	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 1502	VERSION 2.0
		EFFECTIVE DATE May 30, 2012	
	AUTHORIZED BY: RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW BY May 30, 2013	
		RESPONSIBLE POSITION Chief Financial Officer	

PERSONAL PROPERTY

1. PURPOSE

1.1 This document promulgates the Office of Marine and Aviation Operations (OMAO) personal property policy.

1.2 This policy describes property management, roles, tracking events, and property official certification standards integral to compliance with Federal property requirements.

2. SCOPE

2.1 This policy applies to OMAO managers, supervisors, employees, and contractors.

2.2 This version is updating the policy to be submitted in line with OMAO Procedure 1502-01, Personal Property. It has also been reformatted and restructured to move responsibilities from Section 3, Policy, to Section 4, Responsibilities.

3. POLICY

3.1 OMAO complies with the National Oceanic and Atmospheric Administration's (NOAA) property management framework to assist in fulfilling its property responsibilities; and is responsible for proper accounting and management. Property management is integral to performing OMAO's mission.

3.2 All OMAO employees and contractors are accountable for the use and care of personal property assigned to them, and are required to report any issues relating to this property.

3.3 All OMAO Property Officials, including Property Custodians (PC) and Property Accountability Officers (PAO), shall meet the requirements specified in Department of Commerce Property Official Certification Program Manual. The Certification includes requirements for initial and annual refresher training and a prescribed property management element in each Property Official's performance plan.

3.4 The OMOA Property Manager shall track yearly training, per PC and PAO, and report progress to OMAO Leadership.

4. RESPONSIBILITIES

4.1 Background

Executing OMAO's mission requires the acquisition, use, and disposal of significant quantities of Federal Government property, from computers, sonar and radar systems, to ships and aircraft. Federal law holds agencies and operating units responsible for physically caring for and protecting, tracking the location and use,

and accurately reflecting the cost of the property under their control. Property accountability covers the full life cycle of every accountable item from acquisition through utilization and disposition. This accountability is maintained by 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. This framework includes procedural requirements, network of responsible individuals, use of the SunflowerAssets system to track the property and series of reports and specified activities.

4.2 Responsibilities

4.2.1 All employees in OMAO shall be responsible for the correct use and accounting for property. These responsibilities vary by role. Supervisors, employees, and contractors shall ensure property, assigned to them and under their control, is used properly, for government purposes only, and shall notify the PC of any change in the property's status. Employees (e.g., electronics technician acquiring a new computer and installing it on a ship) must notify the PC of all property acquisitions, transfers, or disposals.

4.2.2 Commanding Officers (CO), supervisors, and managers, shall be responsible for ensuring accountability methods are in place for all property assigned to users under their control.

4.2.3 The PC shall be responsible for the immediate physical custody of personal property under their control, including initiating and maintaining records that track the status of the property.

4.2.4 The PAO shall ensure the effective administration and maintenance of the property accountability and control system within their accountable areas, including the assignment and certification of PCs.

4.2.5 The OMAO Property Manager shall coordinate all property management efforts for OMAO.

NOTE: The specific responsibilities of employees, supervisors, the Property Manager, PAOs, and PCs are detailed on the NOAA Personal Property Office website: http://www.pps.noaa.gov/.

4.3 Tracking Events

OMAO shall track all accountable property under its control through each property event or change of status. Potential events include equipment purchase, transfer (in or out of custodial area), change of users, inventory verification, disposal through trade-in, loan, excess, loss, and theft.

4.2.1 **Acquisition.** Newly acquired property must receive a bar code to identify it as Federal property and be recorded as soon as it is received. It will be recorded in SunflowerAssets as soon as acquisition documentation (e.g., bankcard statement) is available. Failure to promptly record newly acquired property results in difficulty in tracking the asset and creation of unreconciled property records in the NOAA unreconciled property report (UPR). See Property Bulletin #5, FY 2010, dated May 23, 2011, for timeline (up to 45 days) allowed by PPMB for adding assets to Sunflower.

4.2.2 **Transfer.** All property transfers (e.g., the movement of property from one accountable area to another) must be recorded in SunflowerAssets to ensure continuous tracking. This includes property moved between ships, aircraft, operational centers, warehouses, and field locations (e.g., port offices). All property entering and leaving NOAA ships and aircraft must be recorded through the appropriate PC. See Marine Operations Center (MOC) guidance in OMAO Procedure 1502-01, Personal Property, for MOC specifics on **Change of Users.** Change in end users must be documented to show the change in responsibility for the property from one end use to the other.

