

Property Manager Responsibilities 1.5

Overview: As part of the corrective action plan in response to FY2004 Management Letter Comment #7, each Line and Staff Office is required to appoint a Property Manager (PM) and an alternate. The Line and Staff Offices are required to name the person formally (in writing). This person will be responsible for the coordination of all property management efforts for their Line and Staff Office. The PM shall oversee and provide customer service to all property officials, to include Property Accountability Officer (PAO) and Property Custodian (PC), within their respective Line or Staff Office. The PM is appointed by the Line or Staff Office to serve as the nation-wide central point of contact for all matters related to the management of personal property for the Line Office.

Purpose: The purpose of this policy is to establish Property Manager's responsibilities for the coordination of all property management efforts for their Line and Staff Office, including but not limited to the duties listed below:

- Provide guidance to property officials to ensure that purchases of accountable property and acceptance of transferred accountable property are reported timely in Sunflower;
- Submit the monthly certified Unreconciled Payments Report (UPR);
- Respond to data calls as required (i.e. Spare Parts, Heritage Assets, Deferred Maintenance);
- Work with personnel within their Line Offices to help reconcile any UPR matters;
- Attend mandatory Monthly UPR Meeting with Property Management Officer in person or by conference call;
- Assist the PAOs and PCs with any Document Level Adjustment (DLA) request
- Coordinate and ensure Physical Inventories are completed with less than 2% variance;
- Process Inventory Certifications in a timely manner for accountable, capital and heritage assets;
- Oversee the submission of Board of Review (BOR)/Special BOR packages for lost, missing or stolen assets;
- Ensure that BOR/Special BOR packages are correct and in compliance with PPMB policy;
- Ensure Appeal Letters are completed within 30 days and forwarded as instructed in the Financial Liability Letter;
- Assist Construction Work In Progress (CWIP) managers to ensure capitalized property is reported as soon as possible after the asset is ready for use;
- Provide guidance in the drafting and preparing of Congressional Notification Letter(s) for the management of capitalized assets;
- Ensure PAOs and PCs are informed on PPMB policies, procedures, training and current events;
- Request assignments of new PAO and PC areas for the line office in writing;
- Ensure a joint inventory is completed whenever a new PC takes over a custodial area;

- Maintain PAO and PC appointment letters;
- Provide guidance to PAOs, PCs and Property Contacts on property certifications and refresher training requirements;
- Maintain training records for all personal property officials;
- Provide supervisor with dashboard information to assist in evaluating PAOs and PCs performance;
- Coordinate the annual validation of property officials critical elements in performance plans:
- Assist PAOs and PCs with the disposal of excess property;
- Assist PAOs and PCs with loaning of property;
- Provide guidance to the PC in determining if an asset meets the established criteria to be considered a heritage asset and ensure that the assets they are responsible for in their custodial area are properly cared for;
- Designate a PC, PAO, or SME to ensure all methods and techniques for managing heritage assets are retained quarterly and annually. Participate in the quarterly heritage Committee Meetings;
- Attend Quarterly Property Management Officer meetings in person or by conference call;
- Collaborate with assigned Line Office Representative (LOR) to manage your Line Office in accordance with the PPMB policies and procedures;
- Attend weekly LOR meetings in person or by conference call;

References:

Department of Commerce Property Bulletin #003, Fiscal Year 2013

<http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/PO%20Certification%20Program%20Manual%20Final%207-24-08.pdf>

Department of Commerce Personal Property Management Manual,

http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/Final_DOC_PPMM.pdf

NOAA National Disposal Plan for Personal Property Management

http://www.pps.noaa.gov/excess_disposal_board_of_review/NNPD.docx

BOR Review Memo and Procedures

http://www.pps.noaa.gov/excess_disposal_board_of_review/new/BOR%20Memo%20and%20Procedures.docx

Property Accountability Officer Appointment Letter

http://www.pps.noaa.gov/forms_guides/pao_certification.pdf

Property Custodian Appointment Letter

http://www.pps.noaa.gov/forms_guides/property_custodian_certification.pdf

Property Definitions

<http://www.pps.noaa.gov/definitions.htm>