



6/27/08

Approved for Release
Fred Fanning
Director for Administrative Services

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

PERSONAL PROPERTY BULLETIN #01, FY08

SUBJECT: Management of Information Technology (IT) Equipment for International Travel

EFFECTIVE DATE: June 27, 2008

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

PURPOSE: This bulletin provides notice of the Department's procedures for transporting IT equipment for official use in foreign countries.

PROCEDURES: Only Government laptops that have been specifically designated for international travel may be used to process and store Commerce information while on foreign travel. These Government-owned laptops will be maintained in a pool, managed by Department and Bureau Chief Information Officer (CIO) staff, to be loaned to employees for official use while on international travel.

Accountability for these loaner laptops must comply with the Department's personal property procedures set forth in the *Personal Property Management Manual*. Laptop loans for foreign travel will be documented by execution of a property pass by the responsible Property Custodian(s). Use of loaned laptops and any other electronic devices, including Blackberries, must be in accordance with the policies of the CIO. Employees who carry Blackberries for official use on international travel must have the device scanned (AutoBerry Scan) by the servicing CIO's office prior to travel and immediately upon return.

OFFICE OF ADMINISTRATIVE SERVICES: Rhonda Jackson, Acting Deputy Director, rhjackson@doc.gov, (202) 482-3721.

PROGRAM MANAGER CONTACT INFORMATION: Jennifer Jessup, jjessup@doc.gov, (202) 482-5054.