4.2.3 **Inventory verification.** NOAA requires wall-to-wall annual inventories to verify OMAO's property inventory is complete and accurate. OMAO PCs shall take necessary interim steps to ensure the inventory is current and the annual inventory requirement is completed on time. COs, supervisors, and managers are responsible for ensuring inventory functions are completed as required within their area of responsibility.

4.2.4 **Loss, theft, damage, or destruction.** Accountable property which has been subject to loss, theft, damage, destruction, or other adverse circumstances is presented to a Board of Review to determine if neglect, negligence, or use for other than official purposes occurred and thus the extent of personal liability. Recurring incidents of loss, theft, damage, or destruction in a single location or property account must be referred to a Property Board of Review. Board of Review findings are based on facts, results of investigations, review of pertinent documents, and consideration of all available evidence. See additional step-by-step instructions, in the OMAO Procedure 1502-01, Personal Property, to follow in this instance.

4.2.5 **Excess.** Property which is no longer required by OMAO for its needs and the discharge of its responsibilities must be turned over to the PC for processing in accordance with Department of Commerce and Federal procedures. The goal of these excessing procedures is to facilitate any potential reuse of the property, safely dispose of those items which cannot be reused, and document the release of responsibility of the property. PCs and PAOs should review the NOAA National Disposal Plan, posted on the NOAA Property website, for specific guidelines, before taking the first step in disposal.

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5. GUIDANCE

NOAA Personal Property Home Page: http://www.pps.noaa.gov.

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6. DEFINITIONS

Accountable Property	All non-expendable personal property that is sensitive or that has an acquisition cost of $5,000 or more, a useful life of one year or more, is a self-contained unit, that is not consumed in use, and does not lose its identity when put to use.
Personal Property	Property that is not classified as either real property or Federal Government records including all equipment, materials, and supplies. Personal property includes capitalized and non-capitalized personal property. Capitalized personal property is non-expendable personal property with a useful life of 2 years or more and an acquisition cost of $200,000 or more.
Capitalized Personal Property	Capitalized personal property is non-expendable personal property with a useful life of 2 years or more and an acquisition cost of $200,000 or more.
Non-Capitalized Personal Property	Any single item of nonexpendable personal property, the value of which is charged to an expense account either when issued for use or at time of receipt.
Property	Anything that may be legally owned. Property includes real and personal property.
Property Accountability	Property accountability includes responsibilities for such tasks as tracking the movement of assets, recording changes in physical condition and verifying physical counts.
Property Accountability Officer	The person who ensures the effective administration and maintenance of a personal property control and accountability system within the accountability area for which he/she has been designated.

Property Custodian	The person who has physical responsibility for the proper use, maintenance and protection of property assigned to a particular custodial area.
Property Manager	The person responsible for the coordination of all personal property management efforts of the Line/Staff Office. In OMAO, the Resources Management Division, under the Chief Financial Officer, has assigned that duty to staff.
Real Property	Land and improvements to land, building, and facilities, including improvements and additions thereto, and utility systems. It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (such as plant equipment).
Sensitive Property	Property that can easily be converted to private use or that has a high potential for theft, including items such as: firearms, hand-held computers, digital cameras, etc.

7. REFERENCES

Federal Property and Administrative Act of 1949 (63 Statute 378: PL 152)

Code of Federal Regulations (CFR)
- Title 41 – Federal Management Regulations (FMR)
- Title 48 – Federal Acquisition Regulations (FAR)

Chief Financial Officer Act of 1990

Department Organization Order 20-1
http://dms.osec.doc.gov/cgi-bin/doit.cgi?204:112:b122eae009b781cc6c400ed206db361dac195cd88371501d755cda4292826a63:220

Department Personal Property Management Manual
http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/PPMM_9-26-2007.pdf

Department of Commerce Property Official Certification Program Manual
http://www.pps.noaa.gov/Property_Official_Certification_Program_Manual.pdf

8. AUTHORITY

OMAO Policy 1501, Category 1500 – Property, Equipment, and Facilities

9. NOTES

Effect on other documents: Supersedes OMAO Policy 1502, Personal Property, date September 30, 2009.

Distribution: OMAO

Document History:

Version	Effective Date	Brief Description of Changes
2.0	5/30/12	Reformatted and restructured to more responsibilities from Section 3, Policy, to Section 4, Responsibilities
1.0	9/30/09	Initial Document