

How to excess: a Small Boat, a Vessel, or an Aircraft

The purpose of an Excess Receival Request is to allow Property Custodians a direct way to initiate the process in Sunflower to dispose of NOAA owned personal property following GSA's process. PCs will need to complete information required in the User Defined Fields (UDF), for Small Boat, Vessel and Aircraft. In addition to completing the UDF, the PC will need to fill out a checklist and provide up to 12 pictures. Upon PPMB LOR approval the request will be in Sunflower for other agencies to view for 15 days. Then the property will automatically roll over to GSA.

Do not use Sunflower Excess Receival if completing a CD50/52 Request Retirement of an Asset

References: http://www.pps.noaa.gov/excess_disposal_board_of_review/

Exhibit: Sunflower Screenshot

Information needed before submitting Excess Receival:

1. Written description must include: Year built, the name of the Boat/Vessel/Aircraft, hull number, tail, manufacturer, model, types and number of engines, any missing parts, seaworthiness/airworthiness, last run date and condition code of the entire Boat/Vessel/Aircraft. Additional barcodes with a description.
2. POC name, phone number and email.
3. Must notify PPMB LOR if Boat, Vessel, and Aircraft were previously owned by the military and if so what function was it used for.

Types of Disposal:

1. Transfer to another Federal Agency either directly or through GSAXcess.
2. Transfer to a University under Stevenson-Wydler Act as long as NOAA has a grant or agreement for continued research.
3. Sell through GSA.
4. Dispose of it, if damaged, destroyed or declared it as totaled by insurance company.

Checklist and UDF Information:

1. PC must notify LOR when they want to dispose of a small boat/vessel/aircraft.
2. The LOR will send a checklist that must be completed by the PC then returned to the LOR for verification.
3. The PC must ensure that the UDF information is complete.
4. The official completed checklist will be sent to LOR.

SMALL BOAT CHECKLIST SAMPLE

CHECKLIST FOR SMALL BOAT EXCESS & DISPOSAL (Non Capitalized)		Check or Reply Y/N
BAR CODE:		
UDF INFORMATION: SEE PAGE 2 (COMPLETED IN SUNFLOWER)		
EXCHANGE SALE: (Y/N)		
ACCOUNTING INFORMATION (for Exchange Sale):		
CONDITION CODE:		
NAME OF VESSEL:		
MANUFACTURER:		
MANUFACTURE DATE:		
MODEL:		
HULL NUMBER:		
PICTURES: (Up to 12)		
ALL SIDES:		
INSIDE		
OUTSIDE		
DESCRIPTION:		
DATE IT WAS LAST RUN:		
SPARE PARTS LIST:		
LOG BOOK AVAILABLE FOR VIEWING: (Y/N)		
ELECTRONIC VIEWING:		
ON SITE VIEWING ONLY:		
INSPECTIONS: (Y/N)		
ASBESTOS SURVEY:		
PCB SURVEY:		
POINT OF CONTACT NAME, EMAIL, PHONE AND FAX:		
INSPECTION DATES AND TIMES DURING OPEN BIDDING:		

UDF INFORMATION NEEDED
ACCESSED EITHER THROUGH CD50/52 MAINTAIN ASSETS OR
(ENTERPRISE FORMS - CONTACT: Excess & Disposal Team for instructions)

Sunflower Enterprise - Production 4.5.0.0
Maintain Asset Detail
 Sheila Hensley

CD50/52 Maintain Assets

Interest Type: INVENTORY ASSET
 Barcode #: CD8001855362

Query

Enterprise Forms: Contact PPMB for instructions

ADDITIONAL INFORMATION NEEDED FOR GSAXcess	
	Check or Reply Y/N
IS VESSEL SEAWORTHY: (Y/N)	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
UNDER 50': (Y/N)	
ARE MAJOR COMPONENTS MISSING: (Y/N)	
IF YES, THEN SELECT FROM THE LIST:	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
<input type="checkbox"/> ENGINE MISSING	
<input type="checkbox"/> ELECTRONICS MISSING	
<input type="checkbox"/> OTHER MISSING	
TYPES OF ENGINES:	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
HOURS ON ENGINE:	
DOES THE VESSEL HAVE PCB'S: (Y/N)	
DOES THE VESSEL HAVE ASBESTOS: (Y/N)	
IF YES, SELECT THE TYPE:	<input type="checkbox"/> FRIABLE <input type="checkbox"/> NON-FRIABLE
HAS THE VESSEL BEEN INSPECTED BY THE COAST GUARD: (Y/N)	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
IS A MARINE SURVEY OF THE VESSEL AVAILABLE: (Y/N)	

