

FY 2011 3rd 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	3rd Quarter Annual Wall to Wall Inventory due date will be updated. Assigned Line Offices are NWS, OMAO and OGC. Capitalized Assets Inventory due date will be updated
A-123 Audit	Phase II testing schedule will be updated upon receipt.
External (KPMG) Audit	Prepared By Client (PBC) request will be updated upon receipt.
Heritage Asset Certification	PPMB will request the 3 rd quarter data call for Heritage Asset Certifications on May 2, 2011 and the due date for the certifications from Line Offices is June 1, 2011.

April 2011

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

May 2011

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

June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 UPR Cert Due from PM	2 LO Meeting PPMB Staff Meeting	3	4
5	6	7 Special BOR Meeting	8 PMO HCHB Meeting	9 PPMB Staff Meeting	10	11
12	13 Cut-off date for financial reports	14 Heritage Asset Meeting Run depreciation	15 BOR Meeting	16 PPMB Staff Meeting	17 Financial reports due to Finance	18
19	20	21 CWIP Meeting	22	23 PPMB Staff Meeting	24	25
26	27	28	29	30 PPMB Staff Meeting		