibility for the equipment assigned to them
- Exercise proper care of the equipment
- Report equipment that is missing
- Do not use the equipment for other than official business purposes.
- Observe management's rules regarding the use of the equipment.



Attachment 1

**Approval of \_\_\_\_\_ *Property Inventory & Management Procedures:***

\_\_\_\_\_  
PC Name and Title  
Property Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
PAO Name and Title  
Property Accountability Officer

\_\_\_\_\_  
Date