EXAMPLE OF VESSEL OVER 50' CHECKLIST

CHECKLIST FOR VESSEL DISPOSAL	
	Check or Reply Y/N
BAR CODE:	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
ALL ADDITIONAL CAPITALIZED BARCODES:	
UDF INFORMATION: SEE PAGE 2 (COMPLETED IN SUNFLOWER)	<input style="width: 100%; height: 15px;" type="text"/>
EXCHANGE SALE: (Y/N)	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
ACCOUNTING INFORMATION (for Exchange Sale):	
REIMBURSABLE SALE: (Y/N)	
ACCOUNTING INFORMATION (for Reimbursable Sale):	
CONDITION CODE:	<input style="width: 100%; height: 15px;" type="text"/>
PICTURES: (Up to 12) ALL SIDES	<input style="width: 100%; height: 15px;" type="text"/>
DESCRIPTION:	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
DATE IT WAS LAST USED:	
SPARE PARTS LIST:	
LOG BOOK AVAILABLE FOR VIEWING: (Y/N)	
ELECTRONIC VIEWING: ON SITE VIEWING ONLY:	
SURVEY REPORT: (Y/N)	<input style="width: 100%; height: 15px;" type="text"/>
POINT OF CONTACT NAME, EMAIL, PHONE AND FAX:	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>
INSPECTION DATES AND TIMES DURING OPEN BIDDING:	
MEMO (ON LETTERHEAD) CERTIFYING/VERIFYING VESSEL WAS DEMILITARIZED AT TIME OF TRANSFER FROM DOD TO NOAA:	<input style="width: 100%; height: 15px;" type="text"/>

UDF INFORMATION NEEDED
ACCESSED EITHER THROUGH CD50/52 MAINTAIN ASSETS OR
(ENTERPRISE FORMS - CONTACT: Excess & Disposal Team for instructions)

https://sflwrdoc.eas.commerce.gov/?p_session=D368C96250919680E81G040EEA4A698DF1157885043AD2198B - Windows Inter...
File Edit View Favorites Tools Help

Sunflower Enterprise - Production 4.5.0.0 Powered By ORACLE

Maintain Asset Detail
Sheila Hensley

Interest Type: INVENTORY ASSET
Barcode #: CD0001272000

CD50/52 Maintain Assets

Alternate: ENTERPRISE FORMS - CONTACT: PPMB for instructions

Personal Organization Code*	:54-08-00-0001-09-58-80-00*ANC	Line Office*	OFFICE OF MARINE AND AVIATION
Common Name		Document Received Date	
Hull ID Number*		DoC Capitalized Asset	<input type="button" value="↓"/>
Export Control Class. No.		Vessel Over 50*	<input type="button" value="↓"/>
Name of Vessel*		Vessel Seaworthy*	<input type="button" value="↓"/>
Warranty Begin Date		Warranty End Date	
Vessel Length*		Vessel Beam*	
Vessel Draft*		Vessel Major Components Missing	<input type="button" value="↓"/>
Vessel Engine Missing	<input type="button" value="↓"/>	Electronics Missing	<input type="button" value="↓"/>
Other Parts Missing	<input type="button" value="↓"/>	Types of Engines	
Hours of Engines		Vessel Have PCBs	
Vessel Have Asbestos		Asbestos Type	<input type="button" value="↓"/>
Coast Guard Inspected		Marine Survey Available	<input type="button" value="↓"/>

ADDITIONAL INFORMATION NEEDED FOR GSAXcess				
	Check or Reply Y/N			
IS VESSEL SEAWORTHY: (Y/N)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
UNDER 50': (Y/N)				
ARE MAJOR COMPONENTS MISSING: (Y/N)				
IF YES, THEN SELECT FROM THE LIST:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
<input type="checkbox"/> ENGINE MISSING				
<input type="checkbox"/> ELECTRONICS MISSING				
<input type="checkbox"/> OTHER MISSING	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
TYPES OF ENGINES:				
HOURS ON ENGINE:				
DOES THE VESSEL HAVE PCB'S: (Y/N)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
DOES THE VESSEL HAVE ASBESTOS: (Y/N)				
IF YES, SELECT THE TYPE:				
<input type="checkbox"/> FRIABLE	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
<input type="checkbox"/> NON-FRIABLE				
HAS THE VESSEL BEEN INSPECTED BY THE COAST GUARD: (Y/N)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
IS A MARINE SURVEY OF THE VESSEL AVAILABLE: (Y/N)				

