



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 # 001, FY12

**SUBJECT:** Reporting of Missing, Lost, or Stolen Tablets on the Department of Commerce (DOC) Mobile Computing Device Accountability Matrix Report

**EFFECTIVE DATE:** January 3, 2012

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** In accordance *DOC Laptop Accountability Matrix* Report, all Bureau Property Officers (PMOs) are responsible for reporting missing, lost or stolen laptops to the Personal Property Management / Transportation Division on a monthly basis for accountability and tracking purposes. Effective January 2012, the *DOC Laptop Accountability Matrix* Report will be updated to the *DOC Mobile Computing Device Accountability Matrix* Report. The purpose of this modification is to support the tracking of all missing, lost or stolen laptops and tablets.

**PURPOSE:** The purpose of this property bulletin is to update the reporting requirements for the *DOC Mobile Computing Device Accountability Matrix* Report to include the tracking of any lost, missing, or stolen tablets.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Bureau Property Management Officers (PMOs). For tracking and reporting purposes, a mobile computing device is defined as a **laptop and tablet only**. Thus, all Bureau PMOs are responsible for reporting missing, lost, or stolen laptops and tablets on a monthly basis, in accordance with the *DOC Mobile Computing Device Accountability Matrix* Report.

Pursuant to guidance from the Office of the Chief Information Officer, below is a listing of common tablets within the current information technology market that are being piloted within the Department:

- Apple iPad2
- Blackberry Playbook
- Motorola Xoom
- Samsung Galaxy

**REFERENCES:** DOC Mobile Computing Device Accountability Matrix Report

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