

## Property Custodian

**Critical Element:** Property Custodian (PC) Function

**Objective:** Ensure the accountability of personal property assigned under custodial area.

**Major Activities:**

- (1) Physical inventory of custodial area'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) Personal property lifecycle transactions related to acquisition, receipt, use, maintenance, and disposal are performed and recorded within the PPMS for accountability purposes.
- (4) Optional Form 7, Property Pass, or other approved documentation by the Bureau PMO is provided to employee for the removal of all property from Government premises.
- (5) Mandatory property certification and refresher training requirements are adhered to.

**Criteria for Evaluation:**

- (1) Physical inventory activities are completed no later than September 30. A signed hand receipt is submitted to the PAO within 5 business days from inventory completion date for verification purposes, and not later than September 30.
- (2) Form CD-52, Report of Review of Property, (or electronic equivalent) for any LMSDD personal property assets is submitted to the PMO within 3 business days of notification.
- (3) Barcodes are affixed to newly acquired personal property in a timely manner unless shipping and receiving activities are in place that allow authorized staff to perform this function. Acquisition data and supporting documentation are recorded in the PPMS within 45 days of receipt, in accordance with the "Department of Commerce Personal Property Management Manual," Chapter 6.3 .1, "Recording."
- (4) Optional Form 7, Property Pass, is issued to an employee prior to the authorized removal date of property. Existing property passes are monitored for expiration and renewal every 30 calendar days, in accordance with the "Department of Commerce Personal Property Management Manual," Chapter 6.3.5, Property Pass. Other approved documentation is permissible for the removal of personal property in non-Federal buildings. Documentation is maintained and updated as required for the use of Government-furnished equipment for telework and/or alternative worksite purposes.
- (5) Training and certification requirements are completed within 60 business days from the designation date by the respective PAO. Also, refresher training requirements are completed by September 30. This is in accordance with the "Department of Commerce Personal Property Management Manual," Chapter 3.5, "Property Training and Refresher Training Requirements."

## **Property Custodian**

### **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.