

FY 2010 4th Property Management Officer Calendar

REMINDERS

CWIP Activity Managers for assets with acceptance dates within approximately the last two months of the fiscal year (July 13 through September 30) should generate a NF 37-6 and submit it to Financial Statements Branch by **September 10** to allow sufficient time to process the NF 37-6 before year-end.

With fiscal year end approaching, please submit required documents to PPMB for processing transactions, e.g. additions, adjustments, excess requests, final events, BOR requests, etc.

NOAA Electric Forms

NOAA Form (NF) 37-509 “Property Transaction Request”: Use the form to request capitalized asset additions, deletions, change asset information and transfer.

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/NF37-509.pdf>

NF 37-6 “Report of Property Constructed”: Use the form to request for transferring from CWIP to PP&E.

<http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Form CD-52 “Report of Review of Property”: Use the form to request for final event assets; e.g.: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property.

http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/index.htm

Upcoming Events & Due Dates:

<p>External (KPMG) Audit</p>	<p>Prepared By Client (PBC) request: http://www.corporateservices.noaa.gov/~finance/audit.html</p> <ul style="list-style-type: none"> ✦ Capitalized personal property financial reports for Q3: July 14, 2010 ✦ Monthly “adds file” of capitalized personal property additions: July 14, 2010 ✦ Excel download of all assets in the Sunflower property database as of June 12, 2010: July 14, 2010 ✦ Listing of personal property deferred maintenance as of June 12, 2010: July 14, 2010 ✦ UPR detailed Excel file as of June 30, 2010: July 14, 2010 ✦ Heritage Assets report as of June 30, 2010: July 14, 2010 ✦ Records from annual capitalized physical inventory: July 30, 2010 ✦ Capitalized personal property financial reports for Q4: September 22, 2010 ✦ Listing of personal property deferred maintenance as of September 12, 2010: September 29, 2010
<p>A-123 Audit</p>	<p>Phase III (April 2010 – June 2010) testing will start: July 6, 2010 Phase III testing completion date: August 6, 2010</p>
<p>Heritage Asset Certification</p>	<p>PPMB will request the 4th quarter data call for Heritage Asset Certifications on August 13, 2010 and the due date for the certifications from Line Offices is September 13, 2010.</p>
<p>Annual Data Call Distribution</p>	<p>PPMB will request annual data call for depreciation project and task code for capitalized assets to Line Offices and the due date is September 30, 2010.</p>

July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html				1 Jul. LO Meeting PPMB Staff Meeting	2 Heritage Asset Report due to Finance UPR update today	3
4	5	6 A-123 Phase III testing starts Special BOR Meeting UPR update today	7 UPR Cert Due from PM	8 PPMB Staff Meeting	9 UPR update today	10 Cut-off date of Financial Reports
11	12 Run Depreciation	13 July Heritage Asset Meeting UPR update today	14 PBC requests due to KPMG BOR Meeting	15 PPMB Staff Meeting	16 Financial Reports due to Finance UPR update today	17
18	19	20 July CWIP Meeting UPR update today	21	22 PPMB Staff Meeting	23 UPR update today	24
25	26	27 UPR update today	28	29 PPMB Staff Meeting	30 PBC requests due to KPMG UPR update today	31

August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Distributing UPR reports to LOs Special BOR Meeting UPR update today	4 UPR Cert Due from PM	5 Aug. LO Meeting PPMB Staff Meeting	6 A-123 Phase III testing completes UPR update today	7
8	9	10 August Heritage Asset Meeting Cut-off date of Financial Reports UPR update today	11 Run Depreciation PMO HCHB Meeting	12 PPMB Staff Meeting	13 Request Heritage Asset data call UPR update today	14
15	16	17 Financial Reports due to Finance August CWIP Meeting UPR update today	18 BOR Meeting	19 PPMB Staff Meeting	2 UPR update today	21
22	23	24 UPR update today	25	26 PPMB Staff Meeting	27 UPR update today	28
29	30	31 Distributing UPR reports to LOs UPR update today	UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html			

September 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html			1 UPR Cert Due from PM	2 Sep. LO Meeting PPMB Staff Meeting	3 UPR update today	4
5	6	7 Special BOR Meeting UPR update today	8	9 PPMB Staff Meeting	10 Cut-off date of Financial Reports UPR update today	11
12	13 Run Depreciation Heritage Asset Certifications due from Line Offices	14 September Heritage Asset Meeting UPR update today	15 BOR Meeting	16 Financial Reports due to Finance PPMB Staff Meeting	17 UPR update today	18
19	20	21 September CWIP Meeting UPR update today	22 PBC requests due to KPMG	23 PPMB Staff Meeting	24 UPR update today	25
26	27	28 UPR update today	29 PBC requests due to KPMG	30 Cut-off date of HA Report and Financial Report Annual data call due to PPMB PPMB Staff Meeting		