AIRCRAFT CHECKLIST SAMPLE

CHECKLIST FOR EXCESSING AIRCRAFT						
	Check or Reply Y/N					
BAR CODE:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
UDF INFORMATION: SEE PAGE 2 (COMPLETED IN SUNFLOWER)						
EXCHANGE SALE: (Y/N)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
ACCOUNTING INFORMATION (for Exchange Sale):						
CONDITION CODE:						
TAIL NUMBER:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
AIR WORTHY: (Y/N)						
PICTURES: (Up to 12)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
ALL SIDES						
TAIL						
COCKPIT/GUAGES						
DESCRIPTION:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> </table>					
DATE IT WAS LAST FLOWN:						
SPARE PARTS LIST:						
LOG BOOK AVAILABLE FOR VIEWING: (Y/N)						
ELECTRONIC VIEWING:						
ON SITE VIEWING ONLY:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
INSPECTION/FAA WAIVER NEEDED BEFORE BEING FLOWN: (Y/N)						
TAIL NUMBER STAYS WITH NOAA OR GO WITH SUCCESSFUL BIDDER: (Y/N)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> </table>					
POINT OF CONTACT NAME, EMAIL, PHONE AND FAX:	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					
INSPECTION DATES AND TIMES DURING OPEN BIDDING:						

UDF INFORMATION NEEDED
ACCESSED EITHER THROUGH CDS0/52 MAINTAIN ASSETS OR
(ENTERPRISE FORMS - CONTACT: Excess & Disposal Team for instructions)

Sunflower Enterprise - Production 4.5.0.0
Maintain Asset Detail
Sheila Hensley

Interest Type: INVENTORY ASSET
Barcode #: CD00448991
Query

CDS0/52 Maintain

Enterprise Forms: Contact PPMB for instructions

ADDITIONAL INFORMATION NEEDED FOR GSAXcess

	Check or Reply Y/N
IS AIRCRAFT OPERATIONAL: (Y/N)	<input type="text"/>
ARE MAJOR COMPONENTS MISSING: (Y/N)	<input type="text"/>
IF YES, THEN SELECT FROM THE LIST:	<input type="text"/>
<input type="checkbox"/> ENGINE MISSING	
<input type="checkbox"/> AVIONICS	
<input type="checkbox"/> OTHER	
<input type="checkbox"/> NO	
IS THE DATAPLATE AVAILABLE: (Y/N)	<input type="text"/>
HAS AIRCRAFT BEEN CERTIFIED BY FAA: (Y/N)	<input type="text"/>
HAS AIRCRAFT BEEN MAINTAINED TO FAA STANDARDS: (Y/N)	<input type="text"/>
HAS AIRCRAFT BEEN USED FOR NON-FLIGHT PURPOSES: (Y/N)	<input type="text"/>
IF YES, SELECT ALL THAT APPLY:	<input type="text"/>
<input type="checkbox"/> GROUND TRAINING	
<input type="checkbox"/> STATIC DISPLAY	
<input type="checkbox"/> EXTENSIVE DISASSEMBLY & RE-ASSEMBLY	
<input type="checkbox"/> REPEATED BURNING FOR FIRE-FIGHTING TRAINING	
<input type="checkbox"/> EXTENSIVE CANNIBALIZATION	

LOR's Approval/Deny:

The LOR can locate the excess receipt report by clicking the User Defined Reports, then click the NOAA Specific CD50/52 Reports, and finally by clicking the Assets with Excess/Inaction Requests.

When the LOR approve/deny the request they have the option to check the Notify box so the PC receives an email notification advising status of request. The property is available for NOAA/DOC Agencies to review for 15 days. If no request for transfer comes through from a DOC Bureau the information will automatically roll over to GSAXcess.

