

  
Approved for Release  
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Date

Deputy Departmental Property Management Officer

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

PROPERTY BULLETIN # 002, FY10

**SUBJECT:** Procedures to Request to Deviate from the Department of Commerce (DOC) Personal Property Management Manual (PPMM)

**EFFECTIVE DATE:** November 17, 2009

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** The DOC PPMM, dated October 2007, is the single authoritative reference from the Department's management of personal property. The PPMM should be consulted to determine department-wide policies and procedures governing all personal property. All DOC employees must adhere to the policies and procedures set forth in this manual when executing personal property management functions on behalf of the Department.

**PURPOSE:** The purpose of this property bulletin is to provide a formal process to follow when requesting approval to deviate from any aspect of the DOC PPMM.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Department Property Officials. To obtain authority to deviate from the DOC PPMM, the following procedures must be followed:

- A. Submit a waiver request memorandum to the Departmental Property Management Officer (DPMO) for approval.
- B. Specify the justification and timeframe for the request. This justification must describe specifically why the DOC PPMM does not satisfy the Operating Unit's personal property function.

**REFERENCES:** DOC PPMM, dated October 2007.

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