

Joint Inventories

Objective

This guidance provides procedures, performance objectives, and reporting requirements for maintaining accurate records of the physical inventory, conducting physical inventory counts, and reconciling record variance for personal property within a custodial area.

Chain of Custody

A chain of custody provides records that illustrate the location of accountable property and the individuals responsible for its care and safekeeping. This accounting must be continuous, from the time of ordering and acquisition, until the ultimate consumption or disposal of the personal property assets. The chain of custody process is initiated when the Property Accountable Officer (PAO) and Property Custodian (PC) certifies the annual 100% physical inventory. PCs then finalize this process by issuing hand receipts for the equipment down to the current-user (the person who actually uses the piece of property).

Transfer of Responsibilities

Joint Inventory is conducted to transfer responsibility from the outgoing PC to the incoming PC. The PAO or Supervisor will conduct the Joint Inventory with outgoing PC if an incoming PC has not been designated. Once the incoming PC is assigned another Joint Inventory will be conducted. The outgoing PC will submit a Board of Review package to PAO within 10 days for all missing assets discovered during Joint Inventory. The PAO must sign the Total Page of the inventory to certify the Joint Inventory was completed. Once the inventory is certified the transfer of responsibility is complete. (PDF or Text can be used). Joint inventory should be completed within 30 days prior to the outgoing PC departure if applicable.

The PAO will ensure the new PC has completed all required Property Official training and sign the Property Custodian Appointment Letter. The PAO will retain a copy of the signed joint inventory, training certification, Appointment Letter and Board of Review package for future audits. The PAO will forward a copy of this package to the Line/Staff office Property Manager (PM). A link to Personal Property Officials required training is located on Personal Property Management Branch (PPMB) website under Training and Education Commerce Learning Center (CLC).

The PM will retain a copy of the new PC appointment package for future audits. PM will submit the BOR package to PPMB. In order to request an update to the new PC in the Personal Property Management System the PM will need to submit the person's full name and the Custodial Area assigned to PPMB. The PM will request that Custodial Area in the Personal Property Management System be updated to reflect the new PC.

The new PC continues the chain of custody by issuing new hand receipts to the current users. The outgoing PC can use the signed joint inventory as proof of relief during the checkout process.

Annual Inventory

Joint inventories can be held in conjunction with the Annual Inventory, but cannot replace the Annual Inventory.

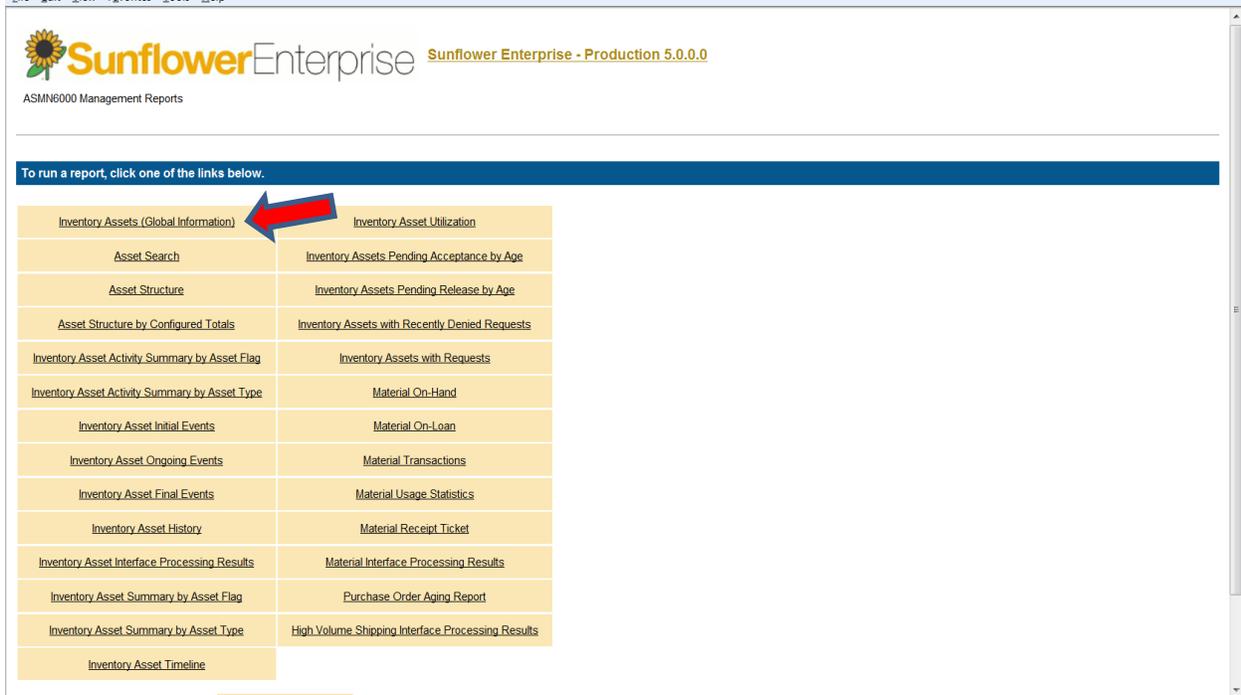
Procedures for Conducting a Joint Inventory

