



MEMORANDUM FOR: Acquisition and Grants Office
Employees and Contractors

MAR 1 0 2011

FROM: Mitchell J. Ross
Director

SUBJECT: Property Accountability Procedures

Accountable personal property is non-expendable personal property that is sensitive or that has an acquisition cost of \$5,000 or more, a useful life of 1 year or more, and must be accounted for throughout its useful life¹. On January 20, 2011, the Acquisition and Grants Office (AGO) completed the FY 2011 inventory of its accountable personal property. This annual inventory involves everyone in AGO, and its completion represents a significant accomplishment.

An outcome of the inventory is that all known personal property in AGO which is accountable has now been added into Sunflower and assigned to a user, and each user has signed a hand receipt that was generated by Sunflower, the Department's property management system. This is the first time AGO has been able to produce its hand receipts using Sunflower. Maintaining this status will enhance our ability to complete the inventory more easily in the future and minimize the chance of equipment becoming lost, missing, or stolen. Unfortunately, the inventory resulted in 18 of 550 pieces of AGO's equipment in Silver Spring being identified as confirmed unaccounted.

While we have since located three of our missing assets, the number of missing pieces of equipment represents a weakness in our procedures which we need to rectify. The attachment to this memorandum, Accountable Personal Property Inventory and Management Standard Operating Procedures, provides an approach to correct and prevent this weakness as well as provide a roadmap for how we should maintain control of our personal property.

AGO is committed to a property accountability strategy that integrates policy, documentation, and personal responsibility with a goal of 100 percent property accountability. Your participation is needed to accomplish this goal. Your comments and your suggestions for improving our processes are welcome and may be submitted to John Abbott (John.J.Abbott@noaa.gov, 301-713-3478 x200).

Attachment:

Accountable Personal Property Standard Operating Procedures

¹ See Definitions: <http://www.pps.noaa.gov/definitions.htm>

**National Oceanic and Atmospheric Administration
Acquisition and Grants Office**

**Accountable Personal Property
Standard Operating Procedures**

I. Purpose

The purpose of this document is to provide standard operating procedures to control and manage the accountable personal property of the Acquisition and Grants Office (AGO) from the point of acquisition through disposal.

II. Scope

All AGO employees and AGO contractors who are assigned Government Owned personal property have a responsibility to assist their designated Property Custodian to account for all personal property. Government and contractor staff members alike are held personally accountable for the legitimate use, safekeeping, and return of Government property.¹ In general, every employee and contractor who uses Government personal property and who are assigned responsibility for specific personal property must:

- Take personal responsibility for the equipment assigned to them as formalized by signing a Hand Receipt for the property assigned;
- Exercise proper care of the equipment;
- Report equipment that is missing or damaged;
- Use the equipment for official business and such limited personal use as allowed under agency policy; and
- Observe management's rules regarding the use and management of the equipment.

III. Policy

The information within this document is consistent with the guidelines set forth by the Department of Commerce (DOC) Personal Property Management Manual (PPMM) and NOAA policy.² The PPMM covers all DOC personal property management activities. NOAA policy is issued by the NOAA Personal Property Management Officer and is found on the website of the NOAA Personal Property Management Branch.³

¹ Department of Commerce Personal Property Management Manual (PPMM) Chapter 1.206;
<http://www.pps.noaa.gov/Training/FactSheet.htm>

² <http://www.osec.doc.gov/oas/ppmd/ppmd/manuals-handbooks.htm>

³ <http://www.pps.noaa.gov/>

IV. Roles and Responsibilities

In addition to the personal property roles and responsibilities held by each individual employee and contractor assigned personal property, there are the following defined roles⁴ within AGO:

- The **Property Manager (PM)** is responsible for the coordination of all property management efforts for their Line and Staff Office. This individual is appointed to serve as the nation-wide central point of contact for all matters related to the management of personal property for AGO.
- The **Property Accountability Officer (PAO)** is responsible for the control and administration of personal property within Sunflower, the official Department of Commerce property control and accountability system. One or more PAO supports a PM.
- Within an assigned Custodial Area, the **Property Custodian (PC)** is responsible for the day to day effective administration and maintenance of personal property within Sunflower. One or more Property Custodians support(s) a PAO within their Property Accountability Office. See the NOAA Personal Property Fact Sheet and Department of Commerce Personal Property Management Manual Chapter 1.205 for further information.
- **Managers** have responsibilities for safeguarding the personal property within their organization. Managers may have the support of a **Property Contact**, a staff member or contractor assigned this duty, usually as a collateral duty. Property Contacts use Sunflower to maintain the personal property inventory within their organization and work with the PC to ensure that personal property is used, tracked, safeguarded and inventoried in accordance with standing personal property management policy.
- Department of Commerce and NOAA policy also govern the appointment and training of people assigned these roles. Each of these roles, with the exception of the Property Contact, is required to have a critical element in their annual performance plan for Personal Property Management. The element must be a minimum of 15 percent of their plan. Managers, at their discretion, may include a critical element for managing personal property in the performance plans of their staff who are assigned Property Contact duties.

A listing of AGO's current property officials is provided in Appendix I. A list of personal property management staff contacts is located in Appendix II.

V. Procedures

Refer to Appendix III. This flowchart details the procedures that follow.

1. Adding Property to the Inventory

Property is added to the AGO inventory in Sunflower when 1) it is purchased and 2) much less commonly, when property is transferred into the AGO inventory from a Custodial Area outside of AGO. The NOAA Personal Property Management Branch provides the process

⁴ Department of Commerce Personal Property Management Manual (PPMM) Chapter 1.206; <http://www.pps.noaa.gov/Training/FactSheet.htm>

and guidelines for adding property to our inventory using Sunflower, the Department's data base for tracking and managing accountable property. AGO has an internal process to ensure this process is met. The process flowchart, V. Procedures – 1. Adding Property to Inventory – New Property Assignments, shows this process graphically. When property is assigned the process is basically as follows:

Steps	Description
1 to 2	Identify the need for property
3 to 4A	Look to sources where property is owned and may be transferred to where it is needed
4B4 to 4A	Purchase property if necessary and funds are available NOTE: Ensure copies of property purchase documents and invoices are provided to the Property Contact and or PC
5 to 9	Account for all changes in accountable property on hand receipts: <ul style="list-style-type: none"> • The Custodian or Contact annotates original signature hand receipts with changes; assigned property holders initial changes • The Custodian or Contact provides a copy to the property holder and makes the appropriate changes in Sunflower; the new hand receipt is signed by the assigned property holder and the Custodian <p>The Custodian retains those hand receipts with original signatures and initialed annotated changes.</p>

2. Moving Assets between Locations and or Users

While it is a common occurrence to move or transfer equipment between users, parties must comply with the procedures as follows:

Steps	Description
1 to 4	Whenever staff and contractors arrive or depart, there is property that must be reassigned and often this necessitates that property be moved from one location to another. When reassigning accountable property, the manager or a supervisor of the losing office or user must inform the Property Custodian at least three days prior to when the reassignment needs to occur and provide the PC with the following: <ul style="list-style-type: none"> • Name of the losing user; • Name of the gaining user and the gaining user's address where the property will be used and or stored; • Information about the affected property including barcode number, description, make, model, and serial number (Note: Hand receipts have

Steps	Description
	this information.)
5 to 11	The Property Contact or Custodian will annotate the current original hand receipts of the losing and gaining users and obtain their respective initials on each hand receipt.
11A	The user must sign and date the new hand receipt after ensuring it is accurate.
9A to 10	The Property Contact or Custodian records the changes in Sunflower and prints new hand receipts. This is especially necessary with new users who have no pre-existing hand receipt.
12	The PC then signs and dates the hand receipt signed by the user, keep and file the signed copy and give a copy to the user.
9B & 12	The Property Contact or Custodian will provide the losing and gaining users with copies of their marked up hand receipts.

The process for moving assets between locations and or users is shown in the flow chart V. Procedures – 2. Moving Assets between Locations and or Users.

3. Personal Property Transfers among Custodial Areas⁵

The following must occur to transfer property between custodial areas:

Steps	Description
1 to 5	The losing PC becomes aware that there is a need to transfer an asset to another custodial area.
5A to 6	The losing PC creates a “Change Asset Detail Request” (CAD) in Sunflower and specifies the new custodial area, the new user and the new location.
3 to 9	The losing PC emails the gaining PC upon completion of the CAD and requests a response that the asset will be accepted.
8	The losing PC and Property Accountability Officer accept the transfer in Sunflower and forward the gaining PC’s acceptance and the CAD request number.
10	The AGO Property Lead in the Personal Property Management Branch accepts the transfer and the asset transfer is complete.

⁵ <http://www.pps.noaa.gov/policies/transferring-property-within-the-agency.html>

The process for transferring assets among Custodial Areas is shown in the flow chart V. Procedures – 3. Personal Property Transfers between Custodial Areas.

