



Approved for Release
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Date

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

PROPERTY BULLETIN # 002, FY16

SUBJECT: Property Pass Expiration Time Frame

EFFECTIVE DATE: January 1, 2016

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: An Optional Form-7, "Property Pass," is only valid for up to 30 calendar days from the date of issue. Within the last five years, the Office of Personnel Management has included telework as a major component in employees' work schedules via the [Telework Enhancement Act of 2010](#). Additionally, portable devices with docking stations are replacing desktops as primary workstations. As a result, employees are removing accountable personal property from their offices for home use/telework on a frequent basis. It is necessary to adapt to these developments in technology and policy by extending the maximum number of days property can be issued via a property pass from 30 calendar days to one calendar year. Revised guidance concerning property passes is included within the revised Department of Commerce (DOC) Personal Property Management Manual (PPMM). This bulletin will be superseded upon publication of the revised PPMM.

PURPOSE: The purpose of this property bulletin is to extend the maximum period of time that a property pass is valid.

PROCEDURES/APPLICABILITY: Property Officials may issue property passes to employees for a period of up to one calendar year from the issue date.

REFERENCES:

- DOC PPMM, Revised Edition (Pending Approval)
- [The Telework Enhancement Act of 2010](#)
- [U.S. Department of Commerce Telework Program](#)

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