

Personal Property Management/Transportation Division Frequently Asked Questions

Q: What equipment must be bar-coded?

A: All accountable equipment must be bar-coded. This includes

- All capitalized personal property;
- All office furniture and equipment having a unit cost of \$5,000 or more;*
- All [sensitive items](#)
- All borrowed or leased personal property;
- All Government-owned accountable property in the hands of contractor, financial assistance programs, accountable, or sensitive personal property; and
- All software with an acquisition cost of \$25,000 or more.
- Material inventories where the value is controlled by general ledger accounts

Q. What paperwork is necessary to remove DOC property from the buildings?

A: Federal agencies must control all accountable personal property by keeping records to show an audit trail or chain of custody. The Department's Personal Property Management Manual mandates the use of Optional Form 7, Property Pass, a temporary authorization for an individual to remove property from a Government-occupied building for mission purposes. All Bureau Property Management Officers (PMO) shall submit a memorandum and Commerce Department (CD) Form XX to the Office of Security, designating Authorizing Officials to issue and sign the OF-7, which authorizes the removal of Government property from Federal buildings. This memorandum should be updated on an as needed basis by the Bureau PMO. CD Form XX will serve as a supplement to the memorandum submitted by the Bureau PMO and include the names of the Authorizing Officials. Designees authorized to issue and sign the OF-7 may include the following: Bureau PMO, Bureau Property Accountability Officers, and Bureau Property Custodians. Additionally, a copy of the Bureau PMO appointment orders should be forwarded to the Office of Security for file.

Q: What do I do if I lose property?

A: The Property Custodian (PC) assigned responsibility for property that is lost, missing, stolen, damaged or destroyed, shall complete the appropriate portion of Form CD-52, "Report of Review of Property", and forward it through the Property Accountability Officer (PAO) to the Property Management Officer (PMO). The Property Board of Review will review the circumstances surrounding the loss, theft, damage, or destruction of the property and forward the CD-52, "Report of Review of Property", with results of the Board's findings and recommendations to the PMO. The following information should be contained on the CD-52 or on a separated attached sheet:

- The details of the circumstances surrounding the loss, theft, damage, or destruction of the property;
- The date (s) of the incident;
- The names, phone numbers, title, and office of individuals involved in the circumstances;

- The date an investigation by the Security Office was requested and status of the investigation (if applicable);
- Pertinent information to the circumstances such as where the property was stored, how the property used, how often the property is used, and who typically uses the equipment;
- The details of the efforts to find or repair the property;
- The acquisition cost and current depreciated value of the property, repair costs and replace cost;
- The PMO's rationale for establishing the Property Board of Review; and
- The PAO and PMO shall provide available copies of investigations, police reports, or other such information to the Property Review Board.

Q: What is my role in the inventory process?

A: In accordance with the Department's Personal Property Management Manual, the Department must conduct a 100% physical inventory annually. Physical inventories of accountable personal property are scheduled by the Property Management Officer (PMO) for each Operating Unit. PMOs are responsible for establishing inventory schedules, monitoring inventory progress, and providing assistance to both headquarters and field office property management officials. Physical inventories must be completed at regular intervals, generally at least once a year or a cycle commensurate with the value of the personal property and the complexity of operations of the Operating Unit. Property management activities and financial accounting activities should coordinate the establishment of schedules and procedures for taking such inventories. Inventory determinations should be made for all classes of property and applied on a consistent basis from one fiscal year to another. Adjustments required must be documented and posted promptly to the records and accounts.

It is the responsibility of the Property Accountability Officer (PAO) to work with supervisors in obtaining personnel to assist in conducting physical inventories. Property Custodians (PC) may assist with physical inventories as considered necessary and appropriate by the PAO. A PC, whenever possible, shall not be given the sole responsibility for taking a physical inventory of property assigned to his/her custodial area. Exceptions to this policy must be approved by the Operating Unit's PMO.

Q: When leaving or transferring from DOC, what forms to do I need to complete and what is the process to clear property?

A: Employees shall return all property to the Property Accountability Officer and/or the Property Custodian and complete CD-126, "*Separation Clearance Certificate*" form. Additionally, in accordance with Department Administrative Order (DAO) 202-299, Clearance of Employee Accountability, mandated by the Office of Human Resources Management, that states each Operating Unit should develop "...internal operating procedures for its employees to clear their accountability for property. Please see your Bureau Property Management Officer for specific property management internal clearing procedures.

Q: How do I turn in equipment or furniture that is no longer needed?

A: To have surplus/excess property and/or furniture to be removed from offices *within the HCHB*, please follow the procedures listed below:

- Inform the Property Accountability Officer (PAO) and/or Property Custodian (PC) of the request
- PAO and/or PC will initiate an electronic request for excess to Moving and Logistical Services in the Personal Property Management System
- Movers should pickup surplus/excess equipment/furniture within 48 hours of accepting the request

To have surplus/excess property and/or furniture removed from offices *outside of the HCHB*, please contact your Bureau Warehousing Manager, or visit the [GSA Disposal Listing](#) for GSA disposal points by state.

****Please DO NOT leave any property or furniture in the hallways. This is considered a safety hazard.**

**** All computers should be WIPED prior to requesting excess by the Bureau's Information Technology Helpdesk.**

Q: What is a hand receipt and what is the purpose?

A: A hand receipt is the complete inventory listing of items within one designated custodial area. The purpose of a hand receipt is to ensure accountability through a chain of custody. A Bureau's PMO is ultimately responsible for ensuring the accountability of all personal property within their Bureau's custodial area through the establishment of what is known as a chain of custody. A chain of custody provides records that illustrate the location of accountable property and the individuals responsible for its care and safekeeping. This accounting must be continuous, from the time of ordering and acquisition, until the ultimate consumption or disposal of the property. The chain of custody process is initiated when the PMO certifies the annual 100% physical inventory. The PMO then physically signs this equipment down to one or more Property Accountability Officers (PAOs) on what is known as a hand receipt. PAOs then distribute this property down to the different custodial areas to Property Custodians (PCs) on hand receipts. PCs then finalize this process by hand receipting this equipment down to the end user (the person who actually uses the piece of equipment).

Q: What is the personal property management network?

A: Heads of Operating Units are responsible for managing their personal property through a management structure comprised of Property Management Officers (PMO), Property Accountability Officers (PAO), and Property Custodians (PC); otherwise known as the property management network. The responsibilities of the PMO, PAO, and PC must be assigned to separate individuals. An employee's role as a PMO, PAO, or PC may not always be reflected in his or her job title; however, a property specific performance critical element must be

incorporated into their performance plan (see Appendix C of the Department's Personal Property Management Manual, dated October 2007). Additionally, property officials must complete training the requirements outlined in the "Department of Commerce Training Certification Handbook" before the Department Property Management Officer will certify them as a Property Official.