



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/CGS/052339

AUG 13 2012

Memorandum

To: Washington Office Directorate

From: **Acting** Assistant Director and Chief Financial Officer – Business Management and Operations *[Signature]*

Subject: Designation of Accountable and Custodial Property Officers
(Response due 30 days from Date of Memorandum)

As required by U.S. Fish and Wildlife Service Manual Chapter 310 FW 1, Washington Office Programs must Designate Accountable and Custodial Officers and conduct personal property inventories. Changes in Staff positions and new business practices related to the Service's conversion to the Financial Business Management System (FBMS) are making it necessary to update our records.

Accountable Property Officers (APO) are responsible for appointing Custodial Property Officers (CPO) and certifying that staff conduct and reconcile annual physical inventories for system-controlled personal property. Custodial Property Officers (CPO) are responsible for the following activities:

- Prepare the annual inventories for their Regional Property Managers;
- Accept/reject responsibility for assigned assets;
- Assign assets to Cognizant Employees (CE); and
- Maintain asset master records for personal property assets until they are disposed of or transferred to other CPOs and cost centers.

Additionally, all CPOs must have access to and perform the above actions in FBMS, the system of record for Personal Property. Therefore, APOs must ensure that designated CPOs have access to the CPO role in FBMS. A DOI Learn computer-based training module needs to be completed before the CPO receives access in FBMS.

In summary, the steps for Property Officer Designations include:

1. Program Deputy Assistant Director or equivalent designates the Accountable Property Officer(s) (APO) using form 3-2408A.
2. APO designates the Custodial Property Officer (CPO) using FWS form 3-2408B.
3. APO verifies that CPO has access to the CPO role in FBMS and has completed training.

4. If the CPO does not have access to the CPO role in FBMS, the APO needs to submit the WO FBMS User Request form by using link:
(<https://fishnet.fws.doi.net/regions/9/bmo/r9fbms/DFM%20on%20InsideFWS/Forms/AllItems.aspx>). Note: Signed Designations are required for all APOs and CPOs. The CPO access request is a separate action and only needed if the CPO does not have the CPO role in FBMS and has not completed CPO training.
5. System Access is granted to CPO upon completion of the computer-based DOI Learning module.

Property Officer Designations on FWS form 3-2408A&B must be submitted to Taurean Frazier, Regional Property Manager, Division of Contracting and General Services, N. Fairfax Drive, MS-7118-43, Arlington, VA 22203, or by e-mail Taurean_Frazier@fws.gov.

Should you have any questions or need additional information, contact James McCaffery, Chief, Contracting and General Services, at 703-358-2176 or James_McCaffery@fws.gov, or Scotty Martin, Supervisory Management Analyst, at 703-358-1903, or Scotty_Martin@fws.gov.

Attachment



Designation of Accountable Property Officer (APO)

I, _____ (Assistant Regional Director, or equivalent) certify that this appointment meets the qualification requirements specified in 310 FW1, Personal Property Management Policy, Terms and Responsibilities. I appoint the following individual as the Accountable Property Officer for the responsible cost centers listed below.

Region **Program Name**

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Division or Field Station Name

City

State

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FBMS Responsible Cost Centers

Signature (ARD or equivalent) _____

Date: _____

I accept appointment to the position of Accountable Property Officer for the responsible cost center(s) listed above. I have read and understand the duties and responsibilities specified in 310 FW1, Personal Property Management Policy, Terms and Responsibilities.

Accountable Officer (print name) _____

Signature _____

Date: _____

Send completed forms to the Regional Personal Property Manager, Division of Contracting and General Services.



Designation of Custodial Property Officer (CPO)

I, _____, the Accountable Property Officer certify that this appointment meets the qualification requirements specified in 310 FW1, Personal Property Management Policy, Terms and Responsibilities. I appoint the following individual(s) as the Custodial Property Officer(s) for the responsible cost center listed below.

Region **Program Name**

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Division or Field Station Name **Responsible Cost Center** **City** **State**

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Signature (APO) _____ **Date:** _____

I accept appointment to the position Custodial Property Officer for the organization's responsible cost center listed above and I have read and understand the duties and responsibilities of this position specified in 310 FW1, Personal Property Management Policy, Terms and Responsibilities.

Primary Custodial Property Officer (print name) **Signature:** **Date:**

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Additional Custodial Property Officers (optional)

Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:

Send completed forms to the Regional Personal Property Manager, Division of Contracting and General Services