Approved for Release
Fred Fanning
Departmental Property Management Officer

2-3-09
Date

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

PROPERTY BULLETIN # 002, FY09

SUBJECT: Acceptance of "Sunflower Systems Training for Property Officials" Course to meet the Refresher Property Official Certification Requirements

EFFECTIVE DATE: February 2, 2009

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Property Officials (PO) Certification Program Manual, dated July 24, 2008, all certified POs must attend refresher training each year for eight classroom hours or a learning equivalent in Continuing Education Units (CEU) or Continuing Learning Credits (CLC). The DOC PO Certification Program Manual, dated July 24, 2008, Chapter 4.4, entitled, "*Continuation of Certification Training*" contains a listing of required refresher training courses.

PURPOSE: The purpose of this property bulletin is to formally acknowledge Sunflower Training as an acceptable supplement for refresher certification training requirements met in fiscal year 2008 and beyond.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department POs and will serve as a supplement to the DOC PO Certification Program Manual, dated July 24, 2008, Chapter 4.4, entitled, "*Continuation of Certification Training*". 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.

OFFICE OF ADMINISTRATIVE SERVICES: Fred Fanning, Departmental Property Management Officer, ffanning@doc.gov, (202) 482-1200.

PROGRAM MANAGER CONTACT INFORMATION: Jennifer Jessup, Deputy Departmental Property Management Officer, jjessup@doc.gov, (202) 482-3458.

4.4 Continuation of Certification Training.

The Property Official Certification is good for as long as the employee is performing the duties. The initial certification is good for two years. Annually thereafter each certified Property Official must attend refresher training each year for eight classroom hours or a learning equivalent in Continuing Education Units or Continuing Learning Credits.

Continuation of Certification Training Courses	Property Management Officer	Property Accountability Officer	Property Custodian
Travel, Transportation and Personal Property Workshops	8 Continuous Learning Credits	8 Continuous Learning Credits	8 Continuous Learning Credits
Ethics Training at http://e-learning.doc.gov/	2 Continuous Learning Credits	2 Continuous Learning Credits	2 Continuous Learning Credits
GSA Sponsored distance learning site http://knownet.hhs.gov/log/propmanDR/PPMLAI/UnitOne/PPMppmintro.htm	8 Continuous Learning Credits	8 Continuous Learning Credits	8 Continuous Learning Credits
NOAA Online PAO Training http://www.pps.noaa.gov/Training.htm in lieu of GSA sponsored Training.	2 Continuous Learning Credits	2 Continuous Learning Credits	2 Continuous Learning Credits
NOAA Online PC Training http://www.pps.noaa.gov/Training.htm	2 Continuous Learning Credits	2 Continuous Learning Credits	2 Continuous Learning Credits
Management Concepts Course # 1017 Basics of Personal Property Management http://www.managementconcepts.com/scripts/mcibrowse.asp?Catalog=AL	40 Continuous Learning Credits	40 Continuous Learning Credits	40 Continuous Learning Credits
Property Management for Custodial Officers, PROP7103D, USDA Graduate School (GS), http://www.grad.usda.gov/index.php?option=com_content&task=view&id=242&Itemid=302	16 Continuous Learning Credits	8 Continuous Learning Credits	8 Continuous Learning Credits
Property Accountability: The Life Cycle, PROP7102D, USDA Graduate School (GS), http://www.grad.usda.gov/index.php?option=com_content&task=view&id=242&Itemid=302	16 Continuous Learning Credits	16 Continuous Learning Credits	16 Continuous Learning Credits
Warehousing, Operations and Disposal, PROP7001D, USDA Graduate School (GS), http://www.grad.usda.gov/index.php?option=com_content&task=view&id=242&Itemid=302	32 Continuous Learning Credits	32 Continuous Learning Credits	32 Continuous Learning Credits
Applications in Personal Property Accountability, PROP7110D, USDA Graduate School (GS), http://www.grad.usda.gov/index.php?option=com_content&task=view&id=242&Itemid=302	40 Continuous Learning Credits	40 Continuous Learning Credits	40 Continuous Learning Credits
Any other Federal Personal Property Management Course offered by a Federal Agency	Continuous Learning Credits based on hours of classroom contact.	Continuous Learning Credits based on hours of classroom contact.	Continuous Learning Credits based on hours of classroom contact.