



Approved for Release  
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Date

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

PROPERTY BULLETIN # 002, FY13

**SUBJECT:** Acceptable Refresher Training Courses for Fiscal Year 2013 and Beyond to Meet the Refresher Property Official Certification Requirements

**EFFECTIVE DATE:** October 15, 2012

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** In accordance with the *Department of Commerce (DOC) Property Officials (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 Continuous Learning Credits (CLC). The *DOC PO Certification Program Manual*, dated July 24, 2008, Chapter 4.4, entitled, "Continuation of Certification Training" contains a listing of required refresher training courses.

**PURPOSE:** The purpose of this property bulletin is to formally amend the refresher training requirements, in accordance with the *DOC PO Certification Program Manual*, dated July 24, 2008 and acknowledge the **acceptable** courses for annual refresher certification training requirements in fiscal year 2013 and beyond.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Department POs and will supersede the *DOC PO Certification Program Manual*, dated July 24, 2008, Chapter 4.4, entitled, "Continuation of Certification Training". Refresher training is required each **fiscal** year and will be based upon completion of applicable training courses rather than completion of applicable CEU and/or CLC credit hours.

For FY 2013 and beyond, all Property Officials are required to complete **one** of the following training courses each fiscal year to meet refresher PO certification requirements:

- Concepts of Personal Property Management CLC,
- Sunflower Personal Property Management System CLC (**one** module only), or
- Bureau-specific Personal Property Management System training (Census, NIST, and USPTO only)

Upon revision of this manual, the guidance contained in this property bulletin will be updated to reflect this modification.

For guidance regarding CLC property management training courses, please consult with the respective Bureau Property Management Officer. For access to the CLC, please consult with the respective Bureau CLC Coordinator.

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

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