



Approved for Release  
Scott Davis  
Departmental Property Management Officer

11/15/2018  
Date

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

PROPERTY BULLETIN # 001, FY19

**SUBJECT:** Revision to the Department of Commerce Personal Property Management Manual, Section 2.7.2, Physical Inventory Verification

**EFFECTIVE DATE:** November 15, 2018

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** In accordance with Department Administrative Order (DAO), 200-0, Department of Commerce Handbooks and Manuals, the Department of Commerce (DOC) Personal Property Management Manual (PPMM) serves as the single authoritative reference for the management of personal property assets. The DOC PPMM, dated December 5, 2017 sets forth policy for an effective and efficient management program regarding the accountability of DOC personal property assets.

**PURPOSE:** The purpose of this property bulletin is to formally address a revision to the DOC PPMM, Section 2.7.2, Physical Inventory Verification.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Department Property Officials and will serve as a revision to the DOC PPMM, dated December 5, 2017. This manual, upon revision, will reflect this modification.

Listed below is the current policy documented in the DOC PPMM and the recommended modification:

**Section 2.7.2, Physical Inventory Verification**

**Current:** Paragraph 2 currently reads, "Physical inventory verification of accountable personal property is scheduled by the Bureau PMO and must be completed at regular intervals, at least once a fiscal year by **June 30<sup>th</sup>** or a cycle commensurate with the value of the personal property assets and the complexity of operation of the Bureau".

**Modification:** This property bulletin will modify the paragraph to read, "Physical inventory verification of accountable personal property is scheduled by the Bureau PMO and must be completed at regular intervals, at least once a fiscal

year by **September 30<sup>th</sup>** or a cycle commensurate with the value of the personal property assets and the complexity of operation of the Bureau”.

This modification revises the physical inventory completion date from June 30 to September 30 to align with the fiscal year calendar.

**REFERENCES:**

[DOC PPMM](#), dated December 5, 2017

[DAO 200-0](#), Department of Commerce Handbooks and Manuals, dated July 29, 2014.

**PERSONAL PROPERTY CONTACT INFORMATION:** Gina Grant, Office of Personal Property and Transportation Management, [ggrant@doc.gov](mailto:ggrant@doc.gov), (202) 482-7915.

**PROGRAM MANAGER CONTACT INFORMATION:** Scott Davis, Associate Director, Office of Personal Property and Transportation Management, [wdavis@doc.gov](mailto:wdavis@doc.gov), (202) 482-7972.