

Property Accountability Officer

Critical Element: Property Accountability Officer (PAO) Function

Objective: Exercise effective administration and maintenance of a personal property control and accountability system within the accountability area for which he or she has been designated.

Major Activities:

- (1) Physical inventory of organization's personal property is conducted and reconciled within the Personal Property Management System (PPMS).
- (2) Lost, missing, stolen, damaged, or destroyed (LMSDD) personal property assets are reported to the Property Management Officer (PMO) to determine if further investigation is necessary.
- (3) Custodial areas and Property Custodians (PC) for assigned organization(s) are defined and PCs are issued guidance on property certification and training requirements.
- (4) Assigned personal property is cleared by the respective PC of the separating employee.

Criteria for Evaluation:

- (1) Physical inventory activities are completed no later than September 30. A signed hand receipt is submitted to the PMO within 10 business days from inventory completion date for verification purposes, and not later than September 30.
- (2) The PMO is informed of LMSDD personal property assets within 2 business days of notification from the PC.
- (3) Property training and certification requirements are issued to the PC within 10 business days from designation of an individual to serve in a property capacity or role, in accordance with "Department of Commerce Personal Property Management Manual," Chapter 3.5, "Property Training and Refresher Training Requirements."

Assigned personal property record of the separating employee are accurately updated in a timely manner within the PPMS.

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.