GSAXcess makes the property available for transfer to eligible Federal, State or Non-profit Organizations or eligible recipients through the Stevenson Wydler Act. GSA will email a Transfer Order to the PC. Upon pick up the PC is required to have the gaining agency sign, date, and print their name on the Transfer Order. The PC (or another Federal Employee) must also sign, date, and print their name as the releasing official. The PC should write the barcode number(s) directly on the Transfer Order for reference. A letter of written authorization is required before time of pick up if someone other than person stated on the form is releasing the property. An email is sufficient as long as it's attached to the original email address used in correspondence between GSA and the client.

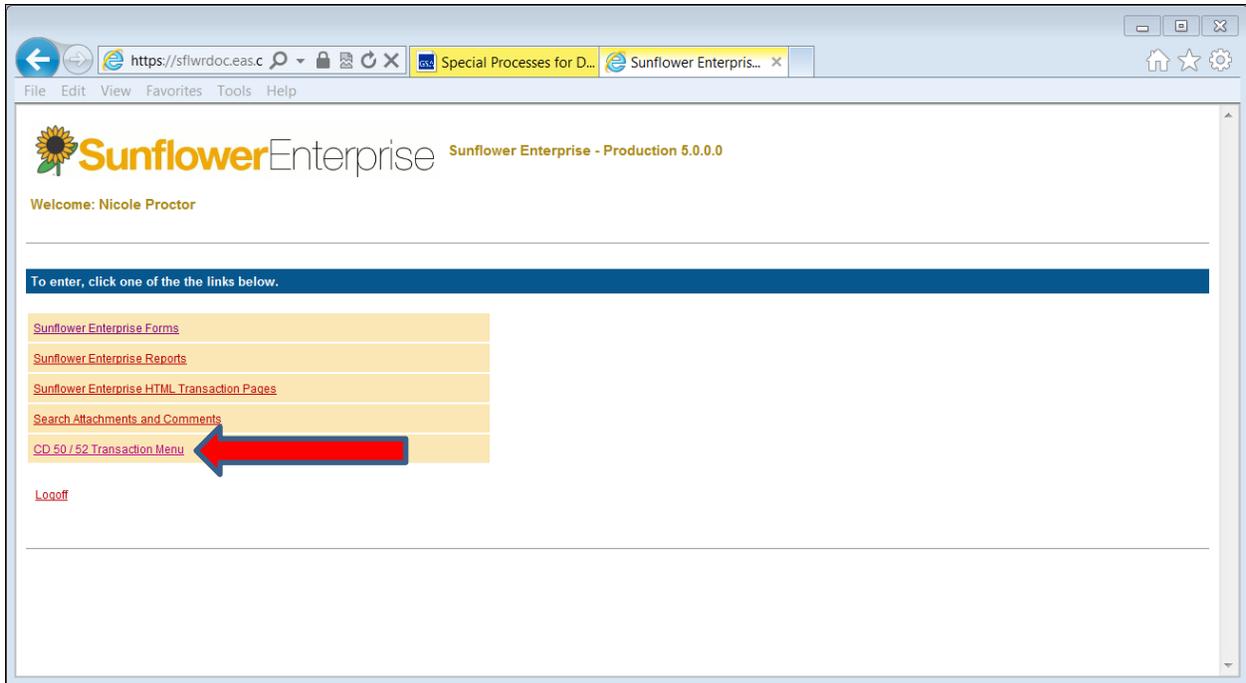
If the property is not transferred or donated it will be made available to the general public via GSA sales. If sold, GSA will email a Purchaser's Receipt to the PC and the successful bidder. The PC will contact the successful bidder to schedule a pick up. At time of pick-up the PC will have the successful bidder sign and date the Purchaser's Receipt as the receiving official and the PC (or another Federal Employee) must sign and date the Purchaser's Receipt as the releasing official.

A letter of written authorization is required before time of pick up if someone other than person stated on the form is releasing the property. An email is sufficient as long as it's attached to the original email address used in correspondence between GSA and the successful bidder. The PC should write the barcode number(s) directly on the Purchaser's Receipt for reference when the asset is retired through Sunflower.

