
PROGRAM DESCRIPTION

OFFICE OF MANAGEMENT

Property Management Program

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PURPOSE

The purpose of this MAPP is to describe and define specific responsibilities, procedures, and processes for CDER’s Property Management Program.

BACKGROUND

Every office in CDER has accountable property, and the use, protection, and management of property is a critical component of CDER’s ability to meet its continuing mission to ensure safe drugs are available to the American public. As the largest Center in the FDA, property management impacts CDER’s budget and directly facilitates office and laboratory capabilities. This MAPP provides instructions specific to the management of CDER’s accountable property items.

RESPONSIBILITIES

Accountable Property Officer (APO)

1. The APO will manage and oversee the following property-related activities for CDER.
 - a. Ensure that a Property Custodial Officer (PCO) is designated for each office or division. The size of the property area determines which one gets a location code and PCO.
 - b. Develop a CDER property management training program and assists each office or division with property management training.
 - c. Assist each office with property management issues, security, and safeguarding property throughout all stages of its lifecycle.
 - d. Coordinate property receipt, inventory, distribution, transfer, surplus, and disposal actions for accountable property to include proper processing HHS-342 Report of Survey (Attachment 10), and Computer-Generated HHS-22s, Request for Property Action (Attachment 11) and (ROS).
 - e. Manage and control Property Management Information System (PMIS) data for CDER.
 - f. Address FDA accountable property bar-coding issues if needed.
 - g. Coordinate and perform annual property inventory and reconciliation as needed throughout CDER.
 - h. Coordinate receipt, surplus, and disposal of property with Office of Information Management/Receiving and Distribution Center (OIM/RDC) and Health and Human Services/Program Services Center (HHS/PSC).
 - i. Provide periodic briefings to PCOs and other staff as requested concerning property program updates.
 - j. Perform regular auditing of each office's or division's property management program to ensure property management is being conducted efficiently and effectively.
 - k. Provide management with reports such as results of audits, or other information as requested.
 - l. Contact newly appointed PCOs and alternates to schedule property management training.
2. CDER's APO functions as the Center point of contact in communication with the FDA Property Management Officer (PMO).

Management

1. Management support plays a crucial role in the success of CDER's Property Management Program. In order to ensure an effective program, management in each office will:
 - a. Appoint primary and alternate PCOs to manage all property for each office or division and prepare designation letters to submit to the APO (Attachments 1 and 2). When determining the number of PCOs needed in an office or division,

management should consider the total number of items for which each PCO is responsible. While there is no minimum number of items for which a PCO should be responsible, it is suggested that 50 – 100 accountable items per PCO is considered reasonable. For example, where an office maintains 175 items, we suggest that 2 PCOs and 2 alternates be appointed.

- b. Notify the APO of all PCO vacancies and changes.
- c. Appoint new primary and/or alternate PCOs within 30 days of such positions becoming vacant.
- d. Ensure PCOs receive required training.
- e. Provide support and ensure that corrective actions are taken related to audit findings as needed.
- f. Signs Report of Survey document.

PCO

1. PCOs are a key component of CDER's Property Management Program. Upon appointment, PCOs will:
 - a. Attend required PCO training consisting of PMIS training and hands-on property management training related to property receipt, inventory, distribution, transfer, surplus, and disposal activities. Training will also include instruction on initiating and processing HHS-22s and HHS-342s. APO will contact the new PCO to schedule training.
 - b. Complete initial training within 90 days of appointment and refresher training annually thereafter.
 - c. Maintain a Property Custodial Folder (PCF). The PCF will consist of the following sections:
 - 1) Cover Page/PCO PCF Account Summary Activities Log (Attachment 12); PCO and Alternate Designation Letter; training documentation.
 - 2) Documentation for new property received.
 - 3) HHS-22 Actions (receipt, transfer, surplus).
 - 4) Quarterly Property Listing from PMIS (Jan/Apr/July/October).
 - 5) Submitted ROS.
 - 6) Hand receipts, property passes, and other miscellaneous property-related documentation. Personal Custody Property Record/Hand Receipt is located at [the HHS intranet/HR, Form HHS 439 \(Rev. 110/01\)\(Attachment 9\)](#).

PCF folders will contain documentation generated within the last 12 months and any pending items awaiting resolution. Older completed documentation (e.g., HHS-22s) will be archived and maintained for reference. Archived files may be hard copy or electronic.

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- d. Ensure that the property owner signs the HHS-439 or HHS-22 upon receipt of property.
 - e. Coordinate with the APO and actively participate in the annual inventory, which includes scanning accountable property and the reconciliation process.
 - f. Coordinate with the APO and provide assistance as needed for periodic property account inspection and auditing activities.
 - g. Attend periodic and quarterly meetings scheduled by the APO.
 - h. Perform necessary corrective actions related to inspection and audit reports.
 - i. Maintain property control, accountability, and security of all accountable property items.
 - j. Perform a program inventory review every two weeks and submit HHS-22 surplus actions. Program inventory reviews should be documented in the PCF (Attachment 12). See self-inspection checklist (Attachment 3) to assist with this review.
 - k. Perform a self-inspection every six months. See self-inspection checklist (Attachment 3) to assist with this review. Self-inspections should be documented in the PCF, annotating discrepancies and estimated corrective date(s) (Attachment 12).
 - l. Coordinate and monitor the PC refresh program for their areas with the CDER IT Liaison Team. This should include managing hand receipts for items the property owner has received or is surplus.
 - m. **COMPUTER REFRESH ACTIONS:** With few exceptions (COOP, special needs), CDER personnel are only authorized one computer. Upon refresh, the PCO will:
 - 1) Be the only person, besides the property owner, who is allowed to receive new computer items.
 - 2) Utilize HHS-439 Personal Custody Property Record/Hand Receipt to temporarily record inter-office transfer actions to the property owner until the item is "receipted" in the PMIS system and the transaction is completed.
 - 3) Using PMIS, complete an HHS-22 requesting that the old computer being refreshed to be turned-in for transfer or surplus to OIM/RDC. Note that computer items have special hard-drive decommissioning procedures that will be completed by OIM/RDC.
 - 4) The HHS-22 will be provided to the APO within 14 days of computer refresh for processing. The APO will record the action with signature and forward the HHS-22 to OIM/RDC for pickup and disposition.
 - 5) Will not physically transfer the computer to OIM/RDC without obtaining a signature on the HHS-22 from the OIM/RDC representative picking up the computer.
 - 6) Should maintain a copy of the HHS-22 until the property has been properly retired from the PMIS inventory.
 - n. Record property transfers within PMIS to maintain accurate inventory information.

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- o. Ensure property owners are provided with information regarding their ownership responsibilities to include physical care, security, accountability, and reporting requirements if property is damaged, lost, or stolen.
 - p. Record transfer of equipment using a hand receipt (Attachment 9).
 - q. Complete HHS-342, Report of Survey (ROS) for all items damaged, lost, or stolen and submit to the APO within 14 days of notification.
 - r. Ensure management is provided with information regarding HHS-342 ROS (Attachment 10) findings, pending actions, completed actions.
 - s. Directory of PCOs is located at:
<http://inside.fda.gov:9003/CDER/OfficeofBusinessProcessSupport/ucm199735.htm>

Property Owner

- 1. Property owners have a vested interest in maintaining and accounting for property that has been assigned to them. Property owner's will:
 - a. Acknowledge receipt of property items by signature of a hand receipt HHS-439 (Attachment 9) or HHS-22 (Attachment 11).
 - b. Produce assigned property upon request by the PCO or APO.
 - c. Maintain the safety, security, and physical control of all items issued to them.
 - d. Notify PCOs when equipment must be turned-in for transfer, surplus, or disposal.
 - e. Report damaged, lost, or missing property items to PCO.
 - f. Assist PCOs in locating missing property as needed.
 - g. Provide PCOs with information for the ROS for lost, broken, or stolen property as needed.
 - h. Upon computer refresh, provide excess computer equipment to PCO within 10 work days. This two-week period is provided to allow the property owner time to check old equipment and transfer any computer files as needed.
 - i. When surplus laboratory equipment, laboratory personnel will notify CDER Safety, who will certify the equipment is free of hazards. Designated laboratory officials at NIH will complete NIH 2663 (Attachment 14), certifying the item is free of hazards, attach the form to the item, and follow all other guidelines previously outlined. Laboratories at White Oak utilize CDER's Safety Lab Certification Sticker (Attachment 15).