4. Lost, Missing, Stolen, Destroyed, or Damaged Personal Property

It is vital that all property users comply with the following:

- Individuals must notify their supervisors immediately of any incidents where equipment is lost, missing, stolen, destroyed, and/or damaged.
- Managers must report all incidents to the PC and assist with the investigation and circumstances surrounding the loss of equipment.
- If the property missing is an IT device (laptop, PDA, cell phone, or anything capable of storing and retaining data), the PC must report the loss immediately to the Office of Security and the NOAA Computer Incident Response Team at 301-713-9111.

This process is illustrated in the flow chart V. Procedures – 4. Missing, Lost, Stolen or Damaged (MLSD) Property.

5. Disposal of Unused and Unusable Property

When property is unused, consideration should be given to finding users outside the PC’s area or give up the property as being excess. When property is unusable or scrap, steps should be taken to dispose of it. The NOAA Personal Property Management Branch provides the process and guidelines for the excess and disposal of personal property on the Excess and Disposal website.⁶ AGO makes a determination of when to excess property based on the following parameters:

- a. The property is unused; users cannot be found; and storage is unavailable
- b. The property is out of warranty and the cost to repair is economically prohibitive;
- c. Better options are available which may be less expensive, or have lower operating and maintenance costs; or
- d. The property has been replaced because it is obsolete for the purpose of accomplishing the mission.

The process flowchart, V. Procedures – V. Disposal of Property from the Inventory, shows this process graphically. When property is no longer needed or usable the process to dispose of the property is basically as follows:

Steps	Description
1 to 2	When a manager, for any of the reasons above, decides that certain property is not needed, the manager or Contact informs the PC.
2	The Property Custodian assesses the property and determines if the property is needed by other users. If property is needed by another user,

⁶ http://www.pps.noaa.gov/excess_disposal/

Steps	Description
	then the property may be reassigned or transferred to a user in another Custodial Area.
3 to 4; 6B	<p>Based on the Property Custodian's assessment, the property may be moved to a central location or stored in place until the property may be reassigned or disposed of.</p> <ul style="list-style-type: none"> • Before moving accountable property, all changes in accountable property must be acknowledged on hand receipts. • The Custodian or Contact annotates original signature hand receipts with changes; assigned property holders initial changes.
6B to 7B	The Custodian or Contact provides a copy to the property holder and makes the appropriate changes in Sunflower; the new hand receipt is signed by the assigned property holder and the Custodian.
7B	The Custodian retains those hand receipts with original signatures and initialed annotated changes.
4A to 5A	The Custodian creates an Excess Inventory Reveal Request or CD-50 to indicate in Sunflower that property is being offered as excess. Other paperwork, in addition to identifying
4A; 6A	A representative of the office giving up the property and the person removing the property must each sign and date the CD-50 at the time of the pickup; the receipt must be retained by the PC or Contact as evidence of the proper disposition of the property, a necessity for the removal of the item from Custodial Area's inventory.

A flow chart which illustrates this process is provided in V. Procedures – 5. Disposal of Property from the Inventory.

A flow chart which illustrates the repair process is provided in V. Procedures – 5. Disposal of Property from the Inventory – Repair Process. In most cases IT equipment must be under warranty for it to be economically worthwhile to repair.

6. Physical Inventories

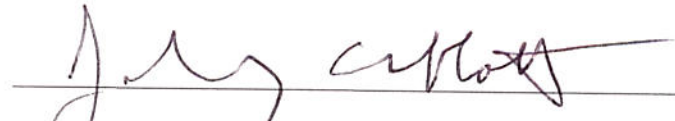
- A 100 percent wall to wall *touch* inventory will be completed each year as directed by the NOAA Property Management Official.⁷

⁷ http://www.pps.noaa.gov/fact_sheets/annual-physical-inventory-fact-sheet.html

- All AGO employees and contractors shall assist the AGO property staff in the conduct of the inventory by allowing the property staff to inspect their assigned equipment when asked.
- AGO employees and contractors having equipment outside the office must bring this equipment into the office for inspection by the AGO property staff on the days specified to them by their manager or supervisor.
- All AGO equipment found not to be listed in Sunflower will be added to the AGO inventory using Sunflower.
- If a bar-coded piece of equipment is found which does not belong to AGO, the AGO property staff will identify the proper Property Custodian and together they will determine the disposition of the found equipment.
- All missing property will be investigated fully and results will be documented and attached to the CD-50 that is submitted with the inventory package.
- A 100 percent wall to wall *touch* inventory will be completed each time there is a change in the Property Custodian for a Custodial Area.
 - This effort clears the outgoing Property Custodian of continuing responsibility for property under their responsibility.
 - This also provides the incoming Property Custodian with a baseline for the property they are accepting.


A flow chart of this process is provided in V. Procedures – 6. Physical Inventories.

Approval of AGO Property Inventory & Management Procedures



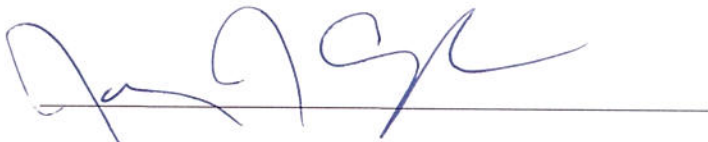
AGO Property Manager

3/9/2011
Date



Property Accountability Officer, 540IUE

3/9/2011
Date



Property Accountability Officer, 540IUN

3/9/2011
Date

ATTACHMENT I

Property Roles in the Acquisition and Grants Office

The AGO Property Roles table below lists the property roles within AGO and the current role holders. Property officials, excluding Contacts, must include personal property management for at least 15 percent of their annual performance evaluation plan. Property officials must meet certain annual training requirements. These requirements are set forth at <http://www.pps.noaa.gov/property-officials-critical-elements/>.

AGO Property Roles

Site	Area	Role	Email	Phone
AGO	06-06	PM	john.j.abbott@noaa.gov	240-678-7042
AGO	06-06	PM Alt	vacant	xxx-xxx-xxxx
BOULDER, CO	540IUN900	C	brenda.s.summers@noaa.gov	303-497-5588
BOULDER, CO	540IUN900	PC	michelle.a.woolsey@noaa.gov	303-497-3983
KANSAS CITY, MO	540IUE800	PC	donita.s.mccullough@noaa.gov	816-426-7400
KANSAS CITY, MO	540IUE002	PC	pat.d.stone@noaa.gov	816-823-3847
NORFOLK, VA	540IUN700	PC	margaret.a.rankin@noaa.gov	757-441-6562
SEATTLE, WA	540IUW110	C	leigh.h.baer@noaa.gov	206-526-4499
SEATTLE, WA	540IUW110	PC	susan.k.sherrell@noaa.gov	206-526-6021
SILVER SPRING, MD	540IUN000	C	sharon.snead@noaa.gov	301-713-3478 x 138
SILVER SPRING, MD	540IUN000	C	tina.l.stevens@noaa.gov	301-713-0926 x 104
SILVER SPRING, MD	540IUN	PAO	jeremy.andrucyk@noaa.gov	301-713-2037
SILVER SPRING, MD	540IUE	PAO	john.j.abbott@noaa.gov	240-678-7042
SILVER SPRING, MD	540IUN000	PC	john.j.abbott@noaa.gov	240-678-7042

Property Roles Key
• PM: Property Manager
• PAO: Property Accountability Officer
• PC: Property Custodian
• C: Property Contact

