Updated 1/15/2010

Western PROPERTY PROCEDURES

Disposal of PDAs, Cell Phones and Laptop

According to NOAA policy, PDAs, Cell Phones and Laptops are disposed of directly to the NOAA Property Warehouses.

1. The Seattle Warehouse Manager, Dean Lillibridge, requires the submission of the WRC Excess Worksheet (see form link below). This document is self-explanatory. The worksheet should be signed by the Property Custodian and PAO .

Warehouse Address Information

POC - Dean Lillibridge (dean.lillibridge@noaa.gov) (206)526-6189
Address: 7600 Sand Point Way NE, Warehouse 33, Seattle, WA 98115-6349
Requires the attached form: WRC Excess Worksheet

2. On the form, select the appropriate Condition code (The NOAA Property Office advises that 'X' should never be used in this section). In the comment box, include an applicable statement of condition that will alert the Warehouse if the hard drive has been removed, equipment will not boot up, equipment will not function, or cords are missing, etc. In addition, add the Activity Code in the comment box.

3. Once both the Property Custodian and PAO have signed the WRC Excess Worksheet and the equipment is shipped with the worksheet, email the appropriate Warehouse Manager (Dean.Lillibridge@noaa.gov at the Seattle Warehouse) to let him know the equipment is on the way. The Warehouse Manager will report the disposal equipment to GSA on a SF-122. Once the warehouse receive Disposal instruction from GSA, the warehouse manager submits the CD 52 Final Event Request into Sunflower.

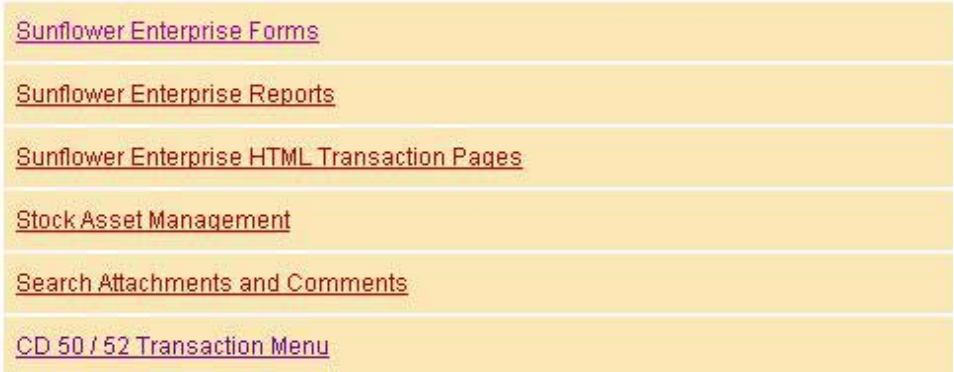
4. The Property Custodian and PAO will receive a notification email from PPMB notifying of the creation of the Final Event Request in Sunflower and of the applicable request number. Follow the instructions listed in the email to approve/deny the retirement of the asset. Once saved, send a reply email to PPMB informing that you have taken your action.

Excess Property

The Create Excess Receival request enables you to make an electronic request for an asset to be excess. An excess receival request can be created for multiple assets at one time.