PROCEDURES

Accountable Property Receipt Process

CDER has two property receipt processes - direct delivery and a new computer property receipt process (See Attachments 4 and 5). The following instructions define the identified processes.

Direct Delivery Property Receipt Process (Attachment 4)

1. Requester makes a property purchase for non-computer property.
2. Vendor delivers the property to the requester.
3. Upon receipt, the requester validates the ordered equipment was received, secures the equipment, and informs the PCO that a new item has been received and should be added to inventory.
4. PCO acknowledges the new item by physically checking the item.
5. PCO requests a barcode from the APO if needed. (Note: Computers and Smartphone devices will normally be issued with barcodes already attached.)
6. PCO completes a Receiving and Add Property Report (RAP) form (Attachment 13).
7. PCO completes all fields on the RAP form, except TAG NUMBER and DOC ID, and returns the completed RAP form to the APO.
8. APO assigns a pre-printed barcode number if needed, adds this number to the TAG NUMBER field on the RAP form, and forwards the RAP form and barcode decal to the PCO.
9. PCO receives the RAP form and barcode decal, attaches the barcode decal to the property, and retains the RAP form in the PCF for their records.
10. APO accesses the UFMS RAP form interface, researches the item using purchase order information, and enters data from the RAP form into UFMS.
11. UFMS interfaces with PMIS usually within 24 hours. The property is now recorded in the PMIS database.

New Computer Property Receipt Process (Attachment 5)

1. OIM makes a computer property purchase.
2. Vendor delivers property directly to OIM/RDC. OIM/RDC enters computer data into PMIS using UFMS Property Interface, applies FDA Property barcode decal.
3. Upon physical receipt, OIM/RDC sends notification via email and attached spreadsheet to APO notifying of intention to deliver.
4. OIM/RDC delivers computer to PCO or Property Owner.
5. PCO or Property Owner provides FDA ID Card to RDC for scanning and signature.
6. OIM/RDC sends email and spreadsheet to APO stating what was delivered and requests property transfer via PMIS.
7. APO forwards email to applicable PCOs.
8. PCO provides confirmation of physical receipt to APO via email.
9. Upon confirmation of receipt, APO performs PMIS receipt process transferring property to CDER.

Accountable Property Transfer Process (Attachment 6)

1. In the event property is to be transferred, PCO will be notified in advance and work with the APO and receiving PCO to transfer the property.
2. Losing PCO will initiate HHS-22 Transfer Action using PMIS. The losing PCO will print, sign, and forward the HHS-22 to the gaining PCO.

3. Gaining PCO receives the HHS-22; the PCO will inspect the property and receive the item electronically in PMIS.
4. Gaining PCO will sign the HHS-22 in “Signature of Receiving Official” block.
5. Gaining PCO will forward the signed HHS-22 to the APO and send a copy to the losing PCO within 5 business days, and retain a copy for their records.

Surplus and Excess Accountable Personal Property Turn-In Process (Attachment 7)

1. PCO initiates an HHS-22 using PMIS, signs and dates the form, and scans and sends the HHS-22 to the APO via email.
2. APO reviews the HHS-22 for completeness and accuracy.
 - a. If the HHS-22 is not correct, the APO requests corrections from the PCO.
 - b. If the HHS-22 is correct, the APO signs and dates the request, scans the form to PDF, and determines the item’s category: mobile email and Smartphone device, computer or office equipment.
3. If the item is computer related, the APO sends the HHS-22 to the IT call center which will forward the HHS-22 to OIM/RDC for processing and scheduled pick-up.
 - a. OIM/RDC arrives at the designated office to pick up the item. The PCO provides the HHS-22 to the OIM/RDC representative. The OIM/RDC representative signs the HHS-22 in the “Signature of Receiving Official” block to acknowledge receipt and possession prior to departing the office.
 - b. The PCO should forward the completed HHS-22 to the APO and file a copy of the completed form for their records.
4. If the item is accountable property that is non-computer office equipment, the APO creates, signs, dates, and sends a scanned copy of the HHS-22 to HHS/PSC via email.
 - a. HHS/PSC schedules their personnel to pick up the property.
 - b. The PCO must have HHS/PSC sign the HHS-22 prior to HHS/PSC’s departure with the property.
 - c. The PCO scans and forwards the signed HHS-22 to the APO and retains a copy for their records.
5. If the item is accountable property that is considered laboratory property, the property owner and PCO ensure a biohazard tag (Attachment 14) is completed and attached to the HHS-22 email request to HHS/PSC.
 - a. HHS/PSC schedules their personnel to pick up the property.
 - b. PCO must have HHS/PSC sign the HHS-22 prior to HHS/PSC’s departure with the property.
 - c. PCO scans and forwards the signed HHS-22 to the APO and retains a copy for their records.

Accountable Property Inventory

The accountable property inventory occurs in three phases:

1. Phase I – consists of a physical walk-through.
2. Phase II – consists of inventory reconciliation.
3. Phase III – consists of completing a ROS if required.

Phase I: Physical Walk-Through

1. The PMO notifies all FDA APOs of a pending physical property inventory and the expected completion date. The physical inventory is usually conducted on an annual basis.
2. In advance of the physical inventory, the APO notifies all PCOs to review their areas and enter any updates into PMIS. Updates could include surplus property, processing transfers, and recording new receipts (e.g., computer refresh activities).
3. APO will send out a property inventory schedule.
4. APO will meet with the PCO and will conduct a joint property inventory and collect all pending HHS-22s for surplus, transfers, etc.
5. APO will conduct a joint inspection of the PCO's property folder as previously described.
6. PCO conducts physical inventory of property, scans barcode data, and returns scanner to APO who uploads to PMIS.

Phase II: Inventory Reconciliation

7. Once each PCO has completed an entire inventory review with the APO, the APO will begin reconciliation of the property.
 - a. This consists of the APO receiving several different inventory reports from the PMO. Once the inventory reports are received, the APO will perform corrections to PMIS database.
 - b. For property that was found, APO will enter the barcode information into the barcode reader and then upload the data into PMIS.

Phase III: Report of Survey (if required)

- c. For property that was located, but was previously missing, PCO will notify the APO, and the APO will create an MS Excel spreadsheet detailing the circumstances of the located property.
- d. For property that is considered lost:
 - i. APO will contact the PCO to request a search to attempt to locate the missing property.
 - ii. After a search, if the property is still missing, the PCO completes an ROS and follows ROS procedures as described under the Report of Survey Procedures section. Reference Attachment 8: ROS Process Flowchart.
 - iii. PCO forwards the ROS and accompanying documentation to the APO for review.
 - iv. APO reviews the documentation and forwards to the CDER Executive Officer for action.

