

Property Control Officer Responsibilities and Procedures

Property control officer (PCO): An employee accountable to the Property Accountability Office (PAO) who is responsible for the day-to-day custody, use, care and safekeeping of property assigned to his/her center number. The PCOs report to the PAO and are responsible for reporting any changes to the records regarding acquisitions, transfers, disposal, etc., affecting property under his/her center number.

Property Accountability Office (PAO): A division of the Logistics Support Department responsible for the broad function that includes the management, coordination, and administration of activities concerned with planning property requirements; the acquisition of property; the receipt, storage, and distribution of property; the utilization, care, and disposition of property; and property accountability controls.

NCI-Frederick Property Office/Property Administrator: (1) administers the contract requirements and obligations related to government property and is responsible for all property administration functions from acquisition of the property to final disposition; (2) coordinates property issues with the Project Officer and Contracting Office; (3) reviews and approves the property control system and notifies the contractor when the property control system does not meet DHHS requirements.

NCI-Frederick Government Property Administrator: Mr. Donald Harne, Contracting Officer/
Government Property Administrator, 301-846-1114

Property Accountability Office: 301-846-1156

Steve Koogle, Supervisor/Property Accountability, 301-846-5822

Quentin Jackson, Warehouse Specialist, 301-846-7090

Joseph "Brad" Staup, Warehouse Specialist, 301-846-7095

Kurt Zimmerman, Warehouse Specialist, 301-846-7096

The PCO is responsible and accountable for all government-owned property assigned to his/her center number(s). This person will be responsible for:

1. Maintaining liaison and coordinating all property matters with the PAO;
2. Completing proper transfer forms when property is transferred;
3. Advising the PAO of contemplated property transactions, shortages, and overages, and of loss, damage, or destruction of property;
4. Ensuring that property is maintained in good condition, that due respect is exercised for the care, preservation, and utilization of property, and that it is used for performance of NCI-Frederick work;
5. Recording all temporary loans, maintaining a copy of each approved "Property Pass" and "Temporary Loan Document"; recording return of loaned equipment after verifying condition status; and notifying PAO of return of loaned equipment if on property pass; if on temporary loan, signing document to certify return of loaned equipment to NCI-Frederick;
6. Providing assistance to the PAO regarding property matters;
7. Keeping records up-to-date, so that the status of the property can be seen at any stage of the contract; and
8. Ensuring that unused equipment is not left in hallways and receiving areas. These items are to be turned over to the PAO.

Biennial physical inventories will be conducted by the PAO, with coordination/assistance from the PCO. If items of equipment are not located (both at the time of physical inventory and at other times), the PCO will: (1) Thoroughly search the area; (2) If not located, report the missing item(s) to Protective Services; and (3) Report the missing items to the PAO.

Items that are no longer required for use in the respective laboratory/office are to be turned in to the PAO. To accomplish this, the PCO completes and forwards a "Request for Property Transfer" form to the PAO. In turn, the PAO will take the required action to have the property removed from the area and will update the property accountability listing to reflect same.

Relocation of Property

Property is not to be moved from its assigned location without proper documentation being submitted to the PAO. If relocation of property is requested to a different center number or surplus, a "Request for Property Transfer" form must be filled out completely (especially condition code) and sent to the PAO. If an item is simply being relocated but remaining assigned to the same center number, an "Inter-Area Transfer" form may be used. Each item must be listed on a "Request for Property Transfer" form or "Inter-Area Transfer" form unless numerous items are involved, in which case, memorandums are acceptable. Under no circumstances should property be removed from the Fort Detrick facility for transfer to other institutions, repairs, and/or return to vendor without securing release from the PAO. Removal of property for repairs must be coordinated with the scientific/support equipment specialist in Acquisitions and Logistical Services, who will provide a signed authorization to remove the property for repairs. A copy of such authorization is to be provided to the PAO.

Safety Clearance Tags

Before the item(s) will be moved, it is the responsibility of the user to clean it, so that it is free of all contamination. A Work Authorization Tag (Form 470-04), stating the items are clean must be submitted to the PAO before movement can occur.

The PAO will maintain and update records on a computerized system.

The PAO will distribute to each PCO:

- 1. Capital Equipment List, "Prop 790"**

This list consists of all capital equipment on the NCI-Frederick contract charged to the respective center number. The PAO physically inventories each item, making corrections or updating all locations, descriptions, model, and serial numbers. All corrections and/or updates will be made using a barcode scanner or manual entry.

- 2. Sensitive Equipment List**

This is a list of items mandated by the NCI government property administrator that are declassified regardless of cost (accessible at: http://web/campus/als/downloads/Sensitive_Property_List.pdf) and are inventoried in the same manner as capital equipment. The PCO will be issued "Sensitive Equipment Signature" form(s) for employees possessing this property. The PCO will then have the signed form(s) returned to the PAO noting required changes.

Any questions regarding the above should be addressed to the Property Accountability Office, Building 1050, 301-846-1156.