Login to Sunflower

Select CD 50 / 52 Transaction Menu

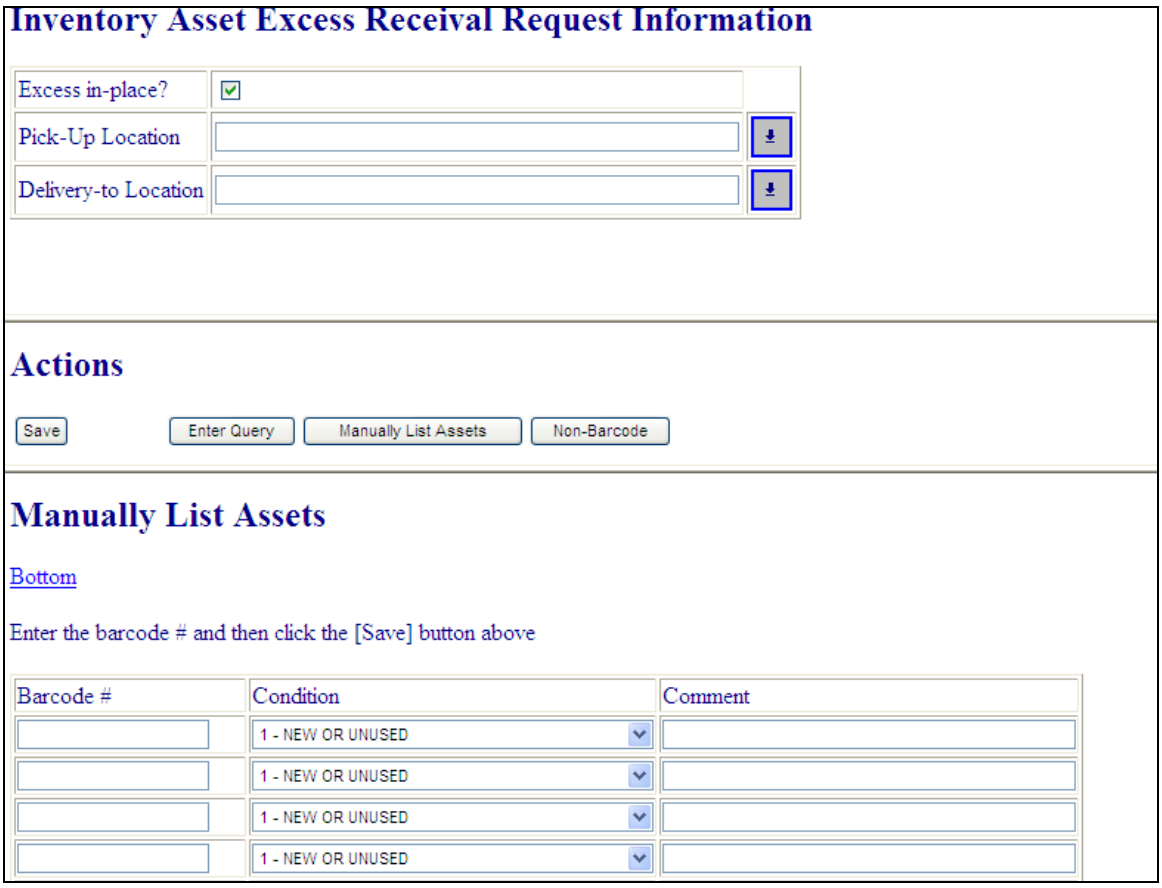


Click "to request an excess receival"

Click “to request an **inventory** asset excess receival”

To excess an existing asset:

Select: “**Excess in-place**”



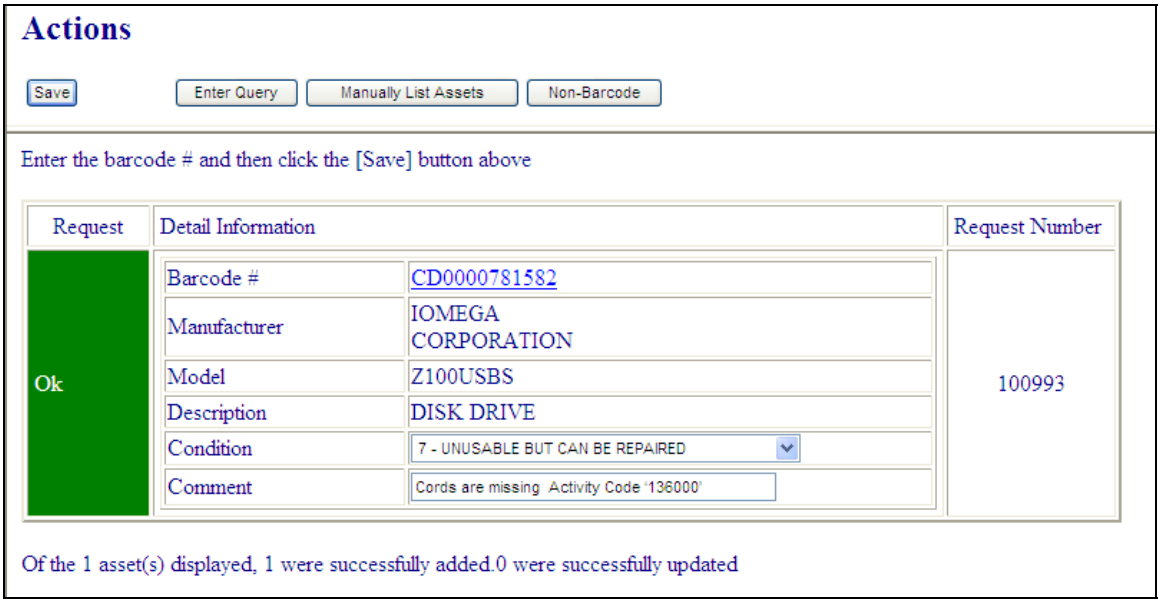
Enter barcodes

Select “Condition”

Enter Comment –

Click the *Save* button.