Report of Survey Procedures (Attachment 10)

Property Owner

1. Report property that is damaged, lost, or stolen to your supervisor and the PCO, and indicate if Personally Identifiable Information (PII) or sensitive non-public information is involved.
2. Immediately contact the FDA IT Security Operations Center at soc@fda.gov if you suspect lost, misplaced, or stolen equipment (e.g., Smartphone, laptop, Ironkey, cell phone, etc) that contains PII such as a person's home address or social security number, or other sensitive non-public information. See [IT Security: Reporting an Incident](#) for more information.
3. Report incidents of theft or damage in a government building by calling security in that building. If there is no security in your building, then call the APO. If the property is stolen outside a government building then the property owner must contact the local police and file a police report. Be prepared to provide:
 - a. A description of the property including manufacturer, model, barcode, serial number, and dollar value.
 - b. The date, time, and place the item was last seen.
4. Provide a copy of the building Incident Report or police report to the PCO.

Supervisor

1. For lost or stolen equipment containing personal or sensitive data, verify that the incident has been reported as directed in the steps above.
2. Review property controls and security measures to avoid future damage, loss, or theft and share any corrective action plans with the PCO.

PCO

1. Conduct a thorough search of the organization to rule out an administrative error or miscommunication and check office records to see if there is a Request for Property Action form HHS-22 for the item.
2. Interview staff that might have information about the missing property.
3. For lost or stolen equipment, determine if personal or sensitive data were on the equipment and, if so, ensure that the incident has been reported as directed in the steps above.

4. Prepare a HHS-342 Report of Survey (ROS) Form (Attachment 10) for damaged, lost or stolen property. PCO completes the first page. Note the following:
 - a. **Report Number** - Leave blank (APO will complete).
 - b. **Date of Report** - Date of incident or awareness of incident.
 - c. **Box 1** - Enter "Director, Office of Financial Management".
 - d. **Box 2** - Indicate the FDA/Center/Office & Location Code.
 - e. **Box 3** - Must check one and list all accountable property items for that category/explanation on one form. If the property was stolen, mark "other" and provide supporting details in box 4.
 - f. **Identification or item number** - Barcode number.
 - g. **Description** - Be thorough and include serial number(s).
 - h. **Explanation** - Summarize the facts clearly including who, what, when, where, why, and how and include the name(s) of all individuals involved. The designated PCO signs as the initiator.
 - i. **Additional Information** - List and attach all supporting documents and exhibits to the form. For lost or stolen items, state whether or not personal or sensitive data were contained on the equipment and what steps were taken to inform CDER management that a potential risk exists for the compromise of personal or sensitive data. For stolen items, include a copy of the guard, Federal Protection Service, or other police agency report(s). For destroyed items, state the name and address of where the item was destroyed or disposed of and include signature in section 10. If applicable, state generic corrective actions being taken or to be implemented to avoid future incidents.
 - j. **Accountable Officer** - Enter APO name, Title & Date (Date that the form is completed.)
5. Keep a copy of the documents with the office property records.
6. Send the Incident Report and completed ROS to the APO.

APO

1. Review the Incident Report and ROS.
2. Contact the office PCO if more information is required.
3. Sign and forward the ROS to the CDER Executive Officer.

CDER Executive Officer

1. Review the ROS.
2. Appoint a Survey Officer or determine if a Board of Survey is required based on the dollar amount and circumstances surrounding the loss. If a Board of Survey is required, appoint the board members. A Board of Survey (BOS) is a fact-finding body consisting of three to five FDA employees appointed by the Center Executive Officer or Center Executive Designate. A Center Executive may also appoint himself or herself to the board. A permanent Board of Survey should be appointed at activities where, from experience, the need for the services of a board is more than occasional. Otherwise, boards may be appointed on a case-by-case basis, and board members will be appointed for no longer than a 3-year term. The following individuals are **not eligible** for appointment to a Board of Survey:
 - 1) Purchasing Agent
 - 2) Receiving Official
 - 3) Determining Authority
 - 4) Property Custodial Officer
 - 5) Accountable Property Officer
 - 6) Employees of the immediate office and subordinate offices reporting the loss
3. Provide the ROS to the Board of Survey or Survey Officer.

REFERENCES

1. [SMG 2620.2](#), FDA Staff Manual Guides, Volume III – General Administration, Procurement and Supply Management Personal Property
2. [SMG 2620.5](#), FDA Staff Manual Guides, Volume III – General Administration, Procurement and Supply Management Personal Property Report of Survey System
3. SMG 3250.4, FDA Staff Manual Guides, Volume III – General Administration, Sanitization of Computer-Related Storage Media
4. The Federal Property and Administrative Services Act of 1949

DEFINITIONS

Accountability - Providing a complete audit trail for property transactions from receipt to final disposition.

Accountable Personal Property - 1) Property that has an acquisition cost or estimated value of \$5,000 or more or 2) sensitive equipment including mobile email and Smartphone devices and desktop and laptop computers.

Accountable Property Officer (APO) - Accountable Property Officer. The person assigned to manage and oversee the day-to-day aspects of the personal property program for a designated FDA Office or Center. These aspects include PCO training, personal property receipt, surplus and transfer actions, and conducting inventories.

Acquisition Cost - The unit price of a property item at the time of purchase. The price includes transportation and set-up costs.

Adjusted Cost - The increase/decrease to an item's acquisition cost resulting from the addition/deletion of a component's part(s).

Assignee - The end-user that a specific piece of accountable property is assigned to. This employee is responsible for safeguarding assigned property from theft, loss, or damage. The PCO is commonly the assignee for accountable property designated for office-wide use and property set aside for future employees.

Capitalized Personal Property - Accountable personal property with an acquisition or adjusted cost of \$25,000 or more, which is recorded in the general ledger of the financial management accounts.

Custodial Area - A physical area, usually an office or division, which is administratively designated as a discrete component for property management purposes. A unique four-digit organization number, known as a location code number, identifies each custodial area. Each Property Custodial Officer (PCO) is responsible for one or more custodial areas.

Equipment - An item of personal property that is complete in itself, is of durable nature, and has an expected service life of 2 years or more.

Excess Personal Property - Personal property items that are no longer required by FDA or any other agency of DHHS and, therefore, are available for surplus or other disposition (e.g. donation).

General Ledger - A fiscal record of all property items with an acquisition cost or adjusted cost of \$25,000 or more, that is maintained by the finance and accounting office.

HHS/PSC - The organization responsible for pick-up and disposal of personal property for all HHS agencies and components.

HHS-22, Request for Property Action (Attachment 11) - The form used to request an action for personal property that needs to be received, transferred, turned in, or disposed of.

HHS-439, Personal Custody Property Record - The form used to document assignment of personal property to an individual employee.

HHS-342, Report of Survey (ROS) (Attachment 10) - The HHS-342, Report of Survey form is used as a fact finding tool to report losses, damage and destruction of government property, to establish liability for the loss or damage and to provide relief from accountability. In addition, the HHS-342 describes the Board of Survey Process that will be used by components of the Department to investigate losses, damage and destruction of government property, to establish liability for the loss or damage, and to provide relief from accountability.

Location Code - The unique four-digit number assigned to each custodial area in FDA.

Non-Accountable Personal Property - All personal property costing less than \$5,000, except sensitive items that are not tracked in the Property Management Information System (PMIS)
Note: Even though a property item is classified as Non-Accountable it is still government property and should be safeguarded and turned in to property management channels for reuse when no longer needed.

Office of Information Management - Receiving and Distribution Center (OIM/RDC) - The organization responsible for pick-up and disposal of computer personal property for all FDA Offices and Centers.

Personal Property - Government property of any kind or interest therein, except real property and records of the Federal Government.

Physical Inventory - A physical identification and count of accountable property items and the reconciliation of those counts against the property records in the PMIS.

Property Custodial Officer (PCO) - Office employee who is officially designated as being responsible for the proper use, maintenance, and protection of property assigned to a specific custodial area. The PCO is responsible for informing the employees in the custodial area that all property transactions should be routed through the PCO.

