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 # 006, FY10

SUBJECT: Revision of Required Training for Property Officials (POs) – Sunflower Training Credit Hours

EFFECTIVE DATE: June 21, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the *Department of Commerce (DOC) Property Official (PO) Certification Program Manual,* dated July 24, 2008, it is a requirement for a Property Management Officer (PMO) and Property Accountability Officer (PAO) to obtain 40 credit hours of Sunflower Training and a Property Custodian (PC) to obtain eight credit hours of Sunflower Training as part of their certification requirements. The Department contracted with Sunflower Systems to develop computer based training (CBT) on the functionality of the Department's Personal Property Management System (PPMS), Sunflower. This CBT includes voice and visual online demonstrations, hands-on labs and knowledge reviews that provide users with the ability to practice Sunflower actions in a virtual environment at their convenience. This CBT also provides a more accessible means to obtain Sunflower training to ensure Department POs fulfill their certification and refresher training requirements.

PURPOSE: The purpose of this property bulletin is to modify the required credit hours applicable for Sunflower training, specifically for a Property Management Officer (PMO), Property Accountability Officer (PAO), and PC, due to the deployment of the Sunflower CBT course.

PROCEDURES/APPLICABILITY: This guideline shall apply to Department POs who utilize the Sunflower PPMS and will serve as a revision to the DOC PO Certification Program Manual, dated July 24, 2008, Chapter 4.3, entitled, "*Required Training*". A PMO, PAO, and PC must obtain 22.5 hours of Sunflower training. The preferred method in fulfilling this requirement is to complete the Sunflower CBT course link entitled, "*Sunflower PPMS Training*" located on the Bureau's respective Commerce Learning Center (CLC) site. For instruction on how to access this course, please contact your Bureau PMO and/or Bureau CLC Coordinator for guidance. Please note that all newly appointed POs must still complete the required Ethics and Federal Personal Property training requirements, in addition to the Sunflower training requirement. POs may also take one or more of the modules within the Sunflower CBT course to count toward their

refresher training requirement. Upon the completion of each module, a certificate of completion will be available to print from the CLC website for supporting documentation. Upon revision of this manual, the guidance contained in this property bulletin will be updated to reflect this modification.

REFERENCES: DOC PO Certification Program Manual, dated July 24, 2008.

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