Barcodes successfully updated will reflect a Request Number.



Provide the request number to PPMB (Line Office Representative). This request number will be used to coordinate the request for disposition instructions from GSA.

The PPMB will report the disposal equipment to GSA on a SF-122. Once the Property Custodian receive disposal instructions from GSA to transfer the asset. The Property Custodian will submit the CD 52 Final Event Request into Sunflower with a copy of the GSA Excess Report attached. The CD 52 request will be forwarded internally by Sunflower to PPMB. PPMB will set up the PAO and PC in the CD-52 approval cycle.

The Property Custodian and PAO will receive a notification email from PPMB notifying of the creation of the Final Event Request in Sunflower and of the applicable request number. Follow the instructions listed in the email to approve/deny the retirement of the asset. Once saved, send a reply email to PPMB informing that you have taken your action.

Recycling Property in lieu of Excess through GSA

In accordance with the Code of Federal Regulation, Title 41, Chap 102 - FMR, Part 102-36 – Disposition of Excess Personal Property, Subpart D – Disposition of Excess Personal Property and Department of Commerce Property Management Manual, Chap 4, Para 4.612 abandon or destroy excess personal property does not require GSA approval when you have made a written determination that the property has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. An item has no commercial value when it has neither utility nor monetary value (either as an item or as scrap).

1. Complete a CD-50 hard copy for the property you want to recycle. Be sure to list all pertinent data: CD bar code #, manufacturer, description, model number, serial number, and original acquisition cost. Also include month/year purchased to verify age of the equipment as well as the condition code. Include remarks that justify the recycling request, i.e., the desktop is inoperable, has been dropped, item is obsolete, at least one of the following statements; (1) The value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical
(2) Immediate abandonment or destruction is required because of health, safety, or security reason.
(3) The property to be abandoned or destroyed is unserviceable expendable property; or
(4) A single line item of property to be abandoned or destroyed at any one location at any one time has an original cost of less than $500

- Enter the Date, but leave the Number block blank for completion by the NOAA PPMB
- Include the Vendor Name, contact name, and address of the recycling center (make sure it's legible).

- Property Custodian should sign by his/her name in the FROM block on the CD-50. In addition, obtain the PAO approval signature.

2. Email a copy of the completed CD-50 to the PPMB for approval. Wait for return of the approved forms.
3. Pull all the DOC/NOAA (CD#) information off the equipment and place on a blank sheet of paper and attach it to the CD-50.

4. Take the paperwork and equipment to the recycle center. PAO/PC signs as releasing official. Have the recycling center sign at the bottom of the CD-50 to indicate they have received the property. Also, legibly print the name of the person signing for receipt in the "TO" block on the form.

- Please note that equipment must be able to be identified; recycling centers will not sign off on receipt of specific IT equipment if they see only a box of parts.

5. The PC will enter an Final Event Request in Sunflower. Indicate that the equipment was **scrapped/not sold** and include an appropriate justification, e.g., age, condition, and that the equipment was sent to the recycling center on xx date. Upload the signed documentation from the recycling center and save as the approval number that is assigned in Sunflower.

Note: Non-accountable property such as desks, shelving, etc., can be disposed of through the recycling process as well. Accountable and non-accountable property should be listed on separate CD-50s. The same principles need to be followed as if they were accountable property but no approvals need to be obtained from the PAO or PPMB.

Computers for Learning Program

Executive Order 12999 allows Federal Agencies to donate computers to schools K-12. In addition, NOAA Property has advised that IT equipment may be donated to Votech schools and other educational non-profits. The office will need to obtain a letter from the school requesting the equipment. The school should also be instructed to go to the Computers for Learning website (http://www.computersforlearning.gov) and register. Their registration number will need to be added to the SF-122 form (see below).

1. Prepare a SF-122, listing each piece of equipment to be donated. Be sure to list all pertinent data: CD barcode #, manufacturer, description, model number, serial number, and original acquisition cost.

- Include the institution's registration number at the bottom of Block 13c.

2. The SF-122 and letter from the school requesting the equipment should be emailed to the NOAA PPMB Wait for the Property Manager to return an approval to you.