Property Owner - The employee or contractor assigned specific items of personal property. Responsible for the care, safeguarding, and proper use of all personal property individually assigned.

Salvage - An item of equipment having a value greater than the basic material content, but which is in such condition that it has no reasonable prospect for use for the purpose originally intended.

Scrap – Property that has no value except for the basic material content.

Sensitive Equipment - Any item of equipment that has a high degree of personal appeal, is portable, and is susceptible to theft. Examples of sensitive equipment items are computers, laptops, mobile email and Smartphone devices, flash drives, and servers.

Surplus Personal Property - Any excess personal property for which there is no longer a need or use within the Federal Government. The Program Support Center (PSC) is the authorized agent for surplus personal property for components at FDA headquarters. The General Services Administration (GSA) is the authorized agent for surplus personal property for FDA field operations.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

ATTACHMENT 1 – PCO Designation Letter Instructions

Attached is a sample appointment letter for your review. Pursuant to FDA Staff Manual Guide 2620.2, a Property Custodial Officer (PCO) is required to be appointed to manage the Government personal property for each Office and Division. The selectee must be assigned by his or her immediate supervisor and the Management Officer or Director must designate by letter and address to the APO. The selectee will manage the personal property of their assigned custodial area that is under the control of his or her immediate Supervisor. A PCO should be appointed within 30 days of the determination that one needs to be assigned (newly created Office or Division) or a vacated existing PCO position.

To assist you in the selection, a potential PCO may be a managerial, technical, or other competent individual. It is preferred that the individual selected be employed in a position with administrative responsibilities for an organizational unit.

One PCO should be assigned for each property custodial area (Office or Division). The custodial area should not be so large that effective control cannot be maintained. Generally, each custodial area should have no more than 100 line items of accountable personal property. In some cases, the designation of an additional PCO may be required due to organizational structure or physical separation.

Upon selection of a PCO, the Management Officer or Director should complete a letter in the attached format and forward the letter to the APO. Designation letters will be updated when necessary and immediately forwarded to the APO.

ATTACHMENT 2 – PCO Designation Letter



**DEPARTMENT OF HEALTH & HUMAN
SERVICES**

Public Health Service

Food and Drug Administration
Silver Spring, MD 20993-002

TO: CDER/OM/DMS/IMB

DATE:

FROM: CDER/(division/office)

Subject: Property Custodial Officer (PCO) Designation Letter

The following PCO, Primary and Alternate, is designated for CDER/(division/office):

PRIMARY:

NAME: XXXXXXXXXXXXXXXX

BUILDING/ROOM NUMBER: White Oak Building XX / Room XX

PHONE: 6-XXXX

EMAIL: XXXXXX@FDA.HHS.GOV

PROPERTY ACCOUNT: 07XX

ALTERNATE:

NAME: XXXXXXXXXXXXXXXX

BUILDING/ROOM NUMBER: White Oak Building XX / Room XX

PHONE: 6-XXXX

EMAIL: XXXXXX@FDA.HHS.GOV

PROPERTY ACCOUNT: 07XX

PCOs will obtain training through the Accountable Property Officer within 30 days of assignment.

These designations are valid until changes occur.

XXXXXX

Management Officer or Director

ATTACHMENT 3 – PCO Property Program Self-Inspection Checklist

ITEM	DESCRIPTION	Y/N
1	Does the PCO have a Property Custodian Folder (PCF) established for each property account he/she manages?	
2	Does the PCF have a cover page in Section 1 with account review dates and all activities summarized and identified (See Attachment 12)?	
3	Does the PCF have the following sections:	
3A	Cover Page/Account Activity Summary; PCO and Alternate Appointment Letter; training documentation	
3B	Documentation for new property receipt (e.g., printed MS Excel Spreadsheet provided via email by RDC)?	
3C	HHS-22 actions (receipt, transfer, surplus)?	
3D	Quarterly property listing (Jan/Apr/July/October) and Submitted Reports of Survey?	
3E	Hand receipts, property passes, and other miscellaneous property-related documentation?	
3F	Are separate archived PCO records maintained?	
3G	Are archived files maintained in the same sequence as identified in the MAPP?	
4	Are the PCO appointment letters signed by management and are the appointments current?	
6	Does the PCF Account Activity Summary describe account review actions every 2 weeks?	
7	Does the PCF Account Activity Summary describe account self-inspections every six months?	
8	Does the PCO have initial/recurring PCO training that has been conducted/ documented annually?	
9	Does the PCF contain HHS-22s?	
9A	Are the HHS-22s electronically created (as of May 10, 2011)?	
9B	Are the HHS-22s signed by the PCO, APO, RDC and/or PSC upon equipment pickup/transfer as appropriate?	
9C	Have the HHS-22s been reconciled with PMIS?	
9D	Have the HHS-22s been reported to and acknowledged by the APO?	
10	Does the PCF contain Reports of Survey?	
11	Does the PCF contain other forms, such as Hand Receipts to indicate property ownership during computer refresh activities?	
12	Does the PCF contain NIH 2683, Certification that Property Is Free From Hazards forms for decommissioning laboratory equipment and validating that a biohazard does not exist?	
13	Are computers being surplusd within 14 days of computer refresh activities, and are these actions being recorded via HHS-22s and the PCF Account Activity Summary?	
14	Does the PCO have any items that are currently lost, or unaccounted for?	

15	Does the PCF contain any Reports of Survey actions that require follow-up?	
16	Does the PCO have all property properly secured to prevent theft or misuse?	
17	Do all accountable property items have barcode labels?	
18	Is the PCO providing adequate security for all items possessed or awaiting surplus to prevent loss, fraud, waste, or abuse?	
19	Does the PCO facilitate turn-in of computers when refreshed in keeping with CDER's one-person, one-computer standard?	

