



Approved for Release
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System Owner, Sunflower PPMS

8/27/12
Date

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

SUNFLOWER PPMS BULLETIN # 001, FY13

SUBJECT: Sunflower Personal Property Management System Forms: Role Management and Organization Management

EFFECTIVE DATE: October 1, 2012

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The Sunflower Management Center (SMC) is responsible for managing and performing all maintenance-related transaction requests related to people, location, organization, role, and catalog records within the Sunflower Personal Property Management System (PPMS). These maintenance-related transactions requests include additions, updates, changes, and deletions for the above listed categories. All maintenance-related transactions are requested by a Property Official and documented using a Sunflower Management Form. This procedure is directed by the Department's Personal Property Management/Transportation Division (PPM/TD) office.

For access to Sunflower Management Forms, please visit the PPM/TD website at: www.osec.doc.gov/oas/OCS/Personal_Property_Management_Transportation_Division.html

PURPOSE: The purpose of this property bulletin is to ensure Sunflower PPMS system access controls are approved by a Bureau Property Management Officer (PMO) for security purposes.

PROCEDURES/APPLICABILITY: This guideline will apply to all Bureau PMOs using the Sunflower PPMS. A Bureau PMO and/or designee(s) are the only authorized officials who may submit a Sunflower Role Management and Organization Management Form to the SMC via email at sunflowerhelpdesk@doc.gov for action. Please refer to the attached Sunflower Role Management and Organization Management forms.

A designee(s) must be approved by the Bureau PMO and provided to the SMC via email for reference. It is recommended that a Bureau PMO designee(s) is limited to a Contact of the Bureau and/or Line Office Representative only.

REFERENCES: Configuration Business Rules and Maintenance Processes, dated October 1, 2010

PERSONAL PROPERTY MANAGEMENT INFORMATION: Andre Jessup,
System Owner, ajessup@doc.gov, (202) 482-4784.

SUNFLOWER CONTACT INFORMATION: Adam Lissak, Team Leader, Sunflower
Systems, alissak@doc.gov, (202) 482-4110.

ROLE MANAGEMENT FORM INSTRUCTIONS

The Sunflower Role Management Form is used by the Property Management Officer (PMO) to request the addition, modification or retirement of a Sunflower (PPMS) login ID. This form allows for multiple entries. To input another row, simply tab in the last cell and a new row will be created. Please fill out all fields that are not shaded on the form on page 2. All fields are required. There are four tables in the form, one for each of the following DOC property roles: Property Custodian, Property Accountability Officer, Property Management Officer and Query.

Requested By:	Requester's name. Note: Only PMOs and their designees can submit this form.
Date:	Date of request
Email:	Requestor's email address
Phone:	Requestor's phone number
Action:	The type of request needed for the requested entry: Add, Mod: Previous, Mod: Current and Delete
Name:	Provide the person's last name, first name, and middle initial.
Org/Bureau:	Provide the organization/bureau the person is employed under.
Effective Date:	Provide date this change will be effective
Custodial Area:	Provide the custodial area the person will be responsible managing asset records for
Primary Contact?	Indicate if the person is the primary contact for the Custodial Area. The Primary Contact's name is displayed in the Prop Custodian field on the asset record
Agreement Clerk Role (Y/N)	Mark Y if this person will need to create and print property passes. Only Property Officials who are authorized to create property passes will need access to the Property Pass forms.
Excess Clerk Role (Manager for PMO) (Y/N)	Mark Y if the person will need access to the Excess module. Only users who manage excess assets will need access to the Excess module
Finance Clerk Role (Y/N)	Mark Y if the person will need access to the Finance module. Only users who manage capital assets in the PPMS Finance module will need this access
Inventory Clerk Role (Y/N)	Mark Y if the person will need access to the Management module. This is the module where all assets are entered and managed for the Bureaus.
Review Clerk Role (Manager for PMO) (Y/N)	Mark Y if the person will need access to the Review module. The Review Clerk role will allow a PC to correct errors after resolutions are uploaded as well as run reports. The Review Manager module allows users to set up and manage Review Campaigns as well as resolve errors and run reports.
Query (Not for PC, PAO or PC) (Y/N)	Mark Y if the person only needs access to view records and run reports.

