



Approved for Release

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Date

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

PROPERTY BULLETIN # 003, FY11

SUBJECT: Physical Inventory Guidance in Accounting for Personal Property, Resolution Types

EFFECTIVE DATE: January 14, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Personal Property Management Manual (PPMM), a physical inventory of accountable personal property must be conducted annually. It has been requested of the Department to provide guidance on how to effectively inventory personal property for which it is either physically prohibitive and/or not conducive to receive a "barcode scan" resolution.

PURPOSE: The purpose of this property bulletin is to provide guidance for resolution types when conducting a physical inventory.

APPLICABILITY: This guideline applies to all Bureau Property Officials, except where noted.

"BARCODE SCAN" RESOLUTION PROCEDURES: When conducting a physical inventory within the Department/Operating Units, the recording of a "barcode scan" resolution for accountable personal property validates the physical existence of an asset and mitigates the risk of inaccurate inventory results. A barcode scan should be the primary means of obtaining a positive resolution for accountable personal property.

NON "BARCODE SCAN" RESOLUTION PROCEDURES: In the case where accountable personal property cannot reasonably be scanned with a barcode scanner (e.g., satellite), it is the responsibility of the Bureau PMO to document and implement procedures to ensure that controls are in place to adequately account for the existence of the personal property in question. The respective Bureau PMO should provide the documented procedures to their personal property network and to the Personal Property Management Division.

HOW TO RECORD A RESOLUTION TYPE FOR SUNFLOWER PPMS:
 (Applicable to Sunflower PPMS users only)

The table below defines the authorized resolution types for conducting an inventory for Sunflower PPMS:

RESOLUTION TYPE	DEFINITION
Barcode Scan	Used when scanning an asset to record a resolution in PPMS using a barcode scanner and MobileTrak.
Barcode Key	Used when keying in an asset's barcode to record a resolution in PPMS using a barcode scanner and MobileTrak. This should be only used if the barcode is damaged and the property cannot be scanned.
Online Declarative	Used to record a resolution in PPMS for assets that cannot be seen but have been validated to exist through another source, e.g., a picture, email or satellite signal.
Online Physical	Used to record a resolution in PPMS for assets that can be seen but cannot be scanned, e.g., a buoy or a vessel.
Declared Unaccounted	Used to record a resolution for an asset that cannot be found.
Confirmed Unaccounted	Used to record a resolution for an asset that is confirmed to not be found, e.g., after all offices have reported their inventory. Every Confirmed Unaccounted resolution must have a corresponding CD-52 Retirement Request in PPMS.
Inventory Asset Final Event	Used to record a resolution when an asset is retired. This is primarily used when an asset is in excess when the inventory starts, and is retired during the review campaign.
Radio Frequency Identification (RFID)	Used to record a resolution when a signal is received from the RFID tag through the Zone Manager identifying the location of the asset.

HOW TO RECORD A RESOLUTION TYPE FOR A PPMS OTHER THAN SUNFLOWER (applicable to NIST, Census, and PTO only):

The Bureau PMO shall issue guidance to its personal property network on the resolution types that are appropriate for use in the respective Bureau PPMS Review Campaign.

REFERENCES: DOC PPMM, dated October 2007

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