The purpose of this document is to outline the steps for creating a Joint Inventory Base report

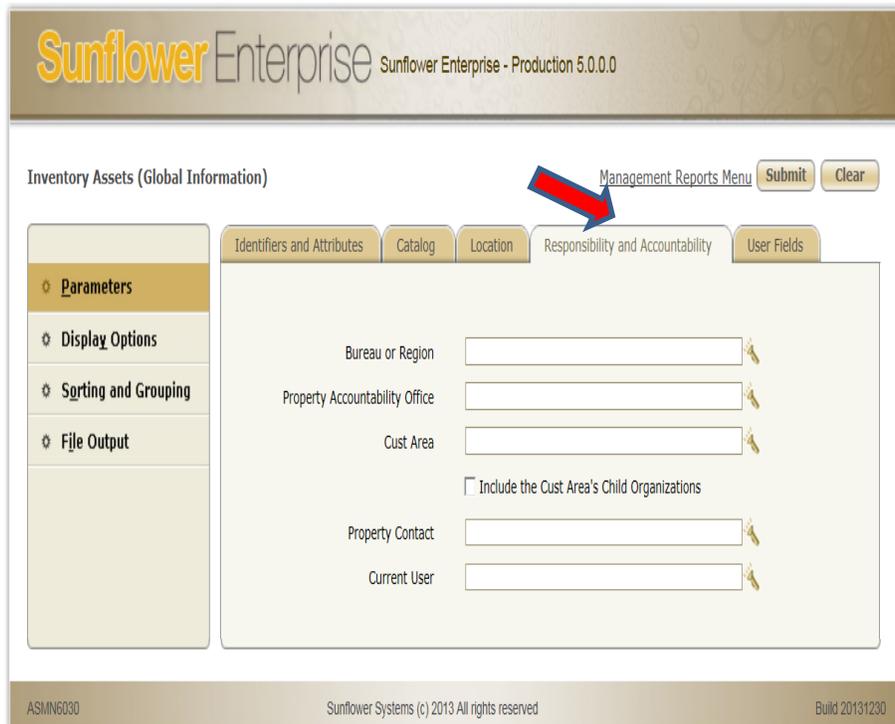
1. In the Sunflower Property Reports Menu, select “Management Reports”.



2. Select the “Inventory Assets (Global Information)” Screen.



3. Navigate to the “Responsibility and Accountability” Screen



4. Enter “Cust Area”

Sunflower Enterprise Sunflower Enterprise - Production 5.0.0.0

Inventory Assets (Global Information) Management Reports Menu Submit Clear

Identifiers and Attributes Catalog Location Responsibility and Accountability User Fields

Parameters

Display Options

Sorting and Grouping

File Output

Bureau or Region

Property Accountability Office

Cust Area 5401VN200

Include the Cust Area's Child Organizations

Property Contact

Current User

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5. Select “Display Options”

- Select “Active” (default)
- Select “Asset Details (Unique Name, Cust. Area, Property Accountability Office, Bureau or Region, Property Contact, Current User, Location, Expected Return Date, Stock Number, Utilization Code, Acquisition Date, Responsibility Date, Fed. Supply Group, Model Name and Asset Condition)”

Sunflower Enterprise Sunflower Enterprise - Production 5.0.0.0

Inventory Assets (Global Information) Management Reports Menu Submit Clear

Parameters

Display Options

Sorting and Grouping

File Output

Select the information you would like displayed on the report:

Active/Retired/Both ACTIVE Show Only the last retirement (for Retired or Both)

Asset Details (Unique Name, Cust Area, Property Accountability Office, Bureau or Region, Property Contact, Current User, Location, Expected Return Date, Stock Number, Utilization Code, Acquisition Date, Responsibility Date, Fed. Supply Group, Model Name and Asset Condition)

