

Departmental Property Management Officer

Critical Element: Departmental Property Management Officer (DPMO) Function

Objective: Establish and administer a personal property management program within the Department.

Major Activities:

- (1) Department-wide inventories are conducted.
- (2) Department-wide personal property management policies and procedures are developed and implemented.
- (3) Department-wide personal property reports are submitted to the General Services Administration and other external Federal agencies.
- (4) DOC Bureaus and offices are provided a forum, which allows Bureaus to collaborate on policy, synthesize activities, facilitate data collection, and develop recommendations for presentation to senior leadership.

Criteria for Evaluation:

- (1) Physical inventory activities are completed no later than September 30, and in accordance with the "Department of Commerce Personal Property Management Manual," Chapter 2.7.2, "Physical Inventory Verification."
- (2) Bureau/Office property management policies and procedures are reviewed once each fiscal year. Review criteria is provided in writing to Bureau PMOs at least 15 business days prior to internal review.
- (3) Guidance concerning external Department-wide data reporting requirements are issued to Bureau PMOs at least 30 business days from the required suspense date. Bureau/Office waiver requests for internal and external requirements are responded to within 15 business days of receipt.
- (4) Meetings are hosted on a quarterly basis to encourage collaboration among Bureau PMOs. Meeting invitations are sent to Bureau PMOs no later than 30 business days prior to the scheduled meeting.

NOTE:

- All property management critical elements are standardized, and must be used as written. Revisions or additions to these elements are prohibited.
- The total weight for all critical elements must equal 100 percent, with no element weighted less than 15 percent.
- These weights should not be assigned based on the percentage of time an employee spends working on that element. Rather, the weight for each element should reflect the significance of that task/program/project within the framework of the Department or Bureau's organizational goals.