Approved for Release
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Acting Director, Office of Administrative Services

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Date

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

PROPERTY BULLETIN # 002, FY07

SUBJECT: Acceptance of NOAA Distance Learning Courses to Qualify for Property Official Certification Program

EFFECTIVE DATE: October 25, 2006

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: Pursuant to the Deputy Secretary of Commerce's memorandum of October 3, 2006, subject "Safeguarding Personal Property and Sensitive Information," the DOC Office of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) has established a Property Official Certification Program. This program implements a comprehensive curriculum to systematically develop skill at performing delegated personal property management duties; define competency based training standards to ensure that personal property officials are provided with appropriate minimum and currency training; and to prescribe the procedures for Property Official certification, appointment, and cancellation of Property Official delegations.

PURPOSE: This memorandum is to formally acknowledge acceptable substitutes for certification required training.

PROCEDURES: The NOAA Property Accountability Officer and Property Custodian web based training courses are acceptable substitutes for the GSA sponsored Personal Property distance learning course and the NOAA web-based Sunflower PPMS training is acceptable as a substitute for the DOC resident Sunflower PPMS training

REFERENCES:

Deputy Secretary of Commerce memorandum, October 3, 2006, subject "Safeguarding Personal Property and Sensitive Information"

Department of Commerce, Personal Property Management Manual, March 1995

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