Document Details

Inventory Asset Comments

Inventory Asset Initial Event Details

Inventory Asset Ongoing Event Details

Inventory Asset Final Event Details

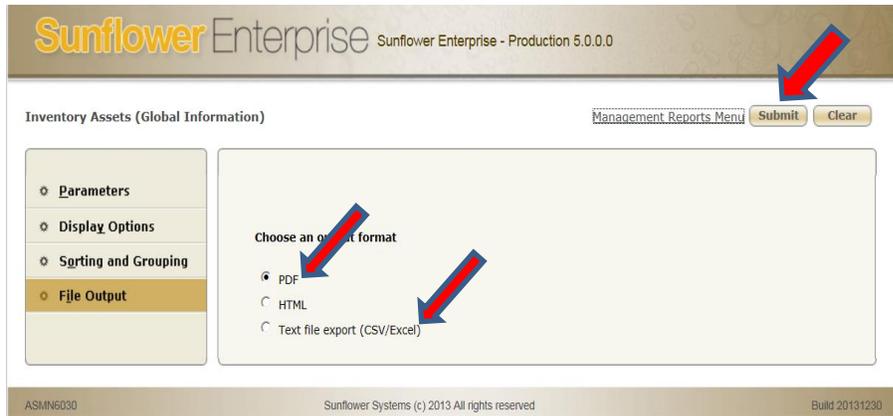
Inventory Asset User Fields Show in Separate Lines

Barcode # of Related Interest Assets

Asset Value Components

Agreement Details

6. Select Report Method



7. Click "Submit"

8. Click "Execute" for PDF or Text File



The screenshot displays the Sunflower Enterprise software interface. At the top, the logo 'Sunflower Enterprise' is visible, followed by the text 'Sunflower Enterprise - Production 5.0.0.0'. A red arrow points to the top right corner of the interface. Below the header, the page title is 'Inventory Assets (Global Information)'. To the right of this title are two buttons: 'Management Reports Menu' and 'Execute'. Further right is a button labeled 'Run in Background'. Below the title, the format is set to 'Text file export (CSV/Excel)' and the selection criteria is '1864997'. A configuration box contains the following settings:

Include	
Active/Retired/Both	ACTIVE
Sorted by	
Sort Order 1	BARCODE #
Sort Order 2	BARCODE #
Sort Order 3	BARCODE #

At the bottom left of the interface, the text 'ASMN6030' is visible. At the bottom center, it says 'Sunflower Systems (c) 2012 All rights reserved'.

9. The outgoing PC (old) and Incoming PC (new) initial each sighted asset and sign and date the Report Total Page.

Sunflower Enterprise
AENR0030

Inventory Assets (Global Information)

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Barcode #	Date	Flags	Description	Manufacturer	Model Number	Serial Number	Acq. Value	Exp. Date
CD000107003	XAB/MAJ	0	COMPUTER, LAPTOP	DELL INC.	LATITUDE E6410	9M1971	0	1,289.63 01/31/2014
Unique Name Prod. Supply Group : GENERAL PURPOSE APPS INCL. SOFTWARE, SUPPLIES AND SUPPORT Cust. Area : 1401W020 Property Contact : BATTLE DISTRICT # 140447 Current Date : 08/20/2015 03:21:19 Property : 1401W Accountability : Office Bureau or Region : NOAA HQS Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED Disposition Code : IN SERVICE Acquisition Date : 10/22/2013 Responsibility Date : 10/22/2013 Expected Return Date :								
CD000107003	XAB/MAJ	0	COMPUTER, DESKTOP	DELL INC.	OPTIPLEX 9010 A10	9QD071	0	1,015.99 08/04/2014
Unique Name Prod. Supply Group : GENERAL PURPOSE APPS INCL. SOFTWARE, SUPPLIES AND SUPPORT Cust. Area : 1401W020 Property Contact : BATTLE DISTRICT # 140447 Current Date : 08/20/2015 03:21:19 Property : 1401W Accountability : Office Bureau or Region : NOAA HQS Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED Disposition Code : IN SERVICE Acquisition Date : 10/22/2013 Responsibility Date : 10/22/2013 Expected Return Date :								

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AS00K030

Barcode #	Inv Type	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Exp Date
CD0001102000	XHB	MM	0	COMPUTER, DESKTOP	DELL INC.	OPTIPLEX 9010 A10	1,055.99	01/29/2015
Unique Item		Fed. Supply Group		GENERAL SERVICES ADMIN. SOFTWARE, SUPPLIES AND EQUIPMENT		Model Name	OPTIPLEX 9010 A10	
Cust Area		1401190200		Location		CITIZEN SERVICE, MD		
Property Contact		BATTLE SERVICE # 110061		Location		BATTLE SERVICE, SERVIC ROOM - 4104		
Current Desc		BATTLE SERVICE # 110061		Property		140119		
Accountability Office		140119		Branch or Region		NCSA-DCS		
Asset Condition		4		Asset Condition		USED - MAJOR REPAIRS NOT EXPECTED		
Utilization Code		IN SERVICE		Acquisition Date		10/22/2013		
Expected Return Date				Responsibility Date		10/22/2013		
Report Total				Assets	Quantity	Asset Value		
				100.00	100.00	24,410.10		

PAO Lay *[Signature]* 8/25/2015
 NPC *[Signature]* 8/25/2015
 OPC *[Signature]* 8/25/2015

10. The old PC will submit a BOR package to PAO within 10 days of the sign date for all unsighted assets.