



OIG Property Management

The OIG places a high priority on the accountability and control of Government-owned property such as computers, office equipment/machines, cell phones, etc.

What type of property items does the OIG track?

The Office of Management (OM) tracks the following property from the initial purchase request to final disposal/excess, donation or transfer to another Federal agency:

- Any serial-numbered property (e.g., computers, office equipment/machines and cell phones).
- Government property valued at \$500 or more (e.g., desks, system furniture units, safes, televisions, cameras, etc.).
- Items easily stolen.

What type of Government property items are excluded from OIG tracking?

Items valued at less than \$500. Examples include file cabinets (lateral or vertical), chairs, and bulletin boards, etc.

Who is responsible for OIG property management?

The Accountable Property Officer (APO), located in the OM, oversees the OIG's property management program. You are accountable for all OIG property assigned to you. You need to safeguard your assigned property and protect it from loss or damage. This is important because the Government may hold you financially liable.

Property Custodial Officers (PCO) are assigned to Headquarters and field offices to assist the Accountable Property Officer. You need to notify your Property Custodial Officer when your assigned property is transferred to another OIG employee/office, lost or stolen.

The following table further explains the interrelated roles of the Accountable Property Officer, employees and Property Custodial Officers.

Accountable Property Officer (APO)	
<ul style="list-style-type: none"> • Maintains inventory controls and accountability records. • Conducts annual physical inventories of property items assigned to each employee/office. • Arranges to dispose or transfer unused/"excess" property. 	
Employees	Property Custodial Officer (PCO)
<p>NOTE: The following actions only pertain to the three types of property items defined in the first question above</p>	
<ul style="list-style-type: none"> • Notify your PCO when your assigned property is transferred to another OIG employee or office. • Immediately notify both your supervisor and PCO, in writing, of lost or stolen property. Include a detailed description of the circumstances. • Contact the PCO if a property item needs to be excessed. 	<ul style="list-style-type: none"> • Maintains all property records for their office. • Accepts property delivery, ensures that it is correctly assigned to the employee, and notifies the APO. • Informs the APO if a property item is transferred, lost or stolen. • Requests/coordinates property excess with the APO. • Assists the APO with annual physical inventories and reconciles missing property.

How do you and the PCO accept delivery of property?

A Request for Property Action form (see attached) will be included with the delivered item. You need to verify that the serial number listed on the form matches the number on your delivered item, sign the form, and give it to your PCO. The PCO will also sign the form and then forward it to the APO.

How does the PCO notify the APO that a property item's status has changed?

- **Transfers:** Complete the property action form with appropriate information identifying the item and send the form to the APO.
- **Lost/Stolen Property:** Forward the employee's explanation of the matter to the APO.

What happens when an item of Government-owned property is no longer needed?

Contact the PCO to excess the item(s) and provide the information listed below:

- Description of the item(s) to be discarded
- Manufacturer and model/serial number
- Barcode number (if applicable)

The PCO will then complete the Request for Property Action form and send it to the APO.

May I remove property from the building in which I work?

Yes, if the removal is for official use only. You need to complete a Request for Property Action form, get your supervisor's approval/signature and give it to your PCO. The PCO will then forward the form to the APO. When you return the item, you need to give your PCO an updated Property Action form to indicate transfer of the property.

If property is no longer needed, may I keep it for personal use?

No. All excess property must be reported to GSA and then either transferred to other agencies, donated to non-profit organizations, or sold at GSA auctions.

What does a physical inventory involve and how often is it done?

The APO and the PCO visually inspects property assigned to each employee and collects accountability information using bar code equipment. Inventories are usually done annually but can be conducted at any time.

If I have a question about this policy, whom can I contact?

Please contact the Office of Management at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.

REQUEST FOR PROPERTY ACTION

(Return completed form to the Asset Management Division, 740 15 St., NW., Suite 510, Washington, DC 20220)

Contact Name, Telephone Number and Location of Property:

Custodial Account Code:

ACTION REQUESTED (Check One)

Transfer

Acceptance

Excess

Receiving Location#

Barcode No.	Serial No.	Description of Property <small>(Item Name, Manufacturer, Model No.)</small>	Quantity	Unit of Issue	Condition <small>(See Condition Codes Below)</small>	Total Cost

Statement of Responsibility:

I have received the items(s) listed above and accept personal responsibility for this property. As an employee of the Government to whom public property is entrusted I clearly understand that: (1) I am responsible for the proper custody, care, and safeguarding of this property; (2) I am authorized to use the property for official purposes only; (3) I will either return the property to the issuing officer when the item is no longer required for the purpose intended, transferred, or I separate from the Government; and (4) If the property is lost, damaged or destroyed, I may be held liable and/or subject to discipline if the loss, damage or destruction resulted from my negligence, misuse, dishonesty or willful destruction.

Assignee's Name: _____

Signature: _____

Organization/Division: _____

Office Bldg. _____

Room No. _____

Supervisor's Approval (For Removal/Loaner): _____

Special Processing Requirements: *(Equipment certified free of sensitive information)*

IT Clearance Yes No IT Signature: _____ Date: _____

Signature of Initiating Property Custodial Officer

Date: _____

Date Received by the Asset Mgmt. Division.: _____

Accountable Property Officer's Signature: _____

Signature of Receiving Property Custodial Officer

Date: _____

IPM Updated: _____

Condition Codes:

1=New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.

4=Usable. Property which shows some wear, but can be used without significant repair.

7=Repairable. Property which is unusable in its current condition but can be economically repaired.

X=Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

S=Scrap. Property which has no value except for its basic material content.