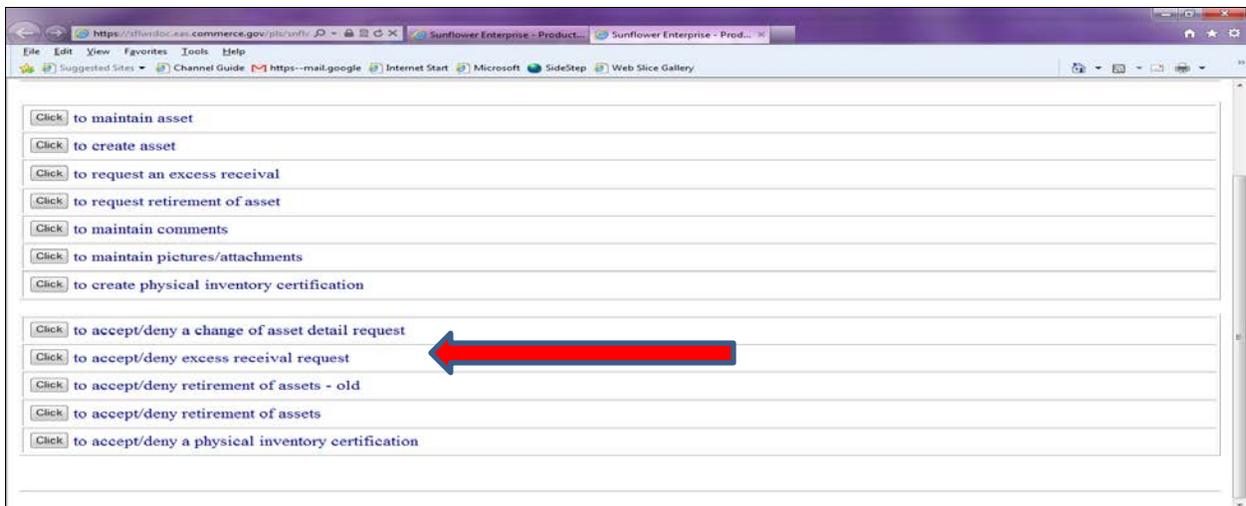
If the property does not sell, then GSA will send an email to the PC authorizing to dispose of the property according to agency policy.

In all instances the PC will receive email correspondence from GSA. Upon completion of any of these actions the PC will complete a Request for Retirement attaching all documentation.

1. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.



2. Select to accept/deny excess receival request.



3. Enter the Request Number.

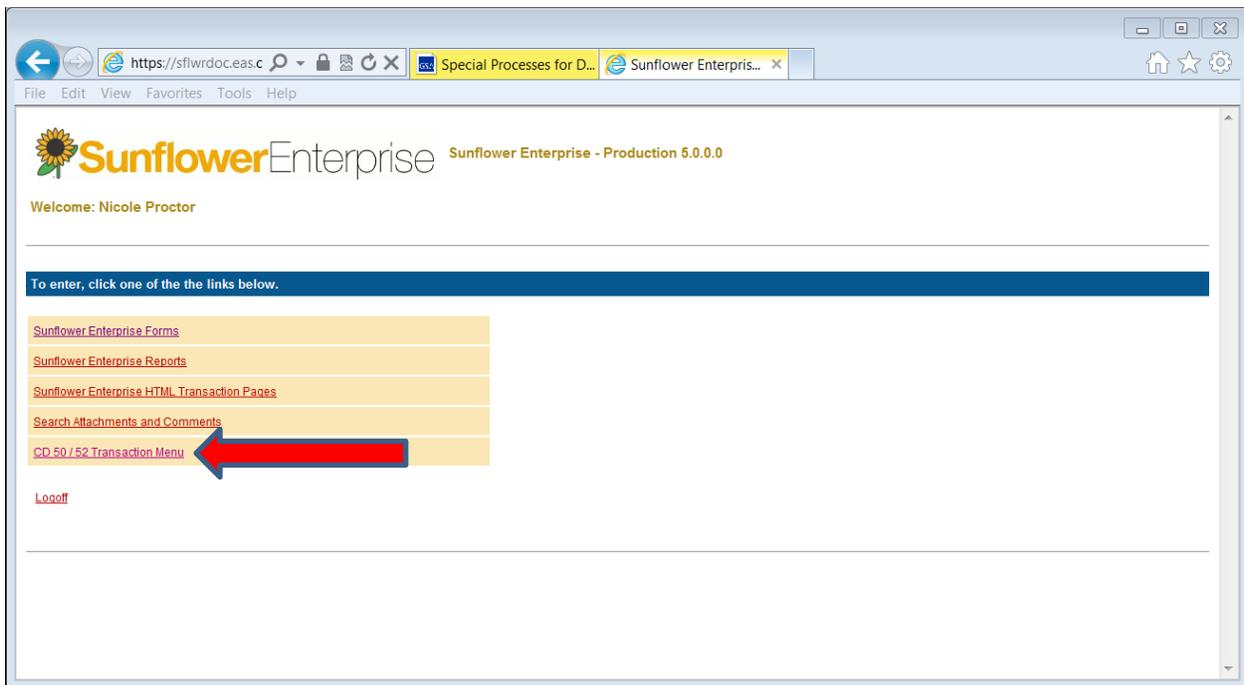
The image shows a screenshot of a web form. At the top, the text "Request No." is displayed in blue. Below it, the number "638732" is entered into a text input field. A thick red arrow points from the right towards the input field. Below the input field are several empty text input fields stacked vertically. At the bottom of the form, there are three buttons: "Query", "Reset", and "Save".