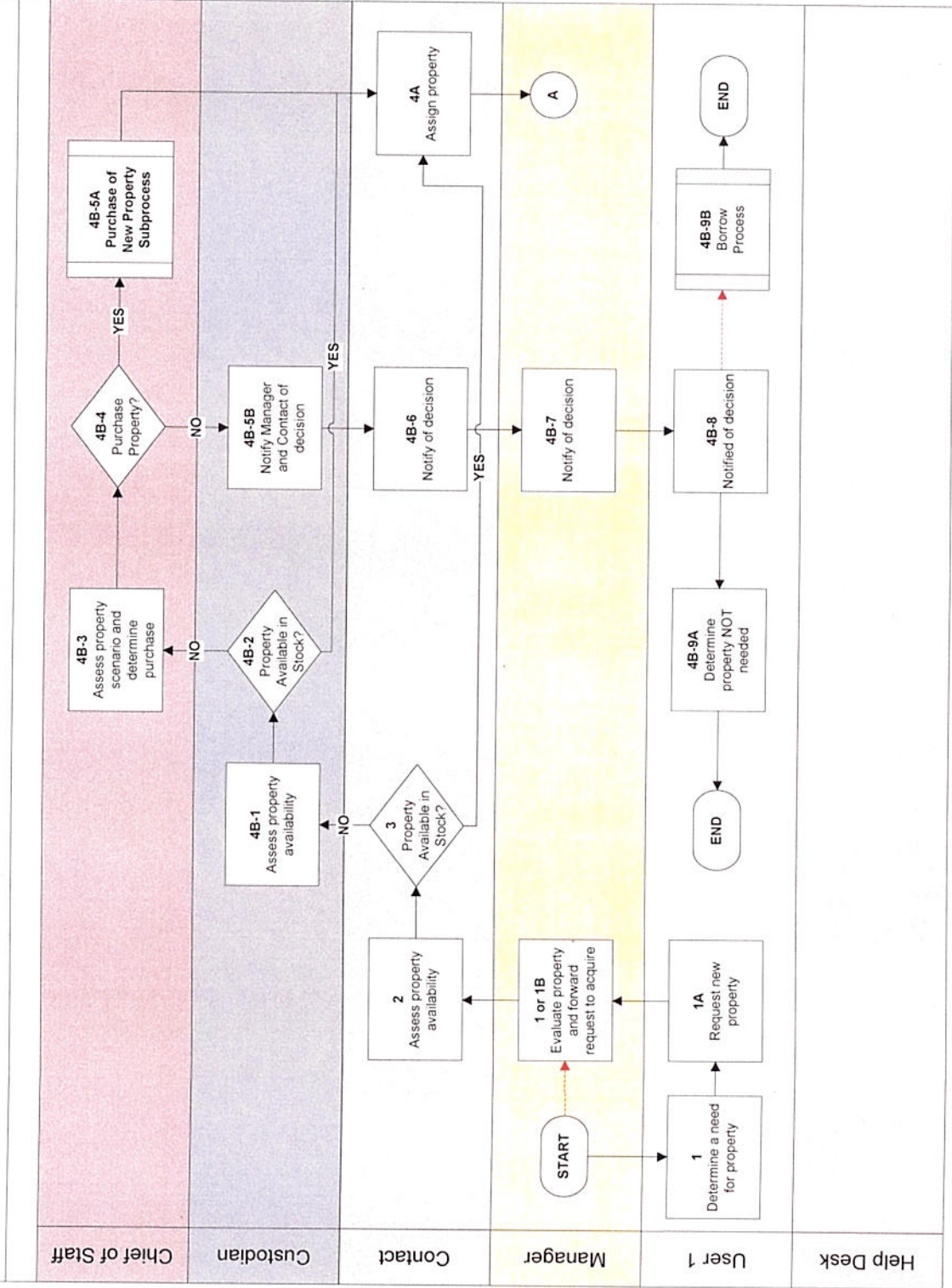
ATTACHMENT II

Contact information for the Personal Property Staff in the Office of the Chief Administrative Office follows:

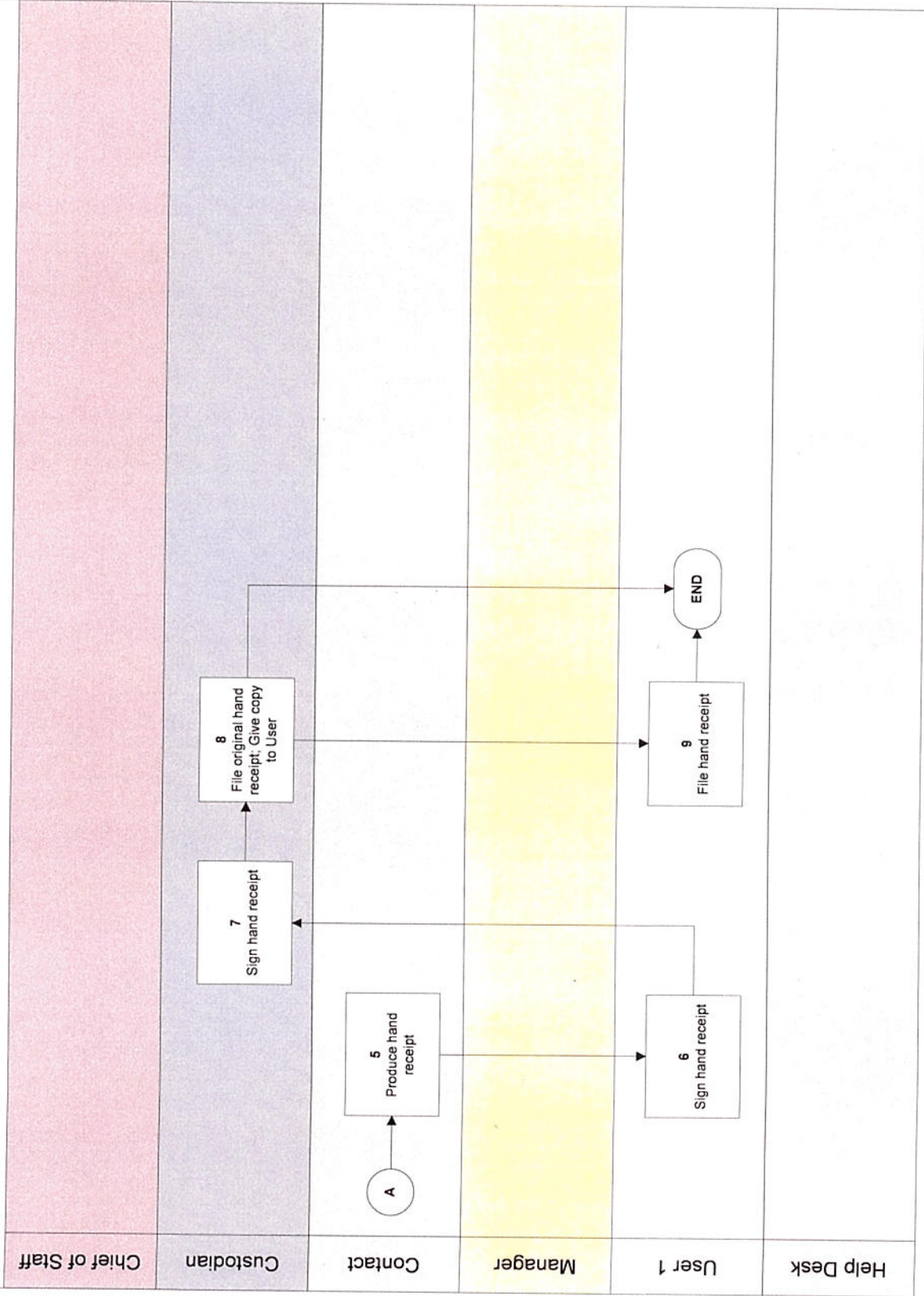
SO/CAO/LD/Personal Property Management Branch (PPMB)			
Full Name	Position Title	Email Address	Phone Number
Aguilar, Obadiah (AGO)	Logistics Mgmt Specialist	obadiah.aguilar@noaa.gov	301-713-3530 x 170
Deckard, Thomas C	Property Mgmt Specialist	thomas.c.deckard@noaa.gov	301-713-3530 x 161
Dieter, James Merle	Contractor	james.dieter@noaa.gov	301-713-3530 x 202
Gardner, Megumi Matsuoka	Contractor	megumi.gardner@noaa.gov	301-713-3530 x 174
Kaduri-Porter, Doreen	Contractor	doreen.kaduri-porter@noaa.gov	301-713-2014 x 205
King, Robert C	Contractor	robert.c.king@noaa.gov	301-713-3530
Lewis, Edwin	Logistics Mgmt Specialist	edwin.lewis@noaa.gov	301-713-3530 x 153
Macmillan, Robin M	General Supply Specialist	robin.m.macmillan@noaa.gov	301-713-3530 x 164
Morrow, Kenneth A	Acting Branch Chief	kenneth.morrow@noaa.gov	301-713-3530 x 171
Nelson, Melissa A	Inventory Mgmt Specialist	melissa.a.nelson@noaa.gov	301-713-3530 x 188
Newsome, Ralph Gregory II	Contractor	ralph.newsome@noaa.gov	301-713-3530 x 162
Oates, Larry Michael	Inventory Mgmt Specialist	larry.m.oates@noaa.gov	301-713-3530 x 173
Rapport, Jack Howard	Contractor	jack.rapport@noaa.gov	301-713-3535
Ross, Michelle I	Regional Property Manager	michelle.i.ross@noaa.gov	206-526-6393
Sharaf, Ahmed Sayed	Contractor	ahmed.sharaf@noaa.gov	301-713-3530 x 163
Turri, Holly E	Support Technician	holly.e.turri@noaa.gov	301-713-3530 x 178
Zhao, Lu	Contractor	lu.zhao@noaa.gov	301-713-3530
SO/CAO/WMB NCR BRANDYWINE WAREHOUSE			
Full Name	Position Title	Email Address	Phone Number
Proctor, Nicole N	Lead, Gen Supply & Prop Mgmt Specialist (Acting)	nicole.proctor@noaa.gov	301-372-2925 x 104

