

Final Event Board of Review Process

NOAA's executives and managers are responsible for establishing and administering an effective Personal Property Management Program (PPMP) within their respective organizations. These programs should provide guidance for the proper care and security of personal property, including its storage, handling and maintenance. NOAA's Personal Property Board of Review (BOR) was established to assist management in determining the adequacy of their PPPM's by reviewing and providing feedback on all Form CD 52 submissions. The Board determines whether an employee's negligence was associated with the equipment loss documented on the Form CD-52. Employee negligence could be grounds for determining an employee's financial liability or whether other administrative action is appropriate. The Review Board has requested all Form CD 52's submitted for their review include a Memo addressing Property Procedures initiated by the Property Accountability Officer (PAO) and Property Custodian (PC) and a Corrective Action Plan. The plan should indicate the specific actions being taken to improve property accountability and to prevent similar incidents from occurring in the future.

The Property Management Officer reserves the right to request additional supporting documentation to complete the chain of custody transactions for disposal transactions. In addition, the Property Management Officer reserves the right to Approve and/or Deny a request for lack of sufficient information and/or justification to support the request being submitted.

PPMB has provided a sample Checklist and Property Procedure Memo to assist PC's and PAO's with your Board of Review package submission. Please adhere to the Checklist to make sure your BOR packages are complete prior to submission to prevent delays in your package being adjudicated by the Board. The completed BOR package must be received by PPMB (kenneth.morrow@noaa.gov), NLT COB on the 1st business day of each month. Members of the BOR will receive a copy of the assets scheduled for review NLT three business days prior to the scheduled BOR.

BOR Memo must be on Line Office Letterhead and must include Detailed Justification and Circumstances that led to the lost of the asset(s) assigned to a custodial area. The Memo must be initiated and signed by the PC and the PAO.

Corrective Action Plan must be on Line Office Letterhead, addressed to "**All _____ Personnel**", **dated and signed on the first page** and must state the Corrective Actions taken in the Property Inventory and Property Procedures to prevent reoccurring events.