

EXAMPLE MEMO FOR DESIGNATING A PCO

MEMORANDUM

To: Mr. John Smith

FROM: Director, Administrative Services Center

SUBJECT: Designation of Property Custodial Officer

Under the provision of the delegation of authority provided to the undersigned by the Assistant Secretary for Management and Budget, you, Mr. John Smith, are hereby designated as Property Custodial Officer for the Administrative Services Division. This designation is effective January 1, 1993. The property custodial area included in this assignment incorporates the existing five divisions of the Center as of this date and such other organizational elements which may be assigned to the Center during the tenure of this designation.

You will execute with the employee whom you are relieving of this designation, Mr. Robert Jones, a joint inventory of personal property which is currently assigned to the Administrative Services Center. This inventory is to be accomplished not later than February 1, 1998. On that date you will assume property custodial officer responsibility for all personal property assigned to your designated property custodial area in accordance with provisions of the Department's Logistics Management Manual. You will retain this designation until properly relieved in writing by the undersigned, or other proper authority.

You should retain the original copy of this memorandum. One copy is being provided to the agency Property Accountable Officer and one copy is being retained in the official files of the Center.

EXAMPLE MEMO FOR TRANSFERRING INVENTORY TO A NEWLY DESIGNATED PCO

I certify that I have, jointly with (*the employee whom I am relieving *the accountable officer or his/her designee), taken an inventory, or to my satisfaction have otherwise verified the account or record of the property for which I am assuming property custodial responsibility. I understand and accept the responsibilities of the Property Custodial Officer as stated in the DHHS Logistics Management Manual. Upon transfer of my responsibilities to a successor, I will take a joint inventory or otherwise verify the property custodial account to the satisfaction of my successor and together with the accountable officer will, in the manner prescribed, adjust such differences as may be discovered.

Signature (Name)

(Title)

(Date)

***Insert name of individual and strike out inapplicable clause.**