ATTACHMENT III

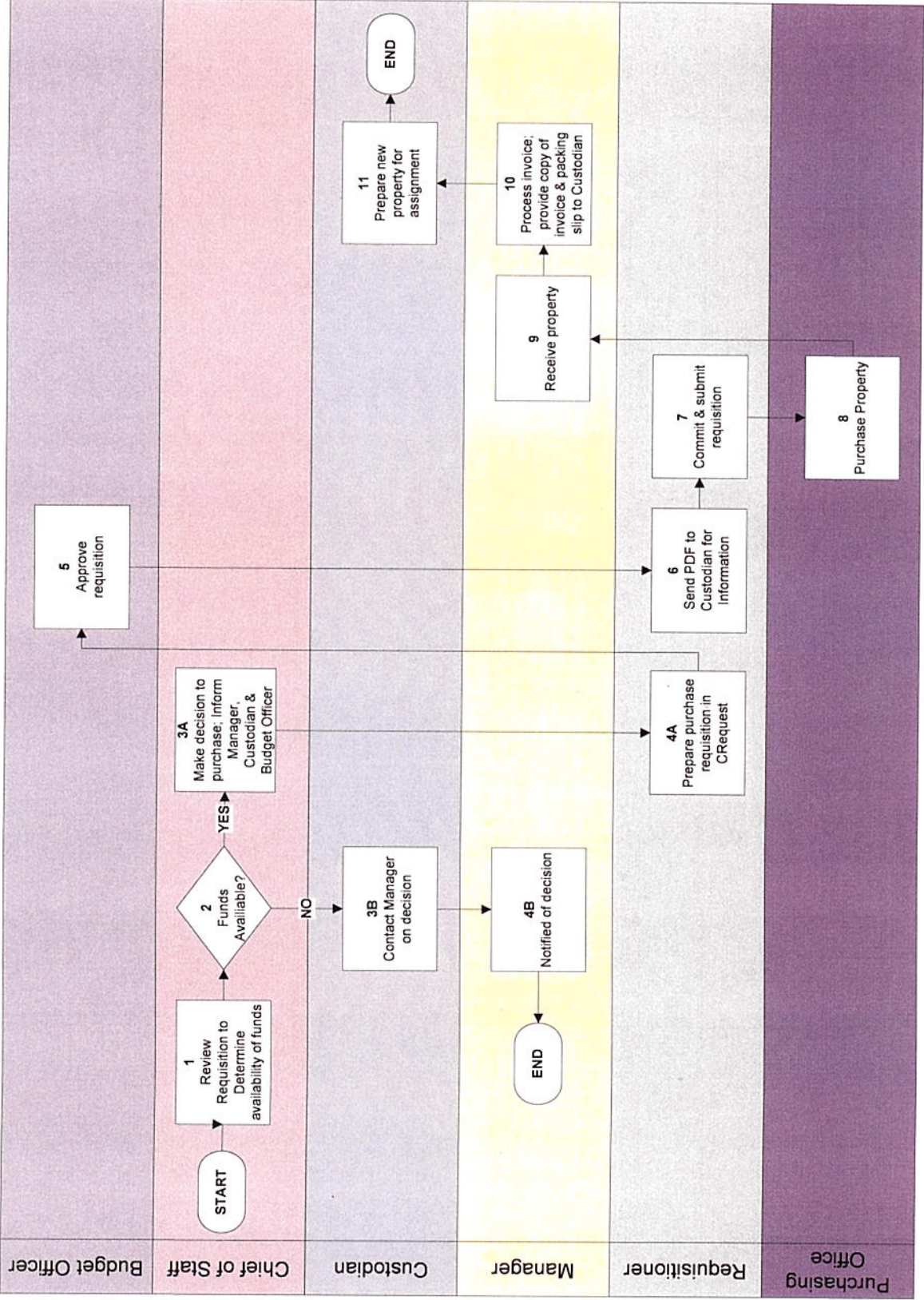
V. Procedures – 1. Adding Property to Inventory – New Property Assignments



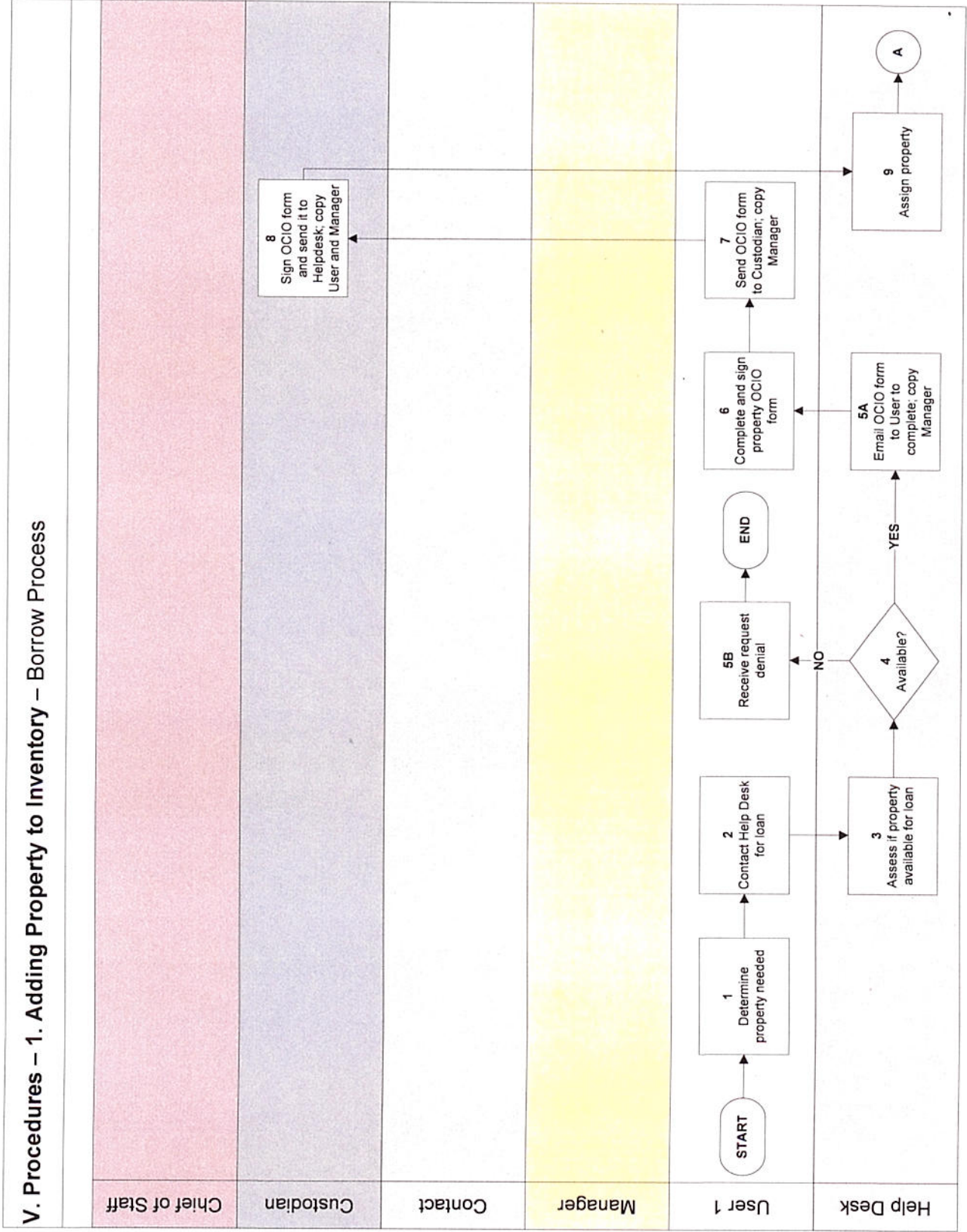
V. Procedures – 1. Adding Property to Inventory – New Property Assignments (Page-2)



