

PROPERTY CUSTODIAN APPOINTMENT LETTER

(Revised 03/2016 – Previous versions are obsolete and will not be accepted.)

CUSTODIAL AREA: _____ OFFICE NAME: _____

NAME: _____ BLDG.: _____ STATION: _____

PHONE NUMBER: _____ TITLE: _____ MAIL CODE: _____

PROPERTY CUSTODIAN'S SUPERVISOR (APPOINTMENT AUTHORITY):

I AFFIRM THE CRITICAL ELEMENT HAS BEEN PREPARED AND ADDED TO THE PERFORMANCE PLAN.

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY ACCOUNTABILITY OFFICER:

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY MANAGER:

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY CUSTODIAN (APPOINTEE):

THIS CERTIFIES THAT I, THE UNDERSIGNED, ACCEPT ACCOUNTABILITY AND RESPONSIBILITY FOR ALL ACCOUNTABLE PERSONAL PROPERTY, AS PRESCRIBED IN THE DEPARTMENT OF COMMERCE PERSONAL PROPERTY HANDBOOK, WITHIN MY DESIGNATED AREA OF PERSONAL PROPERTY ACCOUNTABILITY/ CUSTODIAL ORGANIZATION.

I FURTHER UNDERSTAND ANNUAL PHYSICAL INVENTORIES WILL BE CONDUCTED WITHIN MY AREA OF ACCOUNTABILITY AND RECONCILED WITH PERSONAL PROPERTY RECORDS.

ALL ASSETS ASSIGNED WITHIN MY CUSTODIAL AREA WILL HAVE CURRENT USERS ASSIGNED AND THOSE ASSETS WHERE A CURRENT USER IS NOT OR CANNOT BE IDENTIFIED, WILL HAVE MY NAME AS THE CURRENT USER IN THE PERSONAL PROPERTY SYSTEM.

WITHIN 30 DAYS OF MY SIGNATURE DATE, A JOINT INVENTORY WILL BE CONDUCTED IN ACCORDANCE WITH PROCEDURES SPECIFIED IN THE NOAA PERSONAL PROPERTY JOINT INVENTORY PROCEDURES.

http://www.pps.noaa.gov/inventory_upr/inventory/Joint_Inventory_Procedures.pdf

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)