

## Monthly Property Management Officer's Meeting Minutes

Wednesday, April 9, 2008

2:00 – 3:00 p.m.

HCHB 6029

### Meeting Attendees:

BIS	Brad Burke	OIG	Joyce Baker
Census	Stanley Rolark	OS	Jana Brooks
EDA	Ken Kukovich	OS	Fred Fanning
ESA	Wesley Dias	OS	Jennifer Jessup
ITA	Jeff Scherr	OS	Laura Ryan
MBDA	Ron Marin	OS	Gina Basurto-Bass
MBDA	Roy Powell	OS	LaShawnda Swinson
NIST	David Henry (Teleconference)	PTO	JohnHassett (Teleconference)
NOAA	Zeke Dennison	Sunflower	Hope McMichael
NTIS	Kathie Koenig (Teleconference)	Sunflower	Steve Sperka
NTIA	Isha Carry	Sunflower	Lana El Eryan

### Chair:

Fred Fanning, Director for Administrative Services and Departmental Property Management Officer (DPMO).

### Introduction:

Jennifer Jessup, Office of the Secretary (OS) Property Management Officer (PMO), welcomed attendees, requested brief introductions, and proceeded with a review of the agenda. In addition, the March PMO Meeting minutes were formally accepted by the Committee members.

### Summary/Discussion:

The April Property Management Officers' Meeting discussion provided updates on the following topics: Monthly Personal Property Reporting Requirements, Department Computer Wiping Policy Status, Bureau Sunflower Training Status, Operation Catalog Clean Sweep Status, Sunflower Hierarchy Overview-Element #7, and Sunflower Migration Status.

### Monthly Personal Property Reporting Requirements:

Jennifer Jessup, OS PMO, informed the Bureau PMOs that Element #3, *Bureau Submission of A-123 Corrective Action Plan*, and Element #7, *Bureau System Access Controls/Hierarchy Setup*, are the upcoming elements due on the Personal Property Management Actions Bubble Chart. Additionally, Bureaus that had not submitted Element #1 were reminded to forward completion evidence for this element to the Personal Property Management Division (PPMD) by the end of the week.

### **Bureau Computer Wiping Policies**

Jennifer Jessup, OS PMO, thanked the Bureaus for their participation in submitting their internal computer wiping policies to PPMD. PPMD is in the process of the documentation that was submitted and plans on contacting other Federal Agencies to benchmark their best practices and gather the data necessary to implement a Department-wide policy. This policy will also include Electronic Stewardship guidance to address of the Executive Order 13423.

### **Bureau Sunflower Training**

Jennifer Jessup, OS PMO, informed the Bureaus that the Sunflower Bureau training is complete. Certificates are in production and will be distributed at next month's PMO Meeting. In addition, PPMD is currently developing a Learning Management System training course derived from the Bureau Sunflower training syllabus to educate future Property Officials on the electronic process that is now in place.

### **Operation Catalog Clean Sweep**

Steven Sperka, Sunflower Help Desk, discussed the Catalog Clean Sweep Effort by providing guidance relative to testing and removing duplicate, misused, or unused assets. Guidelines for submitting a request to add, modify, or retire a catalog entry will be available on the PPMD website in the near future.

### **Sunflower Hierarchy Overview-Element #7**

Lana El Eryan, Sunflower Systems, provided a detailed overview of the Sunflower hierarchy setup in preparation for submission of Element #7, *Bureau System Access Controls/Hierarchy Setup* on the Personal Property Management Actions Bubble Chart. Additionally, all Bureaus were reminded to submit their hierarchy setup to PPMD by the required due date. In order to obtain a "green" status for Element #7, the Sunflower Helpdesk must have implemented the Bureaus hierarchy in Sunflower.

### **Sunflower Migration Status**

Fred Fanning, DPMO, discussed the current status of the Sunflower Phase II Migration project. The Sunflower Phase II project is back on track and weekly meetings will resume on Thursday, April 10, 2008. Both meetings will be held in room 6059 at their regularly scheduled times. Conference call information will be available for both meetings; however, attending this meeting in person is highly encouraged because Sunflower will be providing a Reference Data demonstration. Additionally, major decisions will be made in the near future regarding Departmental determinations on the useful life of personal property; as well as, the Object Class Code standardization across Bureaus. For this reason, it is imperative that all Bureaus have representation at the weekly meetings.

In an effort to establish roles and responsibilities of Sunflower Interface Working Group team members, PPMD is in the process of developing a charter that outlines the expectations of the work grouping team. A draft deliverable will be given out for comment during this week's working group meeting.

The anticipated “Go-Live” date for the Phase II migration is still estimated for April 13, 2009; however, this date is heavily dependant on the outcome of requirements gathering task.

Lastly, the Sunflower system Certification and Accreditation is proceeding as planned; on schedule with no delays anticipated at this time.

**Action Items:**

- Property Management Officer’s Meetings will be held on the 2nd Wednesdays of every month at 2 p.m. The next meeting will be held on **May 14, 2008 in Room 6057**