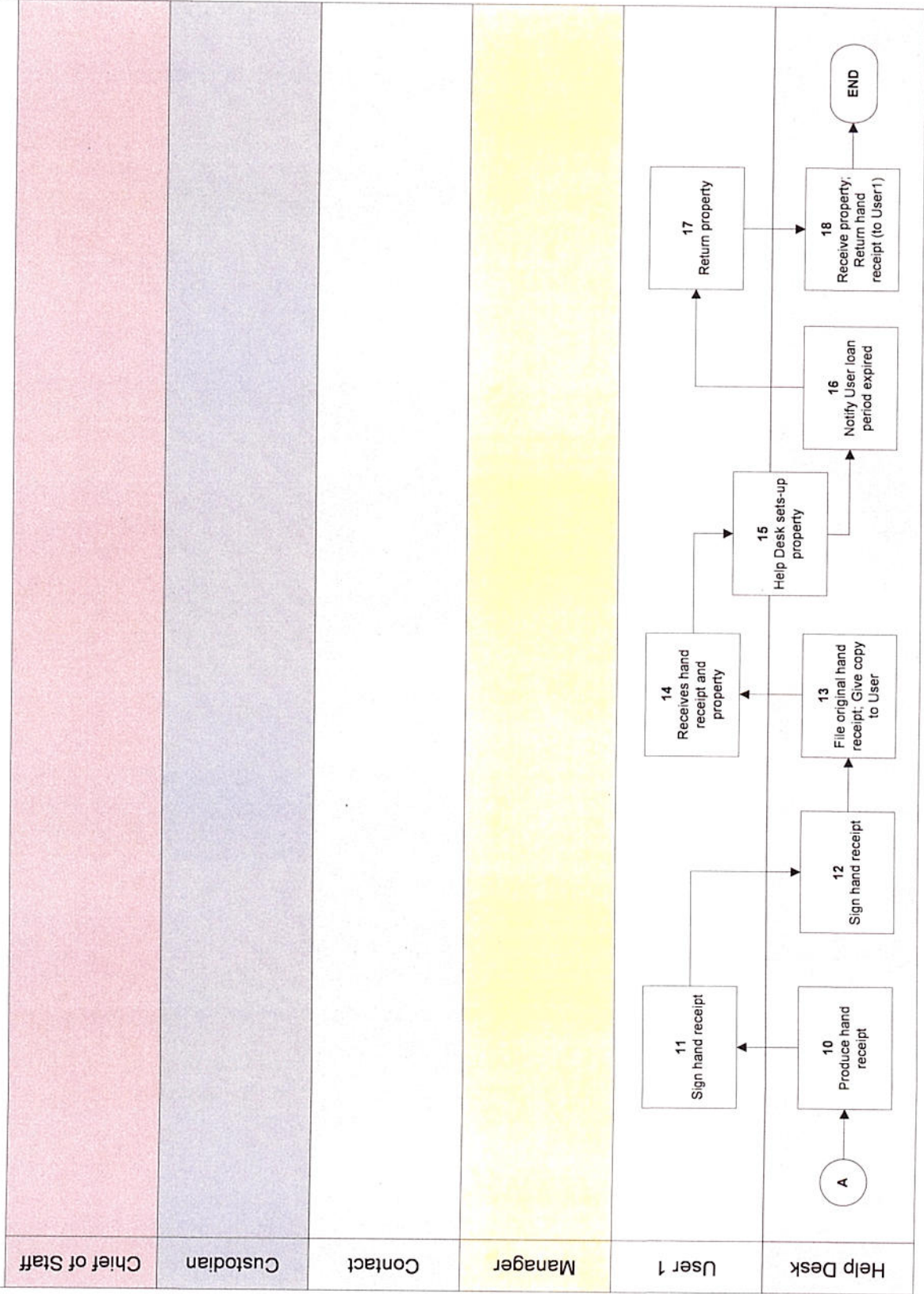
V. Procedures – 1. Adding Property to Inventory – Purchase of New Property Subprocess (4B-5A)



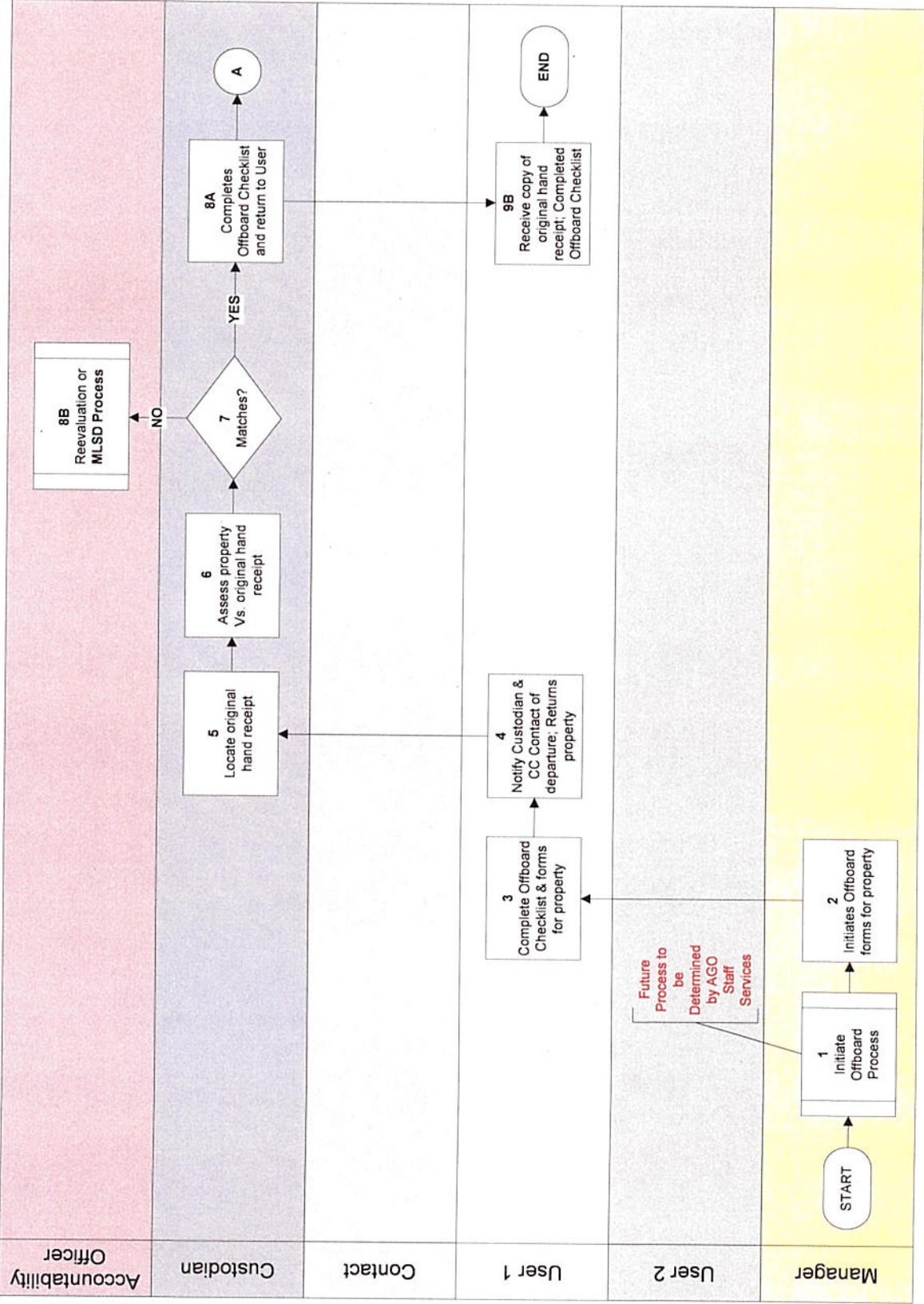
V. Procedures – 1. Adding Property to Inventory – Borrow Process