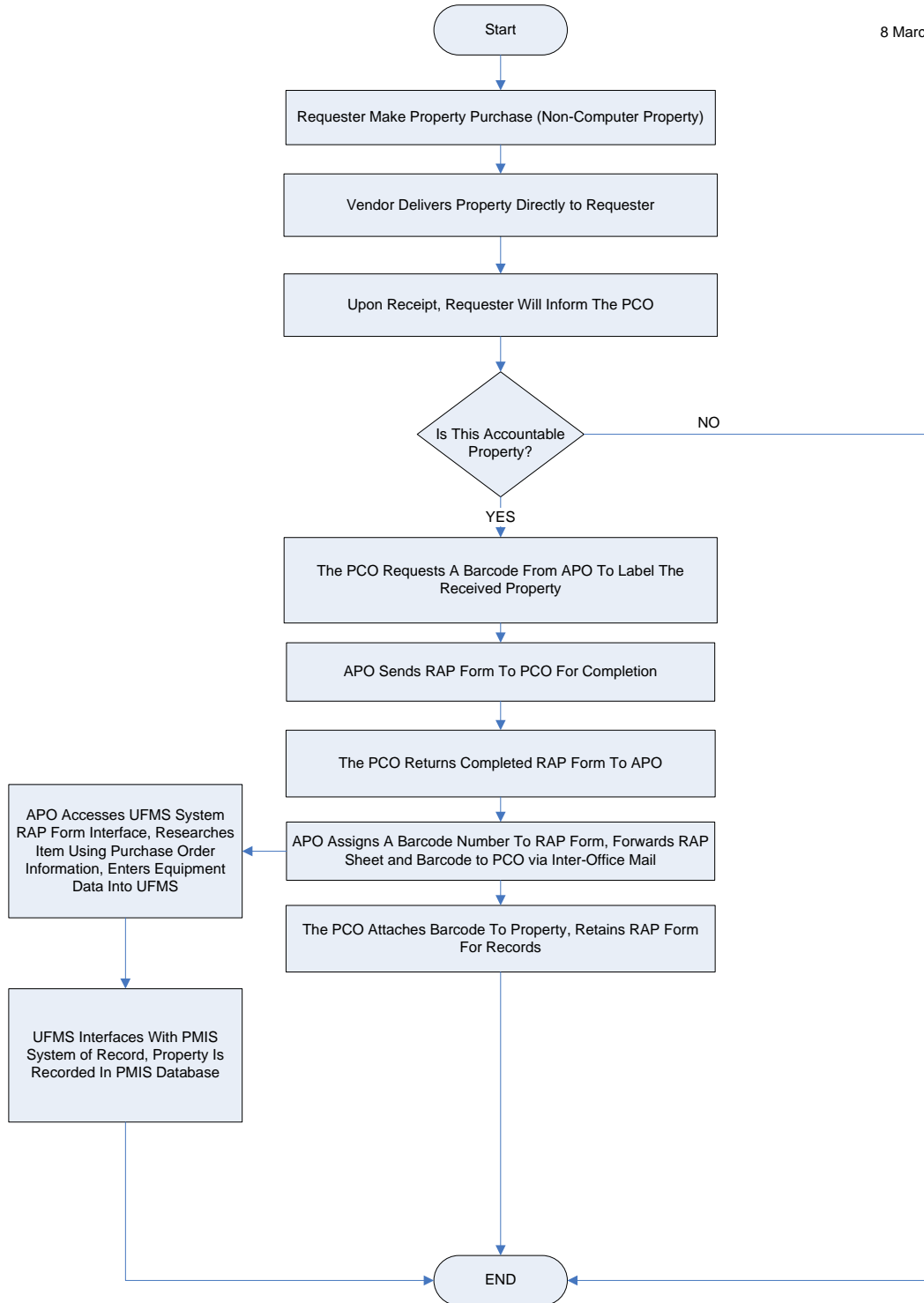
..... VERSION 1

Note: This checklist is subject to change. Contact the APO to obtain the most current checklist.

