Approved for Release
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Acting Director, Office of Administrative Services

10-21-06
Date

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

PROPERTY BULLETIN # 001, FY07

SUBJECT: Clarification for Submission of Controls Affecting Personal Property Report

EFFECTIVE DATE: October 21, 2006

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: Pursuant to the Deputy Secretary of Commerce's memorandum of October 3, 2006, subject "Safeguarding Personal Property and Sensitive Information," the DOC Office of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) has established a project to correct deficiencies identified in the Departmental Personal Property Management Program. The CFO/ASA and Chief Information Officer are required to provide weekly briefings to the Deputy Secretary of Commerce on the actions taken to correct deficiencies in the property management and personally identifiable information programs. In addition, the CFO/ASA is required to present an update on the personal property project to the Executive Management Team monthly meeting.

PURPOSE: This memorandum is to clarify the requirements for submitting your weekly Controls Affecting Personal Property reports. These reports are due not later than noon every Friday. This project is scrutinized at the highest level of management within the Department of Commerce and we need to ensure that all bureaus are aware of the proper formatting, guidelines and procedures prior to submission.

PROCEDURES:

To provide the CFO/ASA with the most accurate and current information necessary to update the Deputy Secretary weekly on the controls affecting personal property, the Office of Administrative Services (OAS) must perform weekly data calls of all bureaus within the Department. The purpose of these data calls is to gather the information necessary to report an update for each bureau, collate data for the Department's missing laptops, and collate data for the Department to identify the status of each bureau with regard to the completion of the tasks identified in the October 3, 2006 memorandum from the Deputy Secretary of Commerce.

Each bureau will update the enclosures to this bulletin with the most current information and forward those documents by e-mail to Jennifer Jessup and Rhonda Jackson of the Office of Administrative Operations (OAO) in the OAS. These documents are due by 12:00 pm each Friday.

Submissions will be verified by OAO staff to –

- Ensure that the projected completion date does not exceed the timeline established in the Gantt chart previously approved by the Deputy Secretary.

- Verify that all completed tasks are represented by official documentation.

- Ensure that all information is accurate and consistent with previously reported information; and, that all changes are properly documented.

All entries must be properly formatted properly –

- Dates entered must be in the following format: 10/06/2006. An entry of 10/6/2006 or 10/2006 is not acceptable.

- Completion of tasks must be entered under the "Date Completed" column.

Only two (2) indicator colors are used –

- Green represents the implementation is complete.

- Red represents that the implementation is **NOT** complete.

- Documentation is required for tasks identified as complete.

  - This documentation must consist of a published standard, signed memorandum, or certification.

  - Once OAO receives documentation, staff will change the status to green.

  - Projected completion dates are taken directly from the Gantt chart prepared by OAS staff and approved by the Deputy Secretary. You will receive a copy of the Gantt chart each time it is updated.

This project is a top priority for the Department of Commerce; and, the format of the reports and required entries have been approved by the Deputy Secretary. Unfortunately, there is no opportunity for deviation. Attention to detail, accuracy and accountability are critical to the success of the project.

The OAS staff is working diligently to keep everyone informed of changes as they occur; and as you are aware, many requirements have a short turnaround time.

REFERENCES:

Deputy Secretary of Commerce memorandum, October 3, 2006, subject "Safeguarding Personal Property and Sensitive Information"

Department of Commerce, Personal Property Management Manual, March 1995

OFFICE OF ADMINISTRATIVE OPERATIONS: Rhonda Jackson, Director, rhjackson@doc.gov, (202) 482-2242

PROGRAM MANAGER CONTACT INFORMATION: Jennifer Jessup, jjessup@doc.gov, (202) 482-3458