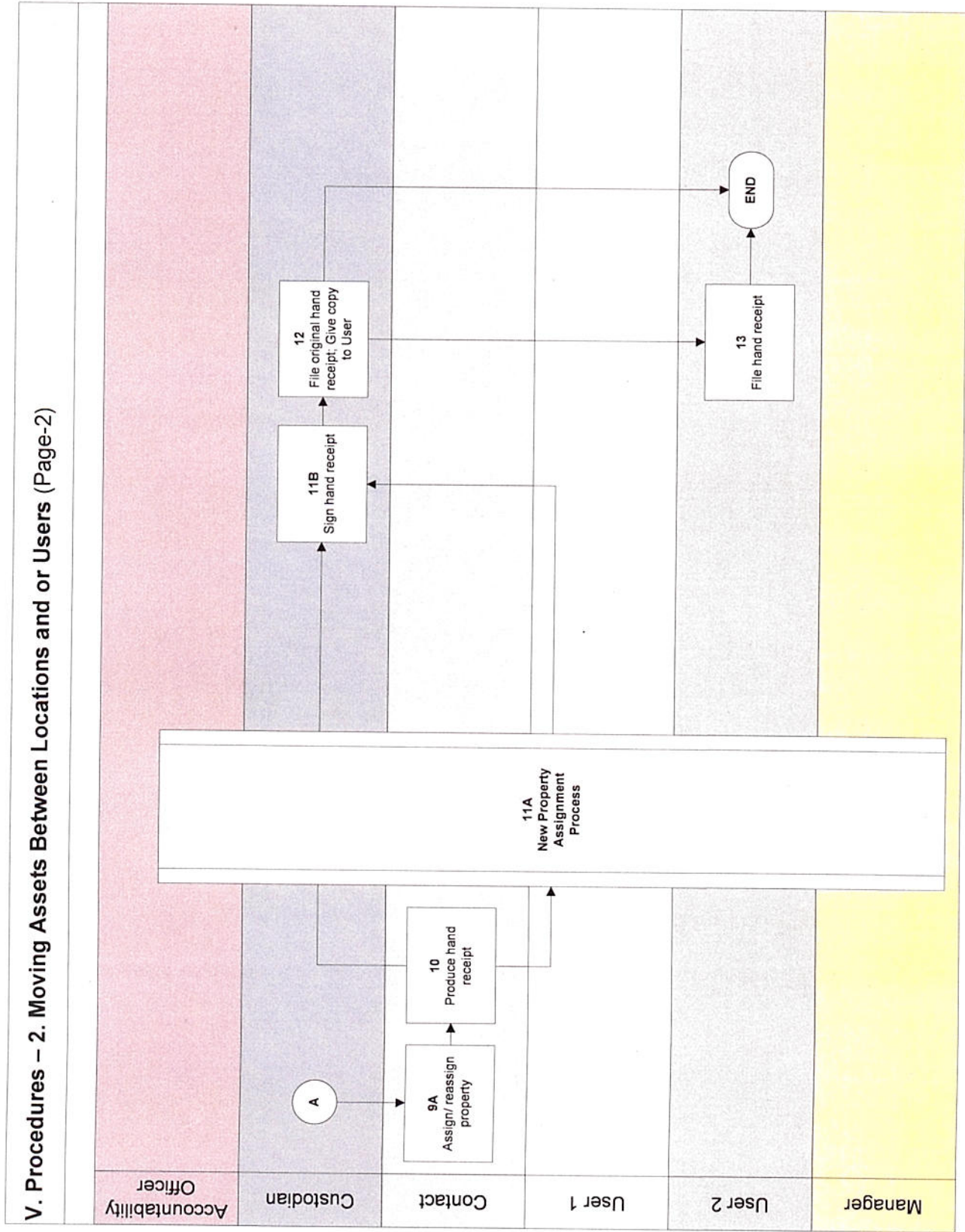
V. Procedures – 1. Adding Property to Inventory – Borrow Process (Page-2)



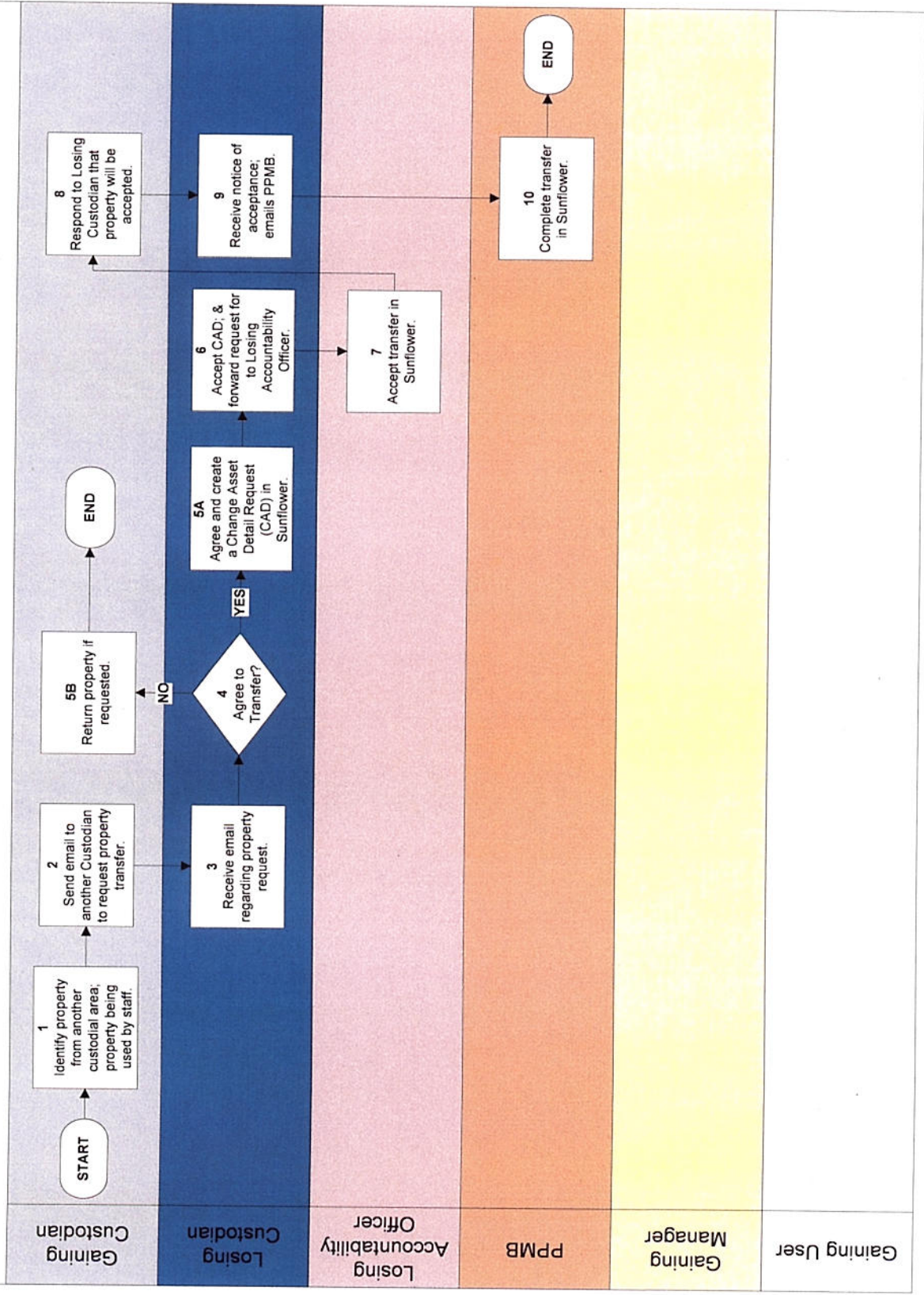
V. Procedures – 2. Moving Assets Between Locations and or Users



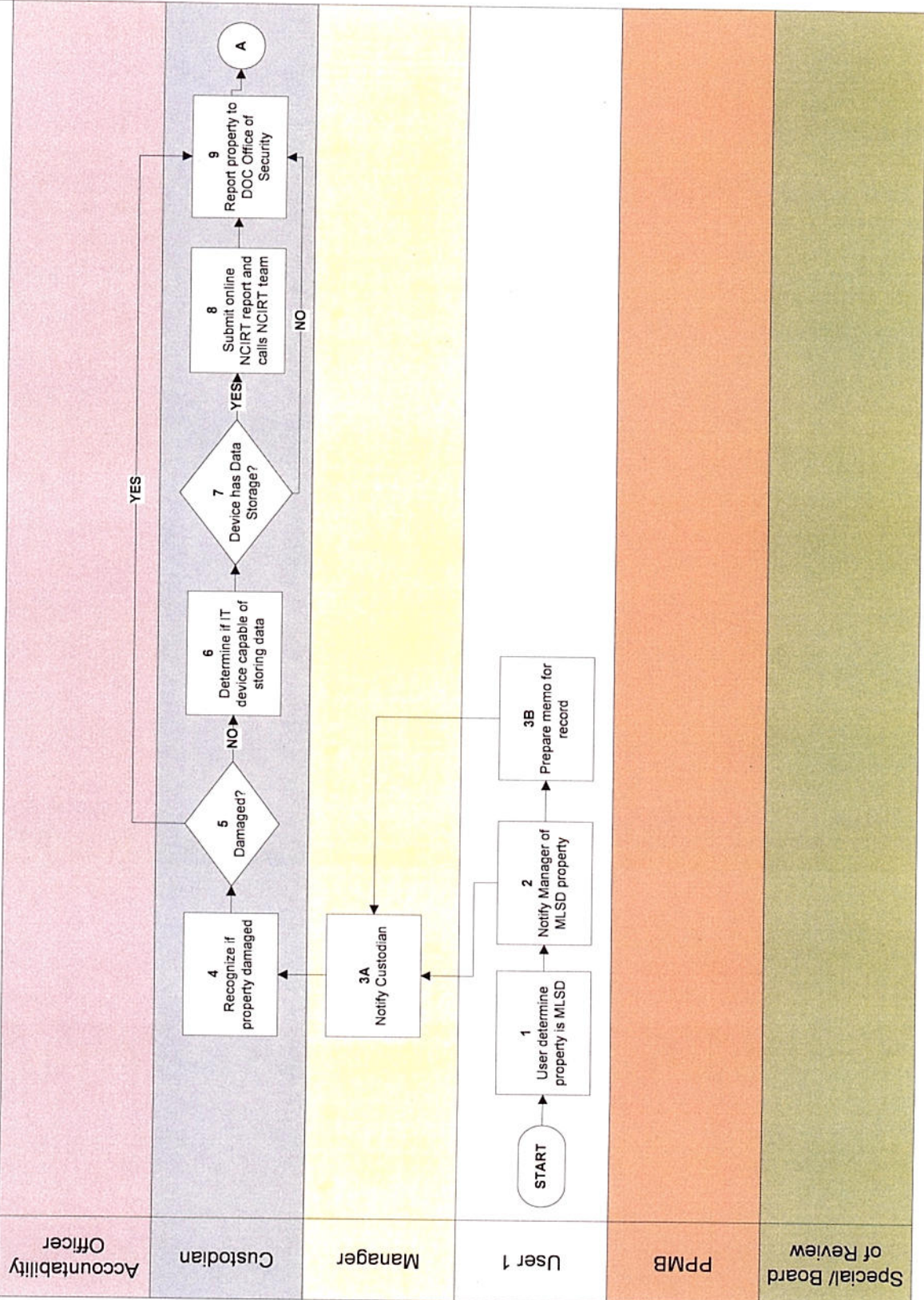
V. Procedures – 2. Moving Assets Between Locations and or Users (Page-2)



