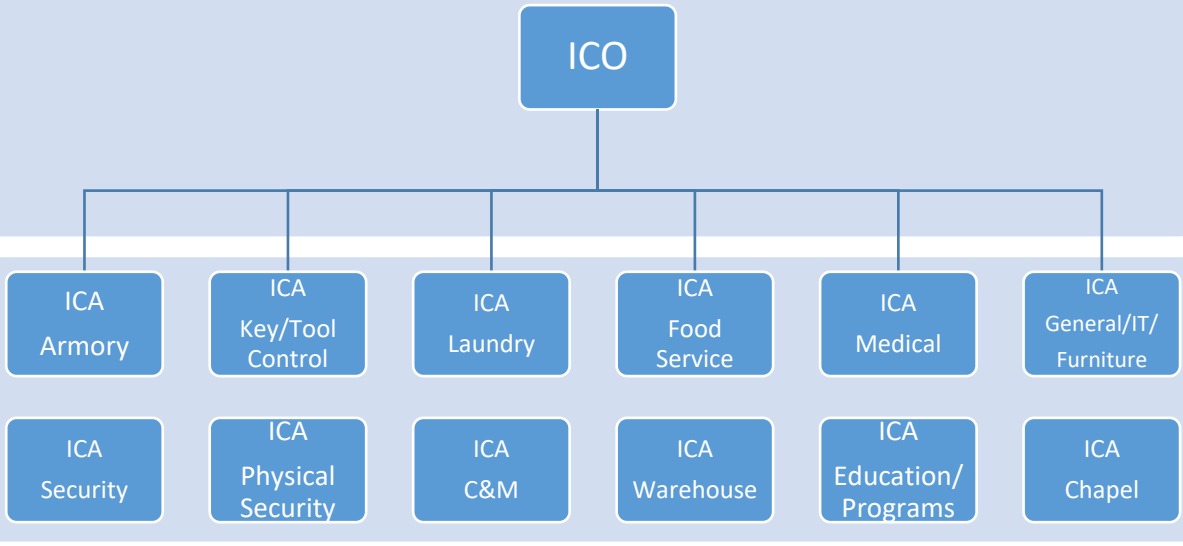
Inventory Control Officer (ICO) and Inventory Control Agent (ICA) Duties and Responsibilities

ICOs are responsible for managing inventory at their facility/unit.

- Responsible for managing asset inventory records and coordinating with the respective asset manager to ensure all assets that meet the threshold are tagged.
- Responsible for ensuring assets are updated.
- Responsible for ensuring ICAs complete quarterly audits as assigned.



ICAs will have a specific area of responsibility and will assist the ICO in overall asset management.

- Responsible for assisting with quarterly audits in their area of responsibility.
- Updating inventory records when inventory is moved in their areas of responsibility.

*This is not an inclusive list. A facility may have more or less ICAs, depending on the areas/departments within that specific facility.

**In addition to an overall facility ICO, facilities that have OCI and/or Agri-Services operations will have additional ICOs for those areas, which will in turn have ICAs.

***Inventory for Fleet Services, cellular devices, Physical Security, and IT will be centralized and assets will be entered in inventory prior to deployment. Each unit has designated ICOs and ICAs responsible for maintaining the inventory. **Once computers and monitors are deployed, it is the responsibility of the facility/unit.