MEMORANDUM FOR: Joy D.D. Taylor
Acting Director, Logistics Division

FROM: William Brogue

SUBJECT: Appointment as the NOAA Property Management Officer

In accordance with the Department of Commerce Personal Property Manual (dated October 2007) and under authority delegated to me by the NOAA Administrator as part of my duties regarding NOAA's personal property program as the Chief Administrative Officer (CAO). I am hereby appointing you as the NOAA Property Management Officer (PMO).

As such your role and responsibilities include:

- Providing direction, leadership and general supervision in implementing and maintaining the personal property program throughout NOAA;
- Establishing and maintaining NOAA's regulations to ensure compliance with Department guidance and other laws and regulations;
- Defining areas of accountability within NOAA;
- Establishing and training NOAA's network of property management officials and Boards of Review;
- Developing and implementing NOAA-wide inventory requirements, and reconciling property records with the financial accounting system;
- Ensuring required reports are submitted;
- Assigning Property Accountability Officers (PAOs) to account for and control personal property within their assigned jurisdiction;
- Implementing procedures for repair and rehabilitation of property;
- Providing PAOs with property disposition instructions;
- Ensuring excess property is deleted from the inventory after final disposition has occurred; and
- Ensuring lost, stolen or damaged property is investigated in accordance with applicable Department and supplemental NOAA guidance.
Your duties as PMO are an integral part of your responsibilities as the Acting Director, Logistics Division. As PMO you are expected to provide program direction and management oversight to the Chief, Personal Property Management Branch—who is responsible for the day to day corporate administration of NOAA's personal property operations.

cc:
Director, Office of Administrative Services, Department of Commerce
Director, RPFLO/Deputy Director, NOAA CAO