V. Procedures – 3. Personal Property Transfers Between Custodial Areas



V. Procedures – 4. Missing, Lost, Stolen, or Damaged (MLSD) Property



Accountability Officer

Custodian

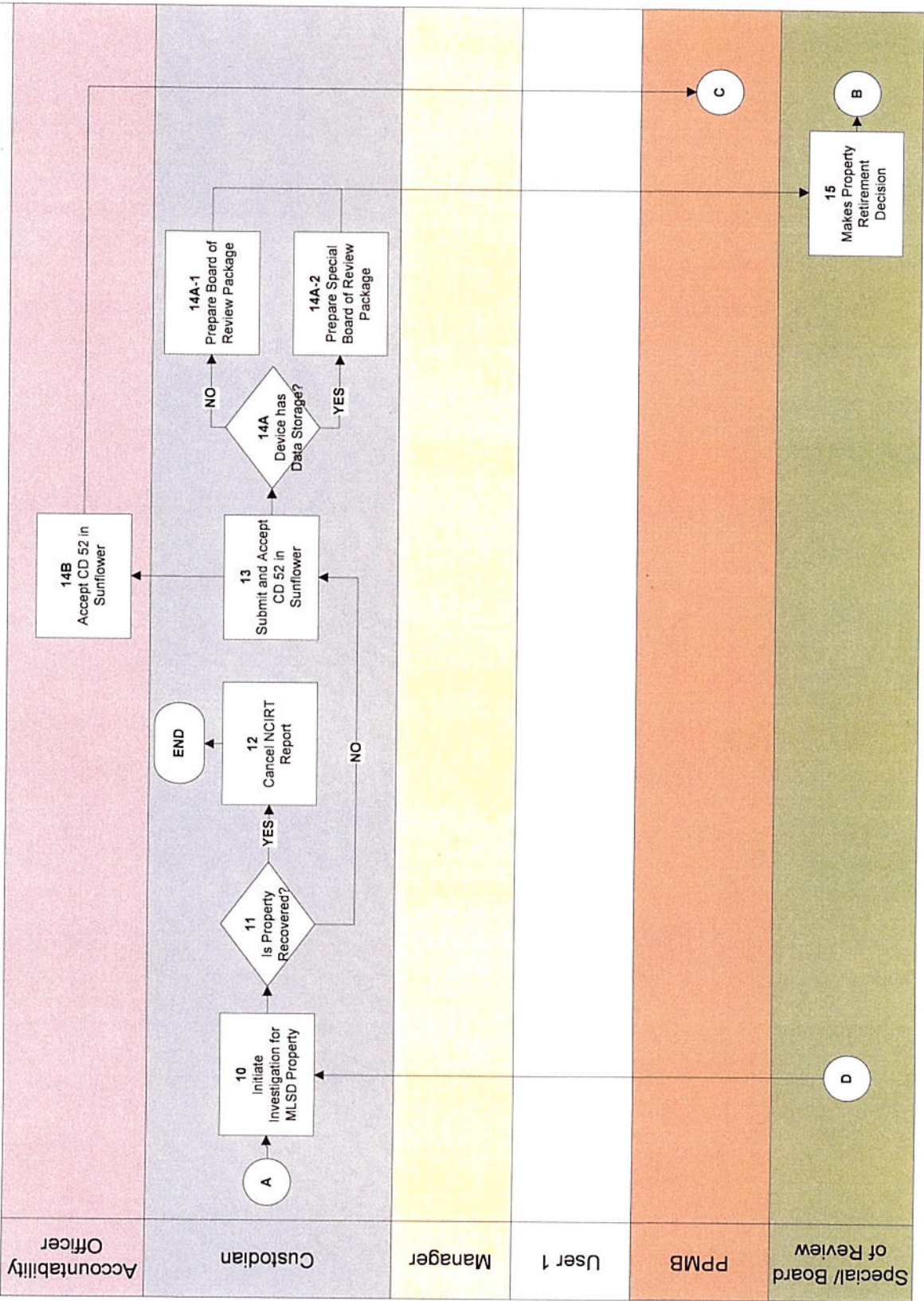
Manager

User 1

PPMB

Special/ Board of Review

V. Procedures – 4. Missing, Lost, Stolen, or Damaged (MLSD) Property (Page-2)



Accountability Officer

Custodian

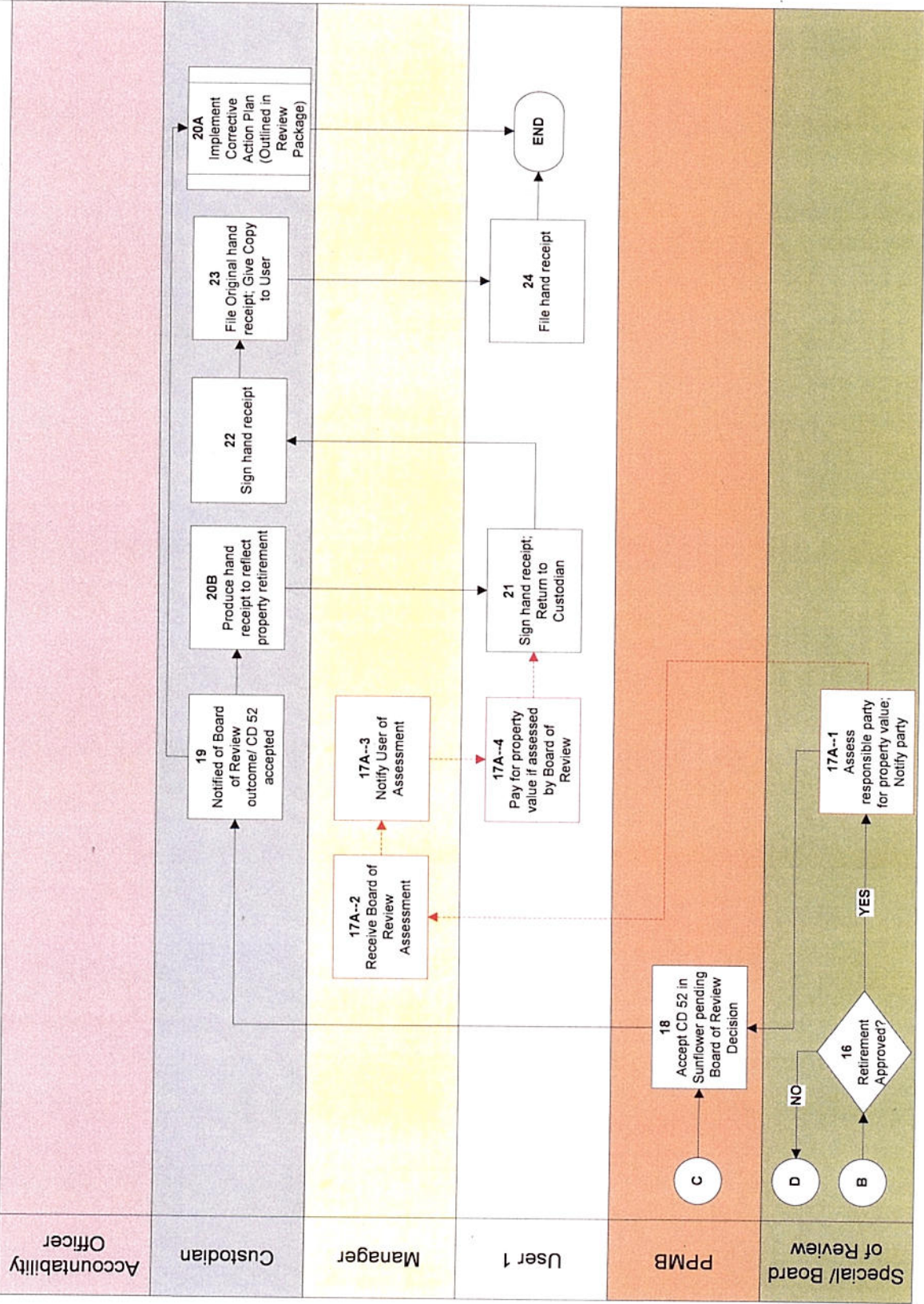
