

FY 2011 2nd QTR Property Management Officer Calendar

REMINDERS

ARE THERE ANY CAPITALIZED ASSETS ADDITIONS AND DELETIONS THAT NEED TO BE REPORTED TO PPMB?

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:

Inventories	2 nd Quarter Annual Wall to Wall Inventory is due on March 11, 2011. Assigned Line Offices are NOS, NMFS and OAR.
Heritage Asset Certification	PPMB will request the 2 nd quarter data call for Heritage Asset Certifications on February 1, 2011 and the due date for the certifications from Line Offices is March 1, 2011.
A-123 Audit Testing Timelines	Phase I: February 1, 2011 – April 8, 2011 Phase II: April 11, 2011 – June 17, 2011 Phase III: July 5, 2011 – August 9, 2011

January 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UPR data is available in Sunflower anytime through the month.						1
2	3	4 Special BOR Meeting	5 UPR Cert Due from PM	6 LO Meeting	7	8
9	10	11 Heritage Asset Meeting Cut-off date for financial report	12 Run depreciation	13	14	15
16	17	18 Financial reports due to Finance	19 BOR Meeting	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 A-123 audit (phase I) starts	2 UPR Cert Due from PM	3 LO Meeting	4	5
6	7	8 Special BOR Meeting Heritage Asset Meeting	9 PMO HCHB Meeting	10	11 Cut-off date for financial reports	12
13	14 Run depreciation	15 CWIP Meeting Heritage asset cert. due from LO FY11 validation of property critical element due from LO	16 BOR Meeting	17 Financial reports due to Finance	18	19
20	21	22	23	24	25	26
27	28	UPR data is available in Sunflower anytime through the month.				

March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UPR data is available in Sunflower anytime through the month.		1 Special BOR Meeting Heritage Asset Cert. due from LO	2 UPR Cert Due from PM	3 LO Meeting	4	5
6	7	8 Heritage Asset Meeting	9	10	11 Cut-off date Q2 inventory cert. due from LO	12
13	14 Run depreciation	15 CWIP Meeting	16 BOR Meeting	17 Financial reports due to Finance	18	19
20	21	22	23	24	25	26
27	28	29	30	31		