

RD&T Leadership Council Action Item: (F.a.2.) Accountable Property

Updated 7/17/00

Council Champion/Project Lead: Paula Ewen/Denise Seward

- (1) TITLE: Accountable Property
- (2) DESCRIPTION OF INITIATIVE: RD&T maintains accountable property valued at 10 million dollars. A systematic approach, processes and procedures are required to account for all government property.
- (3) IMPORTANCE/SIGNIFICANCE OF INITIATIVE: An aggressive inventory reduction program is necessary to eliminate waste, fraud, and abuse of government property.
- (4) PRODUCT/OUTPUT: A systematic approach to accounting for property; a standard operating procedure covering property acquisition through disposal; an accurate database of all property.
- (5) CUSTOMER: RD&T employees and contractors.
- (6) PARTNERS: Office of Information and Management Services.
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.
- (8) SCHEDULE:

Tasks	Month/Year:	07/99	10/99	12/99	03/00	09/00
1. Meet with property administrators to discuss current process and areas for improvement.		X				
2. Develop a standard operating procedure.		X				
3. Update property database (on-going)			XXXX	XXXX	XXXX	XXXX
4. Enhance system and equipment.					X	
5. Physical audit by office (on-going)				XXXX	XXXX	XXXX