

Property Management Officer

Critical Element: Property Management Officer (PMO) Function

Objective: Provide direction, leadership, and coordination of property management activities for the Bureau's personal property management program.

Major Activities:

- (1) Physical inventory of the Bureau's personal property assets is conducted, and results are reconciled within the Personal Property Management System (PPMS).
- (2) Property Board of Review (PBR) is appointed, and actions are coordinated for initiation and conclusion of personal property assets that are reported as lost, missing, stolen, damaged, or destroyed (LMSDD).
- (3) Property Accountability Officers (PAOs) and Property Custodians (PCs) are appointed, and trained to serve in a property capacity or role.
- (4) Oversight and guidance is established to maximize the useful lifecycle of personal property including acquisition, receipt, utilization, and disposal.

Criteria for Evaluation:

- (1) Physical inventory activities are accurately completed by no later than September 30, unless a written waiver request has been approved by the Departmental Property Management Officer (DPMO).
- (2) PBR members are appointed in writing by November 30. The PBRs for LMSDD personal property assets are assigned and initiated within 90 business days from incident report date, and concluded by September 30.
- (3) The PAOs and PCs are appointed within 30 business days from completion of training requirements in accordance with "Department of Commerce Personal Property Management Manual," Chapter 3.4.3, "Appointment with Certification."
- (4) The Department's standardized useful lifecycle policy is implemented in a timely matter for internal screening of personal property within the Bureau/Office prior to acquisition and disposal.

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.