

December 15, 2005

MEMORANDUM TO: Sharon D. Stewart, Acting Director
Division of Facilities and Security
Office of Administration

Mark J. Flynn, Director
Division of Administrative Services
Office of Administration

FROM: Timothy F. Hagan, Director */RA/*
Office of Administration

SUBJECT: PROPERTY MANAGEMENT RESPONSIBILITIES

Pursuant to the November 27, 2005 reorganization establishing the Space Planning and Property Management Branch, the responsibilities of the Property Management Officer and Property Accountability Officer contained in Management Directive (MD) 13.1 Handbook, Part I, are now vested in the position of the Chief, Space Planning and Property Management Branch, Division of Facilities and Security. The Chief, Administrative Services Center, Division of Administrative Services will retain the authority to approve requests for the acquisition of supplies.

Please incorporate the above changes in the next update of MD 13.1.

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