ATTACHMENT 4

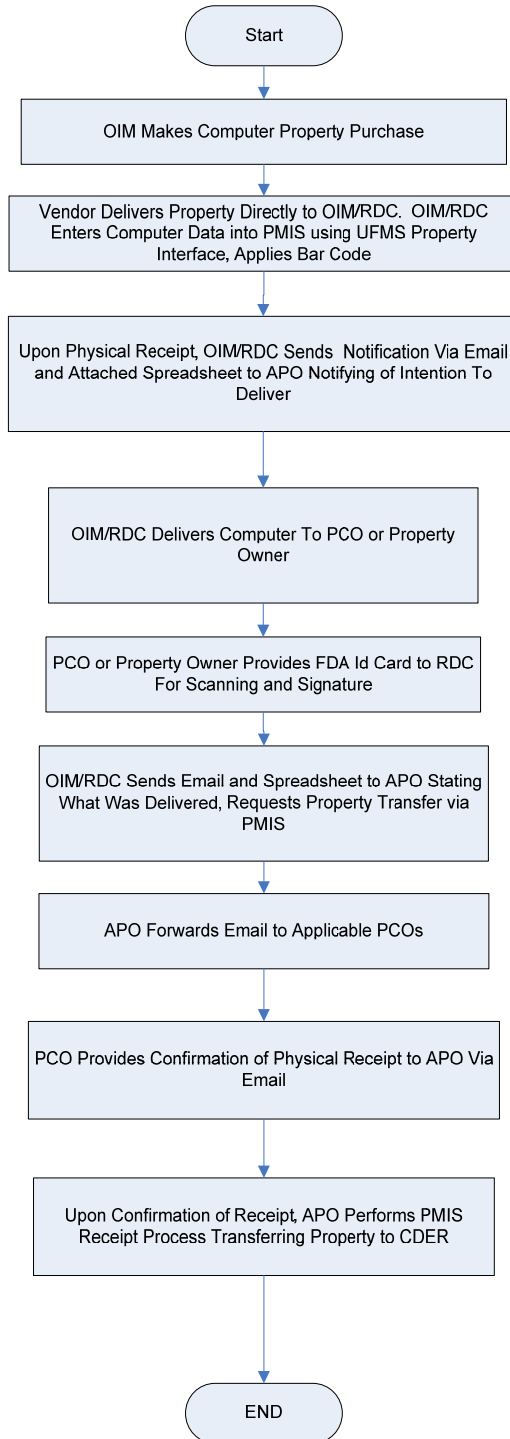
DIRECT DELIVERY PROPERTY RECEIPT FLOW

8 March 2012



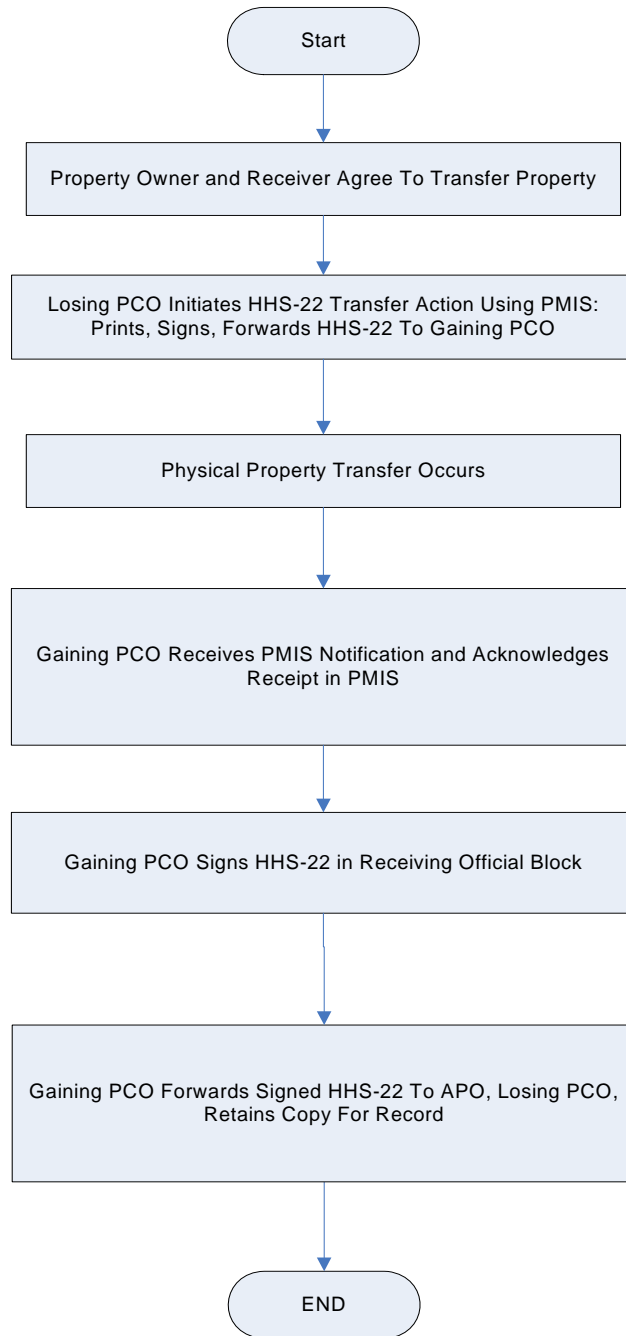
ATTACHMENT 5
NEW COMPUTER PROPERTY RECEIPT FLOW

8 March 2012



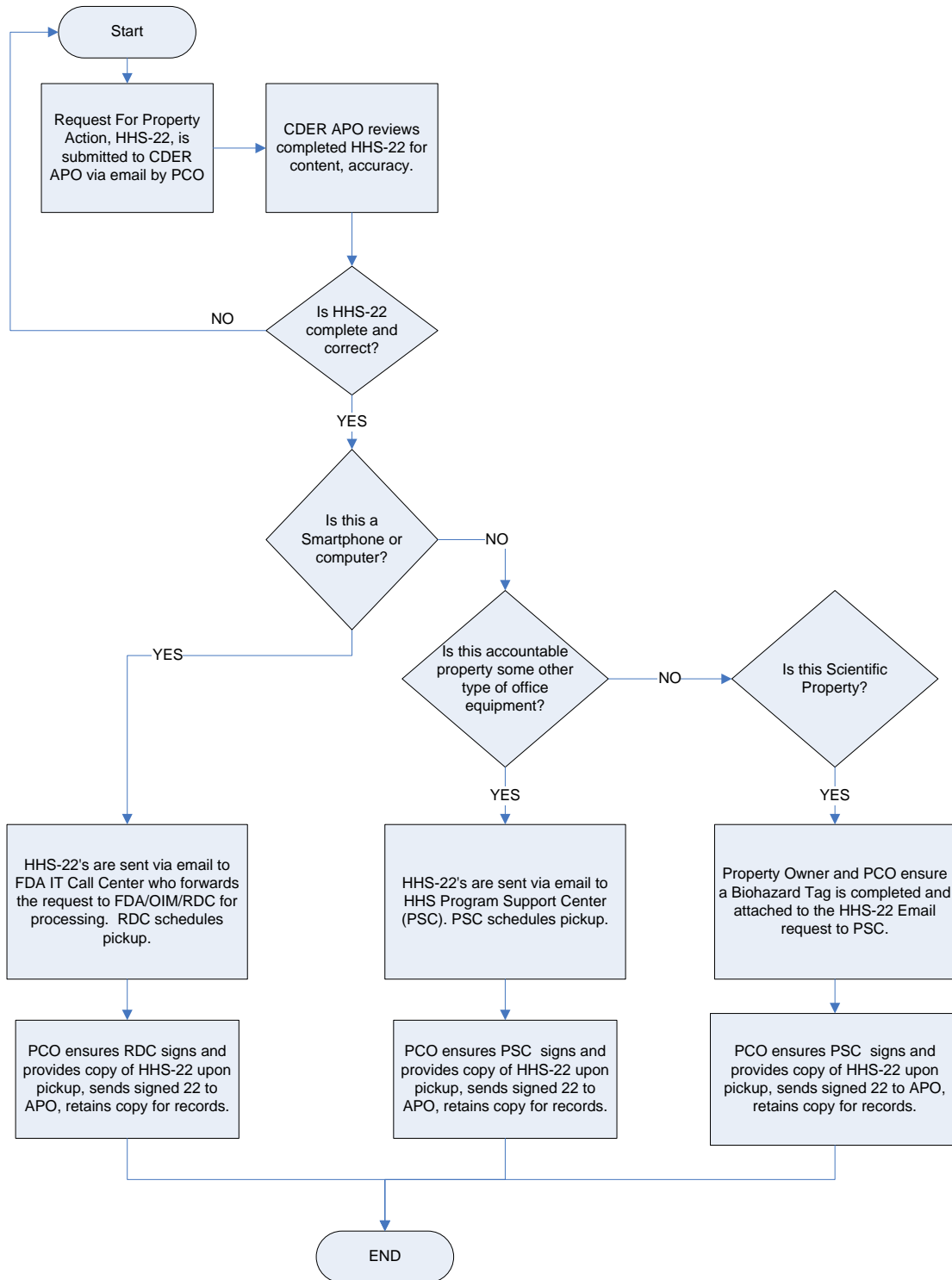
ATTACHMENT 6
ACCOUNTABLE PROPERTY TRANSFER PROCESS FLOWCHART

2 June 2011



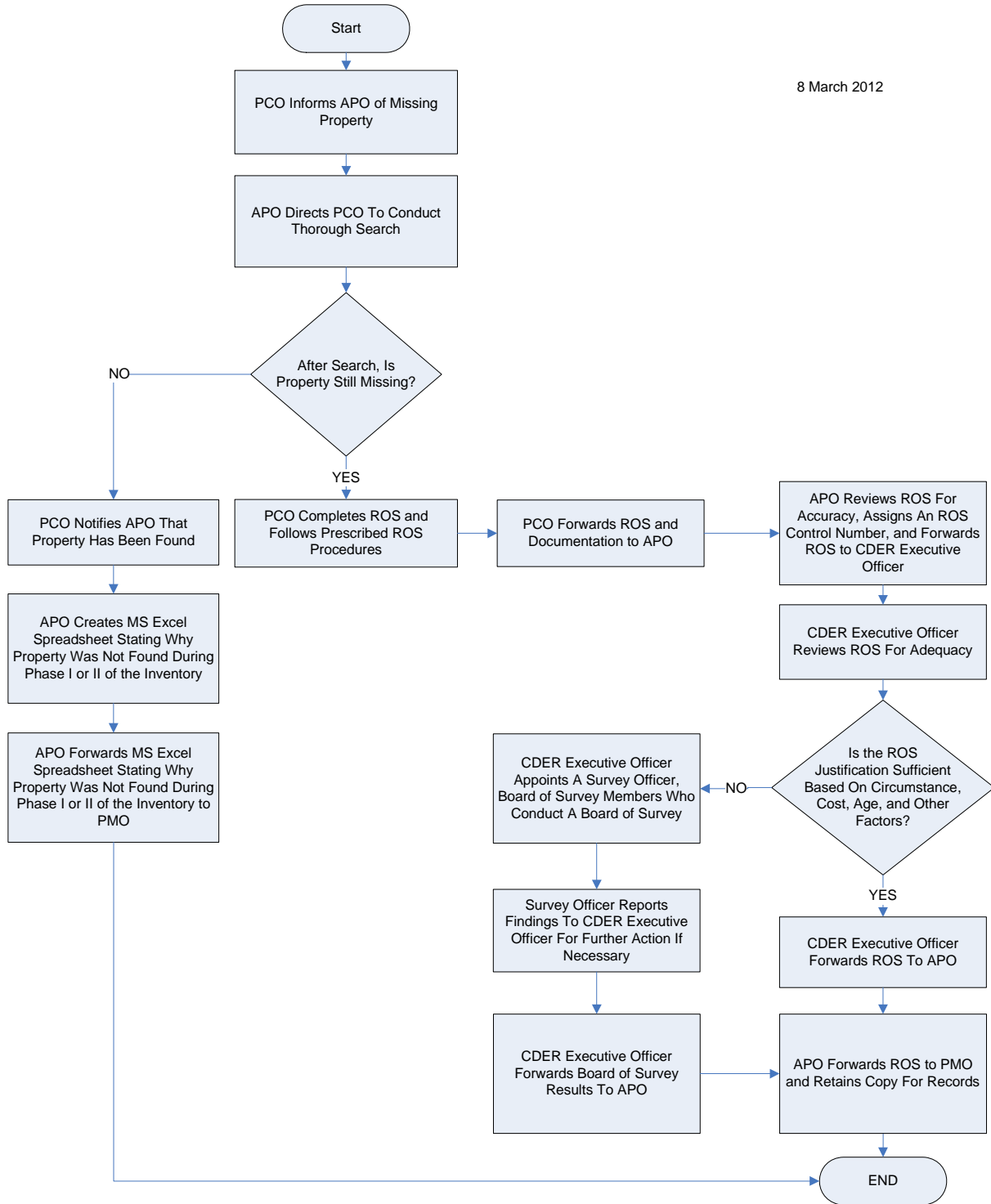
ATTACHMENT 7
SURPLUS AND EXCESS ACCOUNTABLE PERSONAL
PROPERTY TURN-IN FLOW

8 March 2012



ATTACHMENT 8

ACCOUNTABLE PERSONAL PROPERTY REPORT OF SURVEY PROCESS
 FLOWCHART



ATTACHMENT 9 – HHS-439 Personal Custody Property Record/Hand Receipt

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

PROPERTY ISSUED TO:		OPDIV/STAFFDIV	DIVISION/BRANCH	LOCATION: RM./BLDG.	
NAME: (LAST)	(FIRST)	(MI)			
Statement of Responsibility I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with HHS Logistics Management Manual § 101-27.5210-2.					
DESCRIPTION--INCLUDING MAKE, MODEL, SERIAL NUMBER AND ACCESSORIES		NAME OF PERSON RECEIVING PROPERTY		TELEPHONE NUMBER	
		SIGNATURE		DATE	
		RETURNED		DATE	
		RECEIVED-SIGNATURE OF CUSTODIAL OFFICER			
		ITEMS ARE TO BE RETURNED TO:			
NAME OF ISSUING PROPERTY REPRESENTATIVE	SIGNATURE	ISSUING OFFICE	LOCATION	TELEPHONE NUMBER	
HHS 439 (REV. 11/01)		Created by: PRC Media Arts (301) 443-2434 EF			

