

Monthly Property Management Officer's Meeting Minutes

Wednesday, May 14, 2008

2:00 – 3:00 p.m.

HCHB 6029

Meeting Attendees:

BEA	Jackie Williams	NTIA	Isha Carry
BIS	Brad Burke	OIG	Joyce Baker
Census	Stanley Rolark	OS	Laura Ryan
EDA	Ken Kukovich	OS	Gina Basurto-Bass
ESA	Wesley Dias	PTO	John Hassett (Teleconference)
ITA	Jeff Scherr	PTO	Vickie Bryant (Teleconference)
OS	Jennifer Jessup	NOAA	Zeke Dennison (Teleconference)
NTIS	Kathie Koenig (Teleconference)		

Chair:

Jennifer Jessup, Chief, Personal Property Management Division and Office of Secretary (OS) Property Management Officer (PMO).

Introduction:

Jennifer Jessup, OS PMO, welcomed attendees, requested brief introductions, and proceeded with a review of the agenda. In addition, the April PMO Meeting minutes were formally accepted by the Committee members.

Summary/Discussion:

The May Property Management Officers' Meeting discussion provided updates on the following topics: Monthly Personal Property Reporting Requirements, Department Computer Wiping Policy Status, CD-126: Property Specific Changes, Property Pass Procedure Change, Sunflower Migration Status, and an OS PMO Detail Opportunity.

Monthly Personal Property Reporting Requirements:

Jennifer Jessup, OS PMO, informed the Bureau PMOs that Element #7, *Bureau System Access Controls/Hierarchy Setup*, has been changed for all bureaus. All bureaus were advised to review the revised due date and schedule upcoming meetings with the Personal Property Management Division (PPMD) prior to the due date to discuss and confirm the suggested hierarchy setup. Prior to scheduling meetings, Bureaus were reminded to submit tier Bureau hierarchy setup templates to PPMD. Upon confirmation of the hierarchy setup, the Sunflower Helpdesk will implement the setup, and PPMD will grant a "green" status for the Bureau on the monthly Personal Property Bubble Chart.

Department Computer Wiping Policy Status:

Jennifer Jessup, OS PMO, distributed the draft Department Computer Wiping Policy Property Bulletin to the Bureaus PMOs for review and comment. Comments are due back to PPMD not later than 5/29/08. Once all comments are reviewed and consolidated, the draft Department Computer Wiping Policy will be forwarded to the Office of Chief Information Officer for review and approval.

CD-126: Property Specific Changes:

Jennifer Jessup, OS PMO, distributed the updated CD-126, Separation Clearance Form, for review and explained the property specific changes noted in the updated CD-126 Form. The revised CD-126 was approved by the OS Office of Human Resources Management prior to posting on the DOC Forms website for use. The property section of the CD-126 was modified to include Property Custodian, Property Accountability Officer and Bureau Property Management Office clearances. The CD-126 was revised to address Bureau concerns that the previous CD-126 did not effectively outline adequate separation clearance procedures to ensure property accountability when exiting from the Department. Additionally, all Bureaus were informed to review DAO-202-299, mandated by the Office of Human Resources Management, as it states that each Operating Unit should develop "...internal operating procedures for it's employees to clear their accountability for property."

Property Pass Procedure Change:

Jennifer Jessup, OS PMO, discussed a change in procedures for property passes and distributed the draft Property Pass Signature Authorization Procedural Change Property Bulletin to Bureau PMOs for review and comment. Comments are due back to PPMO not later than 5/29/08. The purpose of this policy change is to ensure the appropriate Property Officials have the appropriate authority to issue and sign Optional Form 7 (OF-7); which authorizes the removal of Government property from Federal building. Effective June 1, 2008, all Bureau PMOs shall submit a memorandum to their Office of Security designating Authorizing Officials to issue and sign OF-7; authorizing the removal of Government property from DOC Federal buildings. This memorandum should be updated on an as needed basis. Additionally, a copy of the Bureau PMO appointment orders shall be forwarded to the Office of Security for file.

Sunflower Migration Status

Lana El Eryan, Sunflower Systems, discussed the current status of the Sunflower Phase II Migration project. Sunflower Systems continues to meet with the Bureaus on a weekly-basis to discuss the Phase II Migration status. Currently, the field mapping with NIST and Census is in progress, draft to-be processes for Bureaus are developed, and Sunflower is analyzing data warehouse reports and mapping.

OS PMO Detail Opportunity:

Jennifer Jessup, OS PMO, discussed the opportunity for a Bureau PMO to accept a temporary 120 day detail as the Acting Chief, Personal Property Management Division and Acting OS PMO within the Office of Administrative Operations. Effective June 23, 2008 until October 2008, Jennifer Jessup will be the Acting Director for the Office of Administrative Operations. Bureaus PMOs should provide name (s) of potential candidates interested in the OS PMO detail opportunity via email to Jennifer Jessup not later than 5/29. The Aspiring Leadership Development Program will also be an option for potential candidates to fulfill this position.

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 June 11, 2008 in Room 6057.
- **DOC Computer Wiping Policy Property Bulletin-** please provide comments NLT 5/29
- **Personal Property Pass Procedures Property Bulletin-** please provide comments NLT 5/29.
- **Revised CD-126-** please review DAO-202-299 and develop internal operating procedures for Personal Property, Block 3 on revised CD-126.
- **OS PMO Detail-** please provide name(s) of potential candidates interested in the OS PMO detail opportunity via email to Jennifer Jessup NLT 5/29
- **Element 7 Meeting-** Upon submission of hierarchy setup to PPMD, please schedule meeting with PPMD to discuss and confirm Element 7 prior to due date in order to obtain a "green" status.