
Approved for Release
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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, FY22

SUBJECT: Personal Property Pass Exemption for Portable Equipment Devices & Home Use Peripheral Equipment

EFFECTIVE DATE: April 22, 2022

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

PURPOSE: The purpose of this property bulletin is to exempt the use of an Optional Form (OF) -7, "Property Pass", for portable equipment devices such as laptops, tablets, smartphones, and barcode scanners; and peripheral equipment intended for home use such as monitors, printers, multifunction printers, and scanners.

BACKGROUND: The OF-7, "Property Pass" is an authorization form that allows an end user to remove Department of Commerce (DOC) personal property from DOC buildings and satellite offices. DOC Personal Property Management Manual (PPMM) does not include property pass exemptions for portable equipment devices such as laptops, tablets, smartphones, and barcode scanners; and peripheral equipment such as monitors, printers, multifunction printers, and scanners. During the past two years, DOC employees have maximized the use and transport of these portable equipment devices between home and work environments. Additionally, the Department expanded telework capabilities by authorizing DOC employees to utilize peripheral equipment listed above solely for home use. Furthermore, DOC PPMM, Section, 6.3.4, Hand Receipt, requires Property Officials (POs) to maintain and provide an end user with a hand receipt for assigned personal property. These actions and policies have made the need for a property pass for portable equipment devices and peripheral equipment used in support of remote work and telework programs redundant.

APPLICABILITY AND PROCEDURES: This guideline will apply to all DOC Property Officials (POs) and will serve as supplemental guidance to DOC PPMM, Sections, 6.3.5 Property Pass, and 6.3.6 Home Use. The OF-7, Property Pass is no longer required for portable equipment devices such as laptops, tablets, smartphones, and barcode scanners; and peripheral equipment intended solely for home use such as monitors, printers, multifunction printers, and scanners. Additionally, to ensure chain of custody, DOC POs are required to maintain and provide a hand receipt to an end user for

personal property assigned to them. The end user will acknowledge and validate the accuracy of the hand receipt with a signature, electronic signature/initials. The hand receipt will be maintained as the end user's authorization record for the assigned personal property. POs will maintain hand receipts to support audit inquiries, inventories, and other personal property verifications. This property bulletin will remain in effect until it is rescinded or incorporated into the DOC PPMM.

REFERENCES:

[DOC Personal Property Management Manual](#), dated December 5, 2017

OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION

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