3. When the equipment is picked up by the educational institution, get a signature from the person receiving the property. Also, legibly print the name of person signing for receipt in the "TO" block on the SF-122 form.

4. Enter an Final Event in Sunflower. Use event type "Donated - Computers for Learning." Include an appropriate justification, e.g., age, condition, and that the equipment was picked up on xxx date. Upload the SF-122 and the letter from the school in Sunflower; save as the approval number provided earlier.

Creating a New Asset in Sunflower

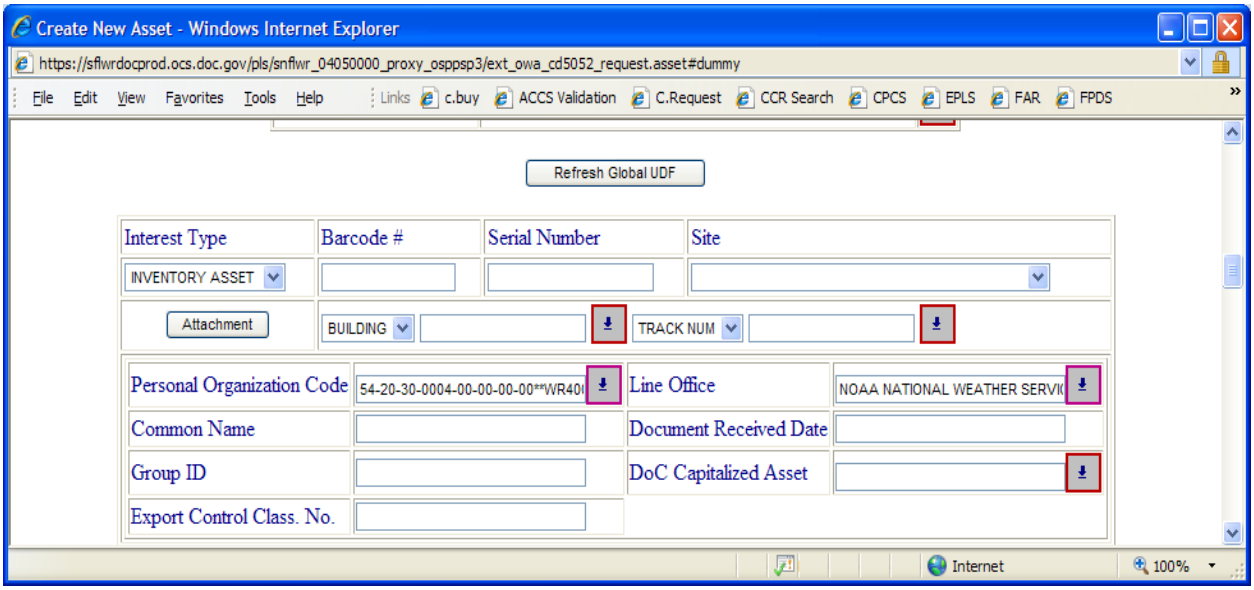
The model number and manufacturer of an asset must be in the Sunflower catalog before the item can be added to Sunflower. If the item is not in the Sunflower catalog, use the Sunflower PPMS Maintain Catalog Entry Form http://www.pps.noaa.gov/New_menu/forms.htm, to have the Sunflower Help desk add the item to the catalog. The Sunflower help desk will email the requestor when the item is added to the catalog (allow 3 days for processing). You may then continue adding the item to Sunflower.

A Current User must be identified for all accountable property added to Sunflower. If the equipment does not have a Current User because it is not in use by anyone, or if the equipment is used by multiple users (e.g., operations area), the Property Custodian's name should be entered as the Current User.

3. The Global UDF (Global User Defined) button after the accounting area brings up some new information to be added.

Personal Organization Code - is the field office it will physically be located at. Use the red box, enter 54-20-40-%, and then find the correct field office.
Line Office - is NOAA National Weather Service. Use the red box and select NOAA National Weather Service. These new fields are shown below.

** The information is needed for every ADD **



Proper Documentation for Creation of New Assets (New Adds)

All supporting documents for property entered into Sunflower **must** be attached at the initial time of date entry. Partial documents are no longer being accepted from NOAA Property.

