



Approved for Release

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1 | 1 | 2010
Date

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

PROPERTY BULLETIN # 004, FY10

SUBJECT: Acceptance of National Property Management Association (NPMA)
Education Courses for Refresher Training Credits

EFFECTIVE DATE: January 1, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Property Official (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 contains a listing of approved refresher training courses.

PURPOSE: The purpose of this property bulletin is to formally acknowledge NPMA on-line training courses, webinars, on-site and classroom training courses as an approved supplement for refresher certification training requirements.

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. This manual, upon revision, will reflect this modification. Attendees will be awarded the designated CEUs for completion of the course that can be applied towards annual refresher training certification requirements. For additional information and course listings, please visit the NPMA website at www.npma.org.

REFERENCES: DOC PO Certification Program Manual, dated July 24, 2008.

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