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

PROPERTY ISSUED TO:		OPDIV/STAFFDIV	DIVISION/BRANCH	LOCATION: RM./BLDG.	
NAME: (LAST)	(FIRST)	(MI)			
Statement of Responsibility I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with HHS Logistics Management Manual § 101-27.5210-2.					
DESCRIPTION--INCLUDING MAKE, MODEL, SERIAL NUMBER AND ACCESSORIES		NAME OF PERSON RECEIVING PROPERTY		TELEPHONE NUMBER	
		SIGNATURE		DATE	
		RETURNED		DATE	
		RECEIVED-SIGNATURE OF CUSTODIAL OFFICER			
		ITEMS ARE TO BE RETURNED TO:			
NAME OF ISSUING PROPERTY REPRESENTATIVE	SIGNATURE	ISSUING OFFICE	LOCATION	TELEPHONE NUMBER	
HHS 439 (REV. 11/01)		Created by: PRC Media Arts (301) 443-2434 EF			

6. APPOINTING ACTION. The individual(s) named below shall constitute a Board of Survey and shall investigate the above matter (item 1) in accordance with the HHS Logistics Management Manual.

If a Board of Survey investigation is performed, provide Board of Survey appointed officials' names and position titles. Appointing Official to provide his/her signature, position title, and date.

CHAIRMAN..... _____
 RECORDER _____
 MEMBER _____
 MEMBER _____
 MEMBER _____
 Appointing
 Official _____
 _____ (Signature) _____ (Title) _____ (Date)

7. FACTS, CONDITIONS, FINDINGS, ETC. of the Board-of-Survey or Survey Officer.

7. If a Board of Survey investigation is performed, the Board of Survey to provide logical findings and recommendations with regard to facts and conditions surrounding the incident of loss(es). Use own words on how losses occurred and reoccurred and refer to evidence to support findings. Recommendations should be included as to financial liability or relief of responsibility of all concerned persons. The Board of Survey Chairman then provides his/her signature, and the date along with Board of Survey Recorder and members' signatures, and dates.

 (Signature, Chairman or Survey Officer) _____ (Date) _____ (Recorder) _____ (Date)

 (Member) _____ (Date) _____ (Member) _____ (Date)

 (Member) _____ (Date) _____ (Member) _____ (Date)

8. DETERMINING AUTHORITY CONCLUSIONS:

8. Executive Officer is the Determining Authority. Based on review of all facts and circumstances surrounding incident of loss(es) cited on this form, the Center / Office Executive either: agrees with information and concludes that no additional action is necessary, or determines that circumstances meet the criteria for a Board of Survey to convene and an investigation to occur.

If no additional action necessary, Executive Officer provides his/her signature, title of position, date, and this form is submitted to the Office of Financial Management.

If the incident is of an exceptional nature (i.e. losses involving suspicious circumstance, a high dollar amount, or frequency of occurrence) and a Board of Survey is called and an investigation occurs, Executive Officer must provide written decisions based on the findings and recommendations by the Board of Survey. Executive Officer then provides his/her signature, title of position and date. With regard to pecuniary liability involved in the investigation, in this form must be forwarded to the Office of General Counsel for final determination. After which, this form is returned to Determining Authority.

Determining
 Authority _____
 _____ (Signature) _____ (Title) _____ (Date)

9. FINAL ACTION: I certify that the instructions of the Determining Authority regarding disposition of the property have been accomplished and appropriate disposal action taken or abandonment or destruction has been accomplished and witnessed as indicated. Property Accountability records have been properly adjusted and voucher(s) processed to adjust the fiscal records.

Property Mgmt. Or
 Accountable Official 9. This section in N/A (not applicable)
 _____ (Signature) _____ (Date)

10. DESTRUCTION OR ABANDONMENT WAS ACCOMPLISHED IN MY PRESENCE

10. For destroyed items, witness to provide his/her signature, position title, and date

Witness _____
 _____ (Signature) _____ (Title) _____ (Date)

Form for use including signature page can be found at:

http://www.ihs.gov/nonmedicalprograms/dfo/rpdocs/forms/Disposal/HHS342_Report_of_Survey_Fillable.pdf

ATTACHMENT – 11 Computer- Generated HHS-22, Request for Property Action

DEPARTMENT OF HEALTH AND HUMAN SERVICES

REQUEST FOR PROPERTY ACTION

Date of Request: [REDACTED]

Initiating Organization FDA				Custodial Code FDA-CDER-0777					
Mailing Address 7500 Standish Place Metro Park North Bldg. MPN2 Room E279				Admin Code					
				CAN No.					
City ROCKVILLE	State MD	ZIP Code 20855	Location of Property 7500 Standish Place Metro Park North Bldg. MPN2 Room E279 and E251 open area						
Contact Name [REDACTED]		Telephone No. 240-276-8507							
Action Requested (Check one) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> New Receipt <input type="checkbox"/> Turn in				Disposition Instructions: (Explain in Detail - Use reverse side of form.)					
Receiving Organization FDA				Custodial Code FDA-OIM-2899-SURPLUS OITSS ACCOUNT					
Location ROCKVILLE, MD				CAN No.					
Bar Code	Serial	Descr.	Model	Brand	QTY	Unit of Issue	Condition Code	Unit Cost	Total Cost
5098900	5098900	COMPUTER DESKTOP	EVO	COMPAQ	1	1	7	\$400	\$400
Total Cost:								\$400	
Special Processing Requirements									
Project Officer Assigned <input type="checkbox"/> Yes <input type="checkbox"/> No PO Signature: _____ Date: _____									
*IRM Clearance <input type="checkbox"/> Yes <input type="checkbox"/> No IRM Signature: _____ Date: _____									
*IRM Equipment Certified free of commercial software/sensitive information									
Signature of Property Custodial Officer/Initiator (PCO)				Date		Property Section Only			
Signature of Receiving Official				Date		Property Custodial File Update/Final Property Action			
Signature of Property Accountable Officer (PAO)				Date		Initial of Property Technitial/Accountable Officer		Date	
Property Voucher Control Number									
Condition Codes: (see FPMR 101-43.48 for definitions)									
1 = New 4 = Usable 7 = Repairable									
X = Salvage S = Scrap									
Distribution Original - Property Accountable Officer 1 Copy - Retained by Requester 1 Copy - Retained by PCO 1 Copy Transfer Receiving Office									

HHS-22 (REV. 8/00) Electronically Generated Form Control Number: 20321 Create Date: 03/01/2012

