



Approved for Release  
Alvin F. Smith, Jr.  
Departmental Property Management Officer

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Date

DEPARTMENT OF COMMERCE  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY

PROPERTY BULLETIN # 001, FY20

**SUBJECT:** Monitor Accountability – Removal from Sensitive Items Listing

**EFFECTIVE DATE:** December 1, 2019

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Property Bulletin #003, FY09

**BACKGROUND:** The Department of Commerce (DOC) added monitors to the sensitive items listing in support of [Executive Order \(EO\) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management.”](#) Section 2, Paragraph (h) (iv). This EO required agencies to procure electronic products with an Electronic Product Environmental Assessment Tool when available. After EO 13423 was enacted, the Department established a Blanket Purchase Agreement which specified that all listed monitors satisfy the green procurement standards.

EO 13423 has since been revoked and superseded by [EO 13693, “Planning for Federal Sustainability in the Next Decade.”](#) DOC meets the procurement and disposal standards set within EO 13693 for environmentally sustainable electronic products; monitors are no longer deemed as accountable property. The Office of Personal Property and Transportation Management (OPPTM) facilitated meetings with the Bureau Property Management Officers (PMOs) to assess the impact of removing monitors from the sensitive items listing. Bureau consensus widely supported this effort because it reduces inventory time and allows Property Officials (POs) to maintain greater accountability of assets with higher visibility or value.

This decision aligns with the [Office of Management and Budget \(OMB\) Memorandum M-17-22](#) Section 3, Paragraph C directive which states the following:

Streamline and eliminate processes. Agencies should explore opportunities to redesign processes to serve customers more effectively and/or eliminate unnecessary steps that do not add value.

Streamline mission-support functions. In areas such as IT, acquisition, financial management, human resources, and real estate, agencies should look for greater efficiency while maintaining and improving quality.

**PURPOSE:** The purpose of this property bulletin is to declassify monitors as accountable personal property and remove them from the sensitive items listing. Beginning December 1, 2019, monitors will no longer require a barcode, nor will they need to be accounted for within each Bureau's inventory.

**APPLICABILITY AND PROCEDURES:** This guideline will apply to all Department Property Officials and will serve as a supplement to the Department of Commerce Personal Property Management Manual, dated December 5, 2017, Chapter 2.4.4, "Sensitive Property." All agency-owned monitors are no longer considered sensitive personal property; however, individual or bulk monitor procurements that exceed the \$5,000 purchase threshold are still deemed accountable personal property and must be entered into Sunflower. By January 2024, Bureaus will be restricted from creating asset records for monitors within the Personal Property Management System (PPMS).

At the discretion of the Bureau Property Management Officer, Property Officials may:

1. Choose to phase out monitors from their inventories gradually based on the useful lifecycle of four years, beginning in January 2020 or
2. Conduct a mass retirement of monitors from the Personal Property Management System.

Bureau PMOs should issue guidance to their personal property network on steps to comply with this guideline by January 1, 2020. PMOs have the responsibility and authority to establish best practices for monitor accountability. Any exceptions specific that require a Bureau to maintain monitor accountability beyond this guideline must be approved by the Departmental Property Management Officer.

If future Federal property management regulations change, the guidance contained in this property bulletin will be updated to reflect this modification.

#### **REFERENCES:**

[DOC Personal Property Management Manual](#), dated December 5, 2017  
[Executive Order 13423](#), *Strengthening Federal Environmental, Energy, and Transportation Management*  
[Executive Order 13693](#), *Planning for Federal Sustainability in the Next Decade*  
[OMB M-17-22](#), *Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce*

#### **OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION**

**MANAGEMENT:** Alvin Smith, Associate Director, [asmith5@doc.gov](mailto:asmith5@doc.gov), (202) 482-5881.

**PROGRAM MANAGER CONTACT INFORMATION:** Davyd Collins, Office of Personal Property and Transportation Management, [dcollins2@doc.gov](mailto:dcollins2@doc.gov), (202) 482-1863.