

14 FAH-1 H-120 DOMESTIC RESPONSIBILITIES

(CT:PPM-1; 08-11-2004)
(Office of Origin: A/LM)

14 FAH-1 H-121 ACCOUNTABLE PROPERTY OFFICER (APO)

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a. Each bureau or office executive director is accountable for all administrative property under the control of that activity located in Washington, DC and its domestic field offices. If the organization does not have an executive director, a senior management official, who reports directly to the assistant secretary, or equivalent, shall be the accountable property officer (APO).

b. Delegation of responsibility:

(1) Responsibility for the physical control of the property may be reassigned. The APO establishes custodial areas and delegates responsibility for the performance of property management functions, within assigned areas, to area custodial officers (ACOs). The APO determines the number of custodial areas that will best serve to control and care for property within the organization and delegates accordingly. In larger bureaus, a principal custodial officer (PCO) should be designated to oversee property operations and provide guidance to ACOs. To satisfy management control needs, the PCO also assumes key property management functions, so that separation of duties can be achieved;

(2) Delegations are made by memorandum, include a date on which the responsibilities will become effective, and clearly define the custodial area and the responsibilities. Delegations should also advise ACOs and PCOs of the noncompliance penalties contained in 6 FAM 231.4-2 (B). The designation of a custodial officer remains in effect until that officer is relieved in writing by proper authority;

(3) The memorandum is prepared in triplicate and all copies are signed by the APO. The original is given to the designee, a copy is retained in the files of the APO, and a copy is forwarded to Agency Property Management Officer (Managing Director, Program Management and Policy (A/LM/PMP));

(4) At a minimum, an alternate custodial officer should be designated, in writing, for each accountable area;

(5) Immediately upon the change of ACOs, a new written delegation must be issued by the APO; and

(6) The relinquishing of any of the assigned functions addressed in the delegation causes the responsibility for that function to revert to the APO.

c. **Training:** The APO should ensure that personnel designated as custodial officers attend the “Property Management for Custodial Officer” course at the National Foreign Affairs Training Center (NFATC) within six months of that designation.

14 FAH-1 H-122 CUSTODIAL OFFICER (CO)

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

General:

(1) A custodial officer (CO) is an employee designated, in writing, by the accountable property officer (APO) to be responsible for the physical control of U.S. Government-owned/controlled nonexpendable property within a specific area;

(2) The environment of the CO is unique when compared to other positions. The CO element is an added element to a position description established for another purpose and the property duties are usually external to the employee’s primary job. Two lines of responsibility are inherent in a CO situation. One line is to the duties assigned by the employee’s immediate supervisor and the second line is to the APO for custodial (property management) duties delegated to the employee;

(3) A custodial area is an identifiable organizational element, within the accountable area, usually located in a single definable geographical location such as a building, floor, wing, suite, throughout which property custodial responsibility is assigned. Its purpose is to provide a vehicle for effective management of the personal property assigned to that organizational element.

14 FAH-1 H-123 AREA CUSTODIAL OFFICER (ACO)

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Specific area custodial officer (ACO) responsibilities generally include:

- (1) Custody, care, and safekeeping of all nonexpendable property assigned to the custodial area;
- (2) Receiving, inspecting, and preparing the appropriate receiving document for property deliveries;
- (3) Assisting the principal custodial officer (PCO) in planning the annual physical inventory of the custodial area;
- (4) Conducting the physical inventory;
- (5) Conducting an annual utilization survey to assure proper care and effective utilization of property, to ensure that property is in serviceable condition, and to identify underutilized property for reassignment within the organization;
- (6) Initiating preparation of Form DS-310, Property Survey Report, for missing or damaged property;
- (7) Initiating Form DS-1882, Domestic Property Excess, for unneeded, nonexpendable property to be reported to A/LM/PMP/BA/PM; and
- (8) Authorizing removal of property from the building and issuing Form DS-1953, Authorization for Removal of Property.

14 FAH-1 H-124 PRINCIPAL CUSTODIAL OFFICER (PCO)

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

The accountable property officer (APO) designates a principal custodial officer (PCO) to oversee property operations and provide guidance to area custodial officers (ACOs) in large bureaus. The PCO also performs key property management functions such as:

- (1) Maintaining property records for accountable property;
- (2) Maintaining a record of all warranties on personal property items;
- (3) Planning and coordinating the physical inventory (record keeping responsibilities prevent the PCO from participating in the actual physical count);
- (4) Reviewing results of the physical inventory and reconciling any discrepancies;

(5) Ensuring that inventory shortages are properly documented on Form DS-310, Property Survey Report, and reported;

(6) Initiating, signing, and submitting Form DS-1875, Property Management Report, to the APO;

(7) Screening unneeded, nonexpendable property to determine whether reassignment within the accountable area is desirable;

(8) Authorizing the disposal of nonexpendable property;

(9) Authorizing the loan of property to employees within the bureau; and

(10) Providing guidance and instruction relating to property management to all ACOs.

14 FAH-1 H-125 TRANSFER OF CUSTODIAL RESPONSIBILITY

(CT:PPM-1; 08-11-2004)
(Domestic State Only)

a. When the transfer of custodial responsibilities occurs, the departing area custodial officer (ACO) verifies that all of the property within their custodial area of responsibility is on hand. A final physical inventory of the property is taken by the departing ACO prior to departure. It is advisable that the inventory be a joint inventory taken with the succeeding ACO. The inventory taken at this time will satisfy the inventory requirement for this property for that year.

b. Allow ample time to complete and reconcile the inventory. The accountable property officer (APO) must advise the ACO, via memorandum, that the final inventory be taken. The memorandum should also include:

(1) A reminder that the ACO is not relieved from responsibility for the property until the inventory has been taken and reconciled with property records;

(2) The identity of the succeeding ACO and a recommendation that the ACO contact the succeeding ACO and attempt to arrange for a joint inventory; and

(3) A deadline for completion of the inventory.

c. Upon completion of the physical count, the inventory is immediately given to the principal custodial officer (PCO) for reconciliation with property

records. If discrepancies between the inventory and the property records are found, the departing ACO, in cooperation with the PCO, must take action to reconcile the discrepancies. If the discrepancies cannot be reconciled a property survey report is initiated by the departing custodial officer.

d. When the inventory and reconciliation are successfully completed, the PCO will inform the APO, via memorandum, that this has been accomplished. The memorandum is prepared in triplicate. The original is given to the APO, a copy is given to the departing ACO and a copy is kept by the PCO.

e. Granting relief to the ACO: Upon receipt of the memorandum from the PCO advising of the satisfactory inventory reconciliation, the APO notifies the departing ACO, via memorandum, that relief from accountability responsibility is granted.

14 FAH-1 H-126 THROUGH H-129 UNASSIGNED