

  
Approved for Release  
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Date

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

PROPERTY BULLETIN # 003, FY09

**SUBJECT:** Change to the Sensitive Items Listing – Bar-coding of Monitors

**EFFECTIVE DATE:** February 4, 2009

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** In accordance with the Executive Order (E.O.) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, Section 2(h) (iv) states that all Agency Heads "...will use environmentally sound practices with respect to the disposition of agency electronic equipment, which has reached the end of its useful life." Electronic equipment is defined by the Department of Commerce (DOC) as desktop computers, monitors and laptop computers. In the past, DOC did not classify monitors as accountable personal property. However, as part of the effort to comply with E.O. 13423, DOC must institute guidance to ensure all agency-owned monitors are considered accountable personal property for the purpose of tracking the "environmental" practices regarding the lifecycle of monitors.

**PURPOSE:** The purpose of this property bulletin is to formally acknowledge that all agency-owned monitors will be considered accountable personal property and will be added to the sensitive items listing, in accordance with the DOC Personal Property Management Manual (PPMM), Chapter 3.401.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Department Property Officials and will serve as a supplement to the DOC PPMM, dated October 2007, Chapter 3.401, entitled, "*Sensitive Items*." All agency-owned monitors are now considered accountable personal property and shall be bar-coded accordingly. All Bureau Property Management Officers shall ensure that all agency-owned monitors are bar-coded and entered into their respective Bureau Personal Property Management System. Upon revision of the DOC PPMM, the guidance contained in this property bulletin will be updated to reflect this modification.

**REFERENCES:** DOC PPMM, dated October 2007 and E.O. 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*.

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