Purchase Card

Bankcard Statement
BC704 Cardholder Report (CPCS Report)
Invoice/ Itemized Receipt showing item purchased and cost

Contract/Purchase Order

Contract or Purchase Order
Invoice/ Itemized Receipt showing item purchased and cost

Once you have all your supporting documents, you are now prepared to enter documents into Sunflower. Below are step by step instructions for scanning your documents and uploading them to Sunflower:

How to Attach Supporting Documentation in Sunflower:

1. Documentation should be scanned and saved as one .pdf file on your PC,use "Supporting Documents" as the file name.
2. After entering the CD barcode #, serial number, etc., for the property to be added, click on Attachment.
3. Click Add
4. Click on Browse; find the file you want to attach and press Open
5. Under Print Type, click Other for documentation (you can also add pictures)
6. You can type a description (not required)
7. Click Upload
8. You will see something at the top that says something like this: Successfully uploaded (file name.pdf)
9. Close out to return to create new asset screen and complete entry.

After completing the Create New Asset request form in Sunflower, send an email to PPMB. In the body of the email include the CD barcode # (s) requesting that he process the request.

Transferring Property Between Custodial Areas

Use the CD50/52 transaction menu to request a change in asset detail. Enter only the new custodial information. Send an email notification of the transfer which includes the request number to the new Property Custodian, Property Contact/ASA, and appropriate NOAA PPMB. **The gaining Property Custodian will need to acknowledge acceptance via email to all addressees.** The PPMB will then complete the transfer action.

Changes to Serial Number, Manufacturer, Model Number, or Asset Value

Use the CD50/52 transaction menu to request a change in asset detail to change SN, Manufacturer or Model #,. Enter only the new property detail information always use drop down menu when available. Send an email to NOAA PPMB for Asset Value change

Sunflower Reports

(HINT: Select acrobat to print reports or save as .pdf to email)

Inventory Asset History Report

There is a helpful Sunflower report which provides history on a particular property asset:

- Go to Sunflower Enterprise Reports
- Select Management Reports from the menu
- Select Inventory Asset History
- Enter the barcode # and press "Submit"
- Select "Acrobat" and press "Execute" to run the report

Note: This function requires JInitiator to run on your computer. Because of this, the first time you use the Sunflower Enterprise Forms, JInitiator may have to download and install on your computer, and it may take a long time (up to 20 minutes) to load.

Inventory Assets (Global Information) Report

- Go to Sunflower Enterprise Reports
- Select Management Reports from the menu
- Select Inventory Asset (Global Information)
- Enter custodial area
- Select Active assets
- Enter X by Asset Details (at the bottom of the page)
- *Option: Under how you would like the assets to be grouped, select 'current user'*

- For printing: use HTML for on screen review; use Acrobat for printing, or use text to export to Excel for editing.

The same report can be used with a variety of specific conditions/criteria. Examples:

- Under Description, use %laptop% to generate a report of all laptops in the custodial area, to ensure all laptops have been assigned to 'current user.'
- Under Current User, enter a specific employee's Sunflower Identifier # to generate a report of all equipment assigned to that individual. If this report is to be used as a hand receipt, the user should initial each page and sign at the top of the Total Page by his/her name.

User Defined Reports

- Go to Sunflower Enterprise Reports
- Select User Defined Reports
- Select NOAA Specific Transaction Reports
- Select Transaction Detail for Property Custodians
- Enter Property Accountability Office (PAO) number (54015M or 54015W), Property Custodian number and date range criteria for a listing of transactions for the custodial area

Another report option:

- Select NOAA Specific CD 50/52 Reports (several good report options, i.e., Assets with Excess/Inactive Requests & Assets with Final Event Requests)

NEW REQUIREMENTS (July 2008)

Identification of Current User for all NOAA Personal Property

The NOAA Personal Property Management Officer established a new policy that requires all NOAA Personal Property to have the End User (Current User) assigned and recorded in the Property Management System (Sunflower). Instructions have recently been added to the Property web page which provide step-by- step procedures on how to use the HTML pages to add or update the Current User information in Sunflower. (These instructions are available at http://www.pps.noaa.gov/Property%20Custodian%20Loading%20Current%20User%20Procedures.pdf)

The addition/update of Current Users can be accomplished only by the Property Custodian. Under the HTML pages, select ‘Update asset information’. Property Custodians will then select the first option, i.e., ‘to change all fields for a manually entered list of assets.’ Property Contacts can select the second option, doing a “change of asset detail” to update the new user name. Using this option, the property contact will complete the change of asset detail, send the e-mail to her property custodian and he/she will then send that request number to Larry Oates to make the change.

As previously noted, if the equipment does not have a Current User because it is not in use by anyone, or if the equipment is used by multiple users (e.g., operations area), the Property Custodian's name should be entered as the Current User.