



Approved for Release

Andre L. Jessup

Departmental Property Management Officer

9/7/12
Date

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

PROPERTY BULLETIN # 001, FY13

SUBJECT: Change to the Sensitive Items Listing – Barcoding of Agency-Owned Smart Phone Devices

EFFECTIVE DATE: January 1, 2013

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: Although, there is not a standard definition for a smart phone across the information technology industry, the Department's property management program has defined a **smart phone device** as a mobile phone built on a mobile computing platform, with more advanced computing ability and connectivity than a feature telecommunications phone. Functions of a smart phone device include advanced functions that a computer and/or personal digital assistant would provide such as web browsing, text messaging, email capability, video/media capability, and the ability to run software applications. To ensure safeguarding and accountability of mobile computing devices that can easily be converted to private use, have a high potential of theft, and/or contain personally identifiable information (PII), the Department will now classify all smart phone devices as sensitive personal property.

PURPOSE: The purpose of this property bulletin is to formally acknowledge that all agency-owned smart phone devices will be considered sensitive personal property and will be added to the *Sensitive Items* listing, in accordance with the *Department of Commerce (DOC) Personal Property Management Manual (PPMM)*, dated October 2007, Chapter 3.401.

PROCEDURES/APPLICABILITY: This guideline will apply to all Department Property Officials and will serve as a supplement to the DOC PPMM, dated October 2007, Chapter 3.401, entitled, "*Sensitive Items*." All agency-owned smart phone devices are now considered sensitive personal property and must be bar-coded accordingly. All Bureau Property Management Officers (PMOs) must ensure that all agency-owned smart phone devices are bar-coded and accounted for within their respective Bureau Personal Property Management System by December 31, 2012. Upon revision of the DOC PPMM, the guidance contained in this property bulletin will be updated to reflect this modification.

EXAMPLES OF SMART PHONE DEVICES: A listing of common smart phone devices within the current information technology market include:

- Andriod
- Blackberry
- iPhone

The above listing of common smart phone devices is not a comprehensive listing of all smart phone devices within the current information technology market. For guidance on the classification of a specific type/make/model smart phone device, please refer to the definition, as outlined in the *Background* section of this property bulletin.

BARCODES FOR SMART PHONE DEVICES: The Personal Property Management/Transportation Division (PPM/TD) has a stock supply of 1" inch x .5" barcode labels, specifically designated for smart phone devices to assist Bureaus in fulfilling this effort.

For Bureaus who would like to obtain barcode labels, please contact PPM/TD at 202-482-5054.

AFFIX BARCODES FOR SMART PHONE DEVICES: Barcode labels for smart phone devices which have a removable battery pack should be affixed on the inside the battery compartment of the smart phone device. Barcode labels for smart phone devices which **do not** have a removable battery pack should be affixed on the back of the smart phone device.

REFERENCES: DOC PPMM, dated October 2007

OFFICE OF COMMERCE SERVICES: Marilyn Stoll, Associate Director, mstoll@doc.gov, (202) 482-3721.

PROGRAM MANAGER CONTACT INFORMATION: Andre Jessup, Chief, Personal Property Management/Transportation Division, ajessup@doc.gov, (202) 482-4784.

September 7, 2012

MEMORANDUM FOR RECORD (MFR)

SUBJECT: Waiver Approval for Supporting Acquisition Documentation to Comply with Property Bulletin #001, FY13, *Change to Sensitive Items Listing – Barcoding of Agency-Owned Smart Phone Devices*

AUTHORITY: Internal Change Request #12-012, *Require Acquisition Attachments* and Property Bulletin #001, FY13, *Change to Sensitive Items Listing – Barcoding of Agency-Owned Smart Phone Devices*

PURPOSE: To grant a waiver for the attachment of supporting acquisition documentation within the Sunflower Personal Property Management System (PPMS) to ensure compliance with Property Bulletin #001, FY13, *Change to Sensitive Items Listing – Barcoding of Agency-Owned Smart Phone Devices*. See attached Property Bulletin #001, FY13 for reference.

BACKGROUND: As part of the Sunflower Management Center June 2012 release schedule, Internal Change Request (ICR) 12-012, *Require Acquisition Attachments* was implemented into the Sunflower PPMS, as a control measure to comply with Property Bulletin, #005, FY10. Acquisition documents for accountable personal property assets entered into Sunflower is now required as an attachment to a new asset record. This ICR **only** applies to certain Initial Event Types such as: Purchase, Purchase Card, Bulk Purchase, Subject to Agreement, GSA Lease, Commercial Lease, and Transferred In-From Other Agency.

Due to this ICR, the Department has recognized that in order to comply with Property Bulletin #001, FY13, which mandates that all agency-owned smart phone devices are now considered sensitive personal property and must be bar-coded accordingly, a waiver should be granted.

APPLICABILITY: This waiver will apply to all Bureau Property Management Officers (PMO) using the Sunflower PPMS.

PROCEDURES: All Bureau PMOs should grant a waiver for supporting acquisition documentation in all cases where applicable acquisition documentation for smart phone devices cannot be readily obtained prior to December 31, 2012. In such instances, the respective Property Official should scan and attach the approved waiver to each asset record(s) within the Sunflower PPMS. The approved waiver will serve as substitute for the acquisition documentation.

POINT OF CONTACT: The point of contact for this process is [PMO Name], Property Management Officer. [PMO Name] can be reached at 202-482-4784.

The point of contact for guidance using the Sunflower PPMS is the Department of Commerce (DOC) Sunflower Management Center (SMC). The SMC can be reached at 202-482-4110.

[PMO Name], Property Management Officer
[Bureau Name]

Attachment