Manager

User 1

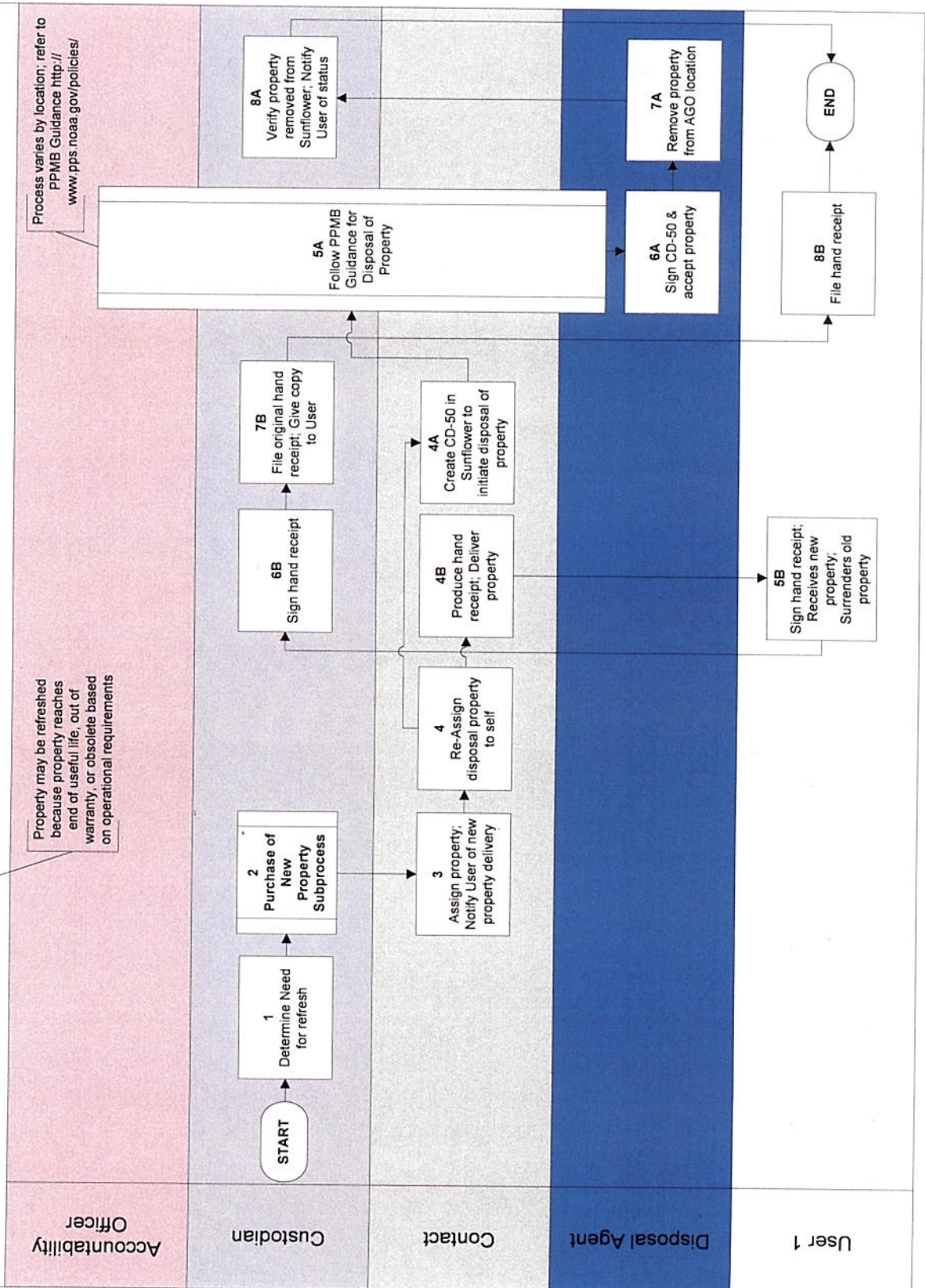
PPMB

Special Board of Review

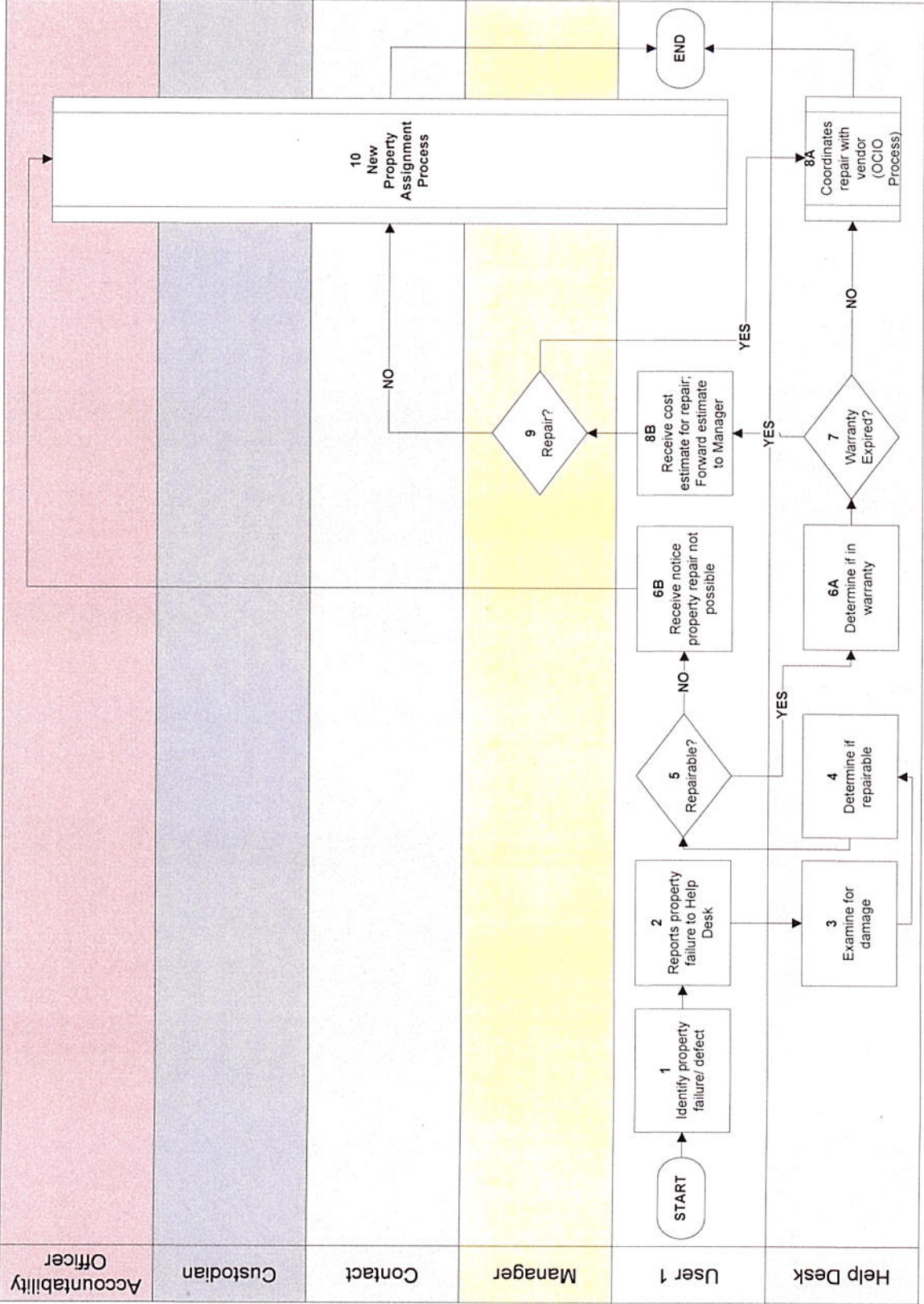
V. Procedures – 4. Missing, Lost, Stolen, or Damaged (MLSD) Property (Page-3)



V. Procedures – 5. Disposal of Unused and Unusable Property



V. Procedures – 5. Retiring Property from the Inventory – Repair Process



V. Procedures – 6. Physical Inventories