Fillable .pdf form can be found at: <https://assetweb.psc.gov/Forms/HHS-22.pdf>

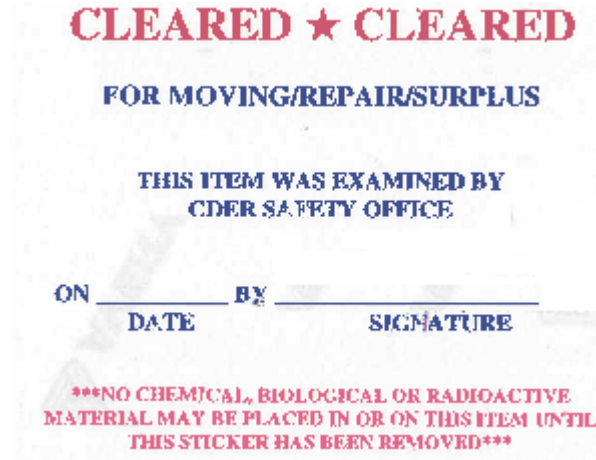
ATTACHMENT 13 – Receiving and Add Property (RAP) Report

FOOD AND DRUG ADMINISTRATION RECEIVING AND ADD PROPERTY REPORT		
FAX THIS <u>SIGNED</u> FORM AND PURCHASE ORDER TO: 301 827-7228 FDA PROPERTY (if Capital Equipment item) 301 827-5039 FDA ACCOUNTING REPORTS _____ COMPONENT'S ACCOUNTABLE PROPERTY OFFICER		
GENERAL 1		
OBJECT CLASS/CATAGORY: _____	DESCRIPTION: _____	
DATE RECEIVED/ACQ. DATE: _____	RECEIVER SIGNATURE: _____	
TAG NUMBER: _____	BLDG/LOCATION: _____	ROOM # _____
DOC. ID: _____	ORGANIZATION CODE: _____	COST: _____
GENERAL 2		
SERIAL NUMBER: _____	PURCHASE ORDER #: _____	
FDA TRANSACTION #: _____		
ASSIGNEE INFORMATION		
NAME: _____		
MANUFACTURER INFORMATION		
MANUFACTURER: _____		
MODEL #: _____		
COMMENTS:		

ATTACHMENT 14 - NIH 2663 Biohazards Certification Form

Certification that Property is Free from Hazards			
NIH Decal No. (Serial no. if no decal no.)		Description	
1. Check each type of hazardous material that has been used with or is contained in this property. If there is no hazardous material, check "none" for each hazard. 2. Decontaminate the property according to the procedures referenced below. 3. Complete the certification at the bottom.			
Contains Hazard	Decontaminated or removed	None	Hazard Type
			BIOLOGICAL Reference: Occupational Safety and Health Branch policy memo, "Biological Decontamination of Scientific Equipment." Call 495-2346 for assistance.
			CHEMICAL Reference: Occupational Safety and Health Branch policy memo, "Chemical Decontamination of Scientific Equipment." Call 495-2346 for assistance.
			RADIOLOGICAL Reference: Radiation Safety Branch policy memo, "Clearance Procedures for Surplus Equipment." Call 495-5774 for assistance.
			OIL, HEAVY METAL (e.g., lead, mercury) or other hazardous material. Call 495-7990 for assistance.
Property used with radioactive materials requires clearance by the Radiation Safety Authorized Investigator. Phone RSB to obtain a copy of clearance procedures or for the name of the designated Authorized Investigator for a radioactive materials laboratory. If the item is a LIQUID SCINTILLATION or GAMMA COUNTER, a final clearance by RSB is MANDATORY! Call your RSB Area Health Physicist at 495-5774 to obtain this clearance.			
I HEREBY CERTIFY that this property is free of hazardous materials or has been decontaminated in accordance with the appropriate procedures referenced above (or that the property has not been used with any of the materials listed above).		Signature of last user or lab/branch/clinic supervisor	
		Name (please print)	Date
		Title	IC
		Building/Room	Phone No.
NIH 2663 (Rev. 2/00)			

ATTACHMENT 15 – CDER Safety Lab Certificate Example



Note: The CDER Safety Lab Certificate is used in the form of a sticker or label that is usually physically attached to the surplus item.

ATTACHMENT 16 – CDER Property Custodial Account Listing

Property Location Code	Office	Property Location Code	Office
0600	OMP/OMPI		
0601	OMP/OMPI/DMPD	0752	OPS/OTR/DDSR
0602	OMP/OMPI/DMPP	0753	OPS/OBP/DMA
0603	OMP/OPDP/DDTCP	0754	OPS/OTR/DPA
0604	OMP/OPDP/DPP	0755	OPS/OTR/DPQR
0605	OTS	0756	OPS/OTR/DPQR
0606	OND/ODE4/DMIP	0757	OND/OHOP
0607	OND/ODE4/DNCE	0759	OND/ODE3/DDDP
0608	OND/ODE4/DNRD	0760	OPS/OTR/DDSR
0700	OCD	0761	OPS/OTR/DDSR
0702	OM	0762	OPS/OTR/DPQR
0703	OM/DMB	0763	OSE/OPE/DE1
0704	OCOMM	0764	OSE/OMEPRM/DMEPA
0705	OEP/DTD	0765	OSE
0706	OCOMM/DHC	0766	OSE/OMEPRM/DRM
0707	OND/DPARP		
	IT account for		
0708	CDER servers	0767	OPI/OBI/DDQCSS
0712	OCTEC/COOP	0768	OSE/OPE/DP1
0713	OEP/DACCM	0769	OTS/OCP/DCP5
0714	OND/ODE1/DPP	0770	OTS/OCP/DCP2
0715	OND/ODE3	0771	OND/ODE4
0716	OND/ODE2/DAAAP	0772	OTS/OCP/DCP4
0717	OND/ODE3/DRUP	0773	OPI
0718	OPS/OBP/DTP	0774	OPS/OGD/DC1
0719	OND/OHOP/DHOT	0775	OPS/OGD
0720	OC	0776	OPS/OGD/DBE1
0721	OC/OSI	0777	OPS/OGD/DC2
0722	OC/ODSIR	0778	OPS/OGD/DLPS
0723	OPS/OBP/DTP	0779	OPS
0724	OC/LOUDLC	0780	OPI/OBI
0725	OPS/OBP/DMA	0781	OPI/OBI/DOC RM
			IT account for CDER IT
0726	OC/OMPQ	0782	property
0727	OND/ODE2	0783	OCOMM/DOC
0728	OND	0784	OPI/OBI/DDMSS
0729	OND/ODE3/DGIEP	0785	OPI/OPA
0730	OMP	0786	ORP/DIDP
0731	OND/OAP/DTOP	0787	OM/DMS
0732	OND/OAP/DAIP	0788	OPS/ONDQA
0733	OND/ODE1/DCRP	0789	OND/OAP/DAVP

0734	OMP/OPDP	0790	OPI/OBI/DRRDSSS
0735	OND/ODE2/DMEP	0791	OPS/ONDQA
0736	OND/ODE1/DNP	0792	OPS/ONDQA/DNDQA1
0737	OND/OHOPDOP1	0793	OPS/ONDQA/DNDQA2
0738	OND/OHOP/DHP	0794	OPS/ONDQA/DNDQA3
0739	OPI/OBI/DBAR	0795	ORP/IO, DRPI,II,&III
0740	OTS/OB	0796	OD/CSS
0741	OTS/OB/DB1	0799	OPS/OTR/DPQR
0742	OTS/OB/DB2		
0743	OSE		
0744	OCTEC		
0745	OTS/OB/DB3		
0746	OND/OAP		
0747	OCOMM/DDI		
0749	OPS/OBP		
0750	OPS/OTR		

NOTE: PROPERTY ACCOUNT ASSIGNMENTS ARE SUBJECT TO CHANGE.

CDER PCO List can be found on Inside.FDA