Submit the completed form to the Sunflower Management Center (sunflowerhelpdesk@doc.gov).

ROLE MANAGEMENT FORM

PMO/Designee Name: _____
 Email Address: _____

Date: _____
 Telephone Number: _____

The Sunflower Role Management Form is used to request the addition, modification or retirement of a PPMS User ID.

ADD/MODIFY/DELETE RECORD: PROPERTY CUSTODIAN										
ACTION: Add Mod: previous Mod: current Delete	NAME (Last Name, First Name, MI)	Bureau	Effective Date	Custodial Area	Primary Contact?	Agreement Clerk (Y/N)	Excess Clerk Role (Y/N)	Finance Clerk Role (Y/N)	Inventory Clerk Role (Y/N)	Review Clerk Role (Y/N)

ADD/MODIFY/DELETE RECORD: PROPERTY ACCOUNTABILITY OFFICER										
ACTION: Add Mod: previous Mod: current Delete	NAME (Last Name, First Name, MI)	Bureau	Effective Date	Custodial Area	Primary Contact?	Agreement Clerk (Y/N)	Excess Clerk Role (Y/N)	Finance Clerk Role (Y/N)	Inventory Clerk Role (Y/N)	Review Clerk Role (Y/N)

ADD/MODIFY/DELETE RECORD: PROPERTY MANAGEMENT OFFICER										
ACTION: Add Mod: previous Mod: current Delete	NAME (Last Name, First Name, MI)	Bureau	Effective Date	Custodial Area	Primary Contact?	Agreement Clerk (Y/N)	Excess Manager Role (Y/N)	Finance Clerk Role (Y/N)	Inventory Clerk Role (Y/N)	Review Manager Role (Y/N)

ROLE MANAGEMENT FORM

ADD/MODIFY/DELETE RECORD: QUERY (View only, no update rights)					
ACTION: Add Mod: previous Mod: current Delete	NAME (Last Name, First Name, MI)	Bureau	Effective Date	Custodial Area	Query (Y/N)

ORGANIZATION MANAGEMENT FORM INSTRUCTIONS

The Sunflower Organization Management Form is used to request the addition, modification or retirement of an organization record. This form allows for multiple entries. To input another row, simply tab in the last cell and a new row will be created.

To modify an entry, use the *Modify Entry* section on page 2.

Please fill out all fields that are not shaded on the form on page 2. Any fields with an asterisk (*) denote a required field.

Requested By: Requester's name. **Note: Only PMOs and their designees can submit this form**

Date: Date of request

Email: Requestor's email address

Phone: Requestor's phone number

Action: The type of request needed for the organization entry: **N** for **New** or **R** for **Retire**

Update: This is for modifications only. In the first row for Previous, input the current information. In the second row for Modified, input the modified information.

Organization Name: Provide the organization name

Organization Type: Type of Sunflower organization. Please refer to the following list for valid values:

- Steward – the Custodial Area
- Owner – the Property Accountability Office
- Vendor – a retailer or reseller of goods
- Carrier – a shipping company

Parent Organization: This is used to set up and maintain the hierarchy for Custodial Areas and Property Accountability Offices within a Bureau.

Primary Contact: The main point of contact for the organization. This name will be displayed in the Prop Custodian field on the asset record

Alternative Contact: The point of contact for the organization other than the primary contact

Effective Date: Date change is to be effective

Submit completed forms to the Sunflower Helpdesk (sunflowerhelpdesk@doc.gov).



ORGANIZATION MANAGEMENT FORM

PMO/Designee Name _____
 Email Address: _____

Date: _____
 Telephone Number: _____

The Sunflower Organization Management Form is used when a request to add, modify or retire an organization is needed. New entries require submission of *Organizational Contact Management Form*.

NEW/RETIRE ORGANIZATION RECORD						
Action* (N/R)	Organization Name*	Organization Type*	Parent Organization**	Primary Contact*	Alternative Contact	Effective Date*

MODIFY ORGANIZATION RECORD						
Update	Organization Name*	Organization Type*	Parent Organization*	Primary Contact*	Alternative Contact	Effective Date*
Previous						
Modified						

* denotes a required field

** this field is required if the Organization Type is a Steward or Owner