

(Date)

MEMORANDUM FOR Fred E. Fanning
Director for Administrative Services and
Departmental Property Management Officer

FROM: (Bureau Property Management Name)
Property Management Officer
(Bureau Name)

SUBJECT: Request for New Property Official Certification

In accordance with the *Department of Commerce Property Official Program Certification Manual*, dated July 2008, the (Bureau Name) would like to request that (New Property Official Name) be certified as a (Property Official Title, e.g. *Property Management Officer, Property Accountability Officer, or Property Custodian*).

The above individual has completed the required training requirements listed below:

- Government Ethics
 - Online through the Department of Commerce eLearning System and submitted certificate of completion
- Federal Personal Property Management Training
 - Attended (Name Property Required Course) at (Name Course Vender) and submitted certificate of completion
- Bureau Specific Training on Personal Property Management System (PPMS)
 - Received training on (PPMS Name) to include formal training instruction, hands-on practice, and receipt of resource materials.

The supporting documentation to validate the completion of training requirements is on file with the (Bureau Name) Property Management Office and is available upon request.

I recommend that (New Property Official Name) receive (his/her) official certification as a (Property Official Title, e.g. *Property Management Officer, Property Accountability Officer, or Property Custodian*).

If you have any questions, please contact (Property Management Officer Name) at XXX-XXX-XXXX.