

## Final Event Board of Review Process

NOAA's executives and managers are responsible for establishing and administering an effective Personal Property Management Program 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 Personal Property Management Program by reviewing and providing feedback on all electronic CD-52 submissions. The Board determines *whether an employee's negligence was associated with the equipment loss documented on the electronic 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 electronic CD-52's submitted for their review include a Memo initiated by the Property Accountability Officer (PAO) and a Corrective Action Plan addressing "All Personnel." The plan should indicate the specific actions being taken to improve property accountability and to prevent similar incidents from occurring in the future. **The memo must be on Line Office Letterhead and must include a summary Justification and Circumstances that led to the loss of the asset(s).** (Please see Internal Checklist guidance).

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 (internal use) 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. Prior to submission to PPMB, BOR packages must be submitted to your Line Office Property Manager for review. Upon Property Manager's approval, your completed package will be forwarded to your PPMB Line Office Representative. BOR packages will be submitted to PPMB Line Office Representatives for submission to the BOR NLT the 1st working day of each month. **All packages that do not include all approved, open Final Event request for the PAO area will be rejected and returned to the Line Office Property Manager.** Members of the BOR will receive a copy of the assets scheduled for review two business days prior to the scheduled BOR.