Approved for Release
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Date

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

PROPERTY BULLETIN # 001, FY10

SUBJECT: Refresher Training Credit for the Fiscal Year (FY) 2009 Department of Commerce Personal Property Training Conference

EFFECTIVE DATE: October 22, 2009

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Property Official (PO) Certification Program Manual, dated July 24, 2008, all certified POs must attend refresher training each year for eight classroom hours or a learning equivalent in Continuing Education Units (CEU) or Continuing Learning Credits (CLC). The DOC PO Certification Program Manual contains a listing of approved refresher training courses.

PURPOSE: The purpose of this property bulletin is to formally acknowledge the FY 2009 DOC Personal Property Training Conference held on October 22, 2009 as an approved supplement for refresher certification training requirements. This conference can be accredited in FY 2009 or FY 2010.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department POs and will serve as a supplement to the DOC PO Certification Program Manual, dated July 24, 2008. This manual, upon revision, will reflect this modification. It is the responsibility of the Bureau Property Management Officer to determine whether this training is credited for FY 2009 or FY 2010. All attendees of the FY 2009 DOC Personal Property Training Conference are awarded six refresher training hours.

REFERENCES: DOC PO Certification Program Manual, dated July 24, 2008.

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