- The LOR will accept or deny the request by checking the appropriate box and clicking the SAVE button. If the LOR wants to notify the requester of the status, they have the option to check the notify box. This will generate an email to the requester.

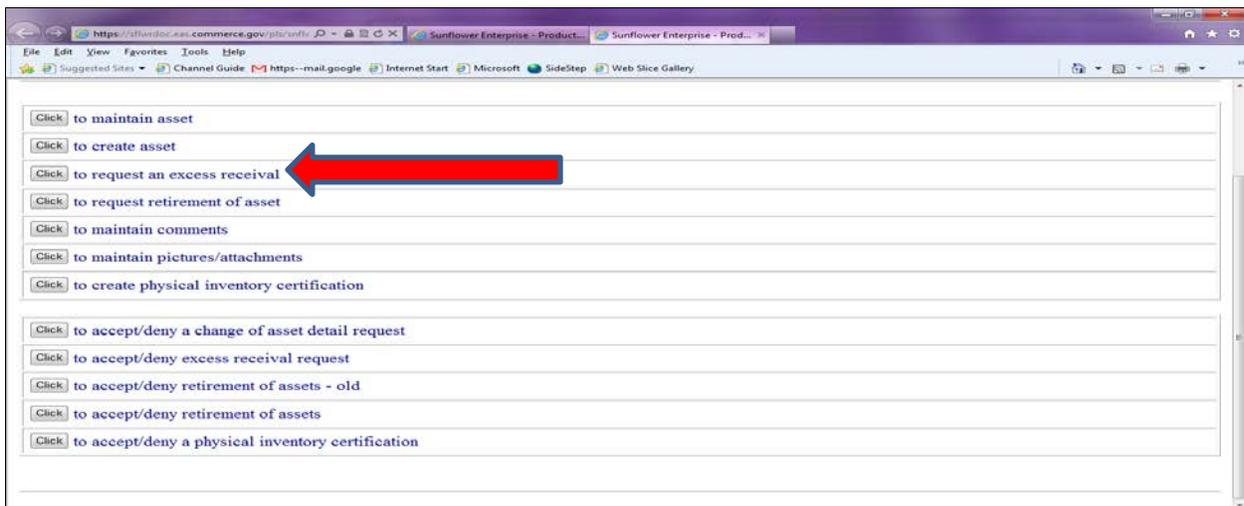
Result	Accept	Deny	Notify	Request No.	Requested By	Status	Terminated By	Barcode #	Condition
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	638732	LAURA GIBSON	View	SHEILA HENSLEY	CD0000824768	UNUSABLE BUT CAN BE REPAIRED
Email message (Accept)		Your CD50 request has been accepted			Email message (Deny)		Your CD50 request has been denied		

Attachment	Name	Description	MIME Type	Size (Bytes)
View	CD0000824768 console.JPG	CD0000824768 CONSOLE	PICTURE	2100245
View	CD0000824768 front side.JPG	CD0000824768 FRONT SIDE	PICTURE	2248354
View	CD0000824768 ID plate.JPG	CD0000824768 ID PLATE	PICTURE	1777670
View	CD0000824768 Lt side.JPG	CD0000824768 LT SIDE	PICTURE	1960144
View	CD0000824768 rear side.JPG	CD0000824768 REAR SIDE	PICTURE	1930656
View	CD0000824768 Right side.JPG	CD0000824768 RIGHT SIDE	PICTURE	2063988
View	Description for boats to GSA CD0000824768.pdf	CD0000824768 DESCRIPTION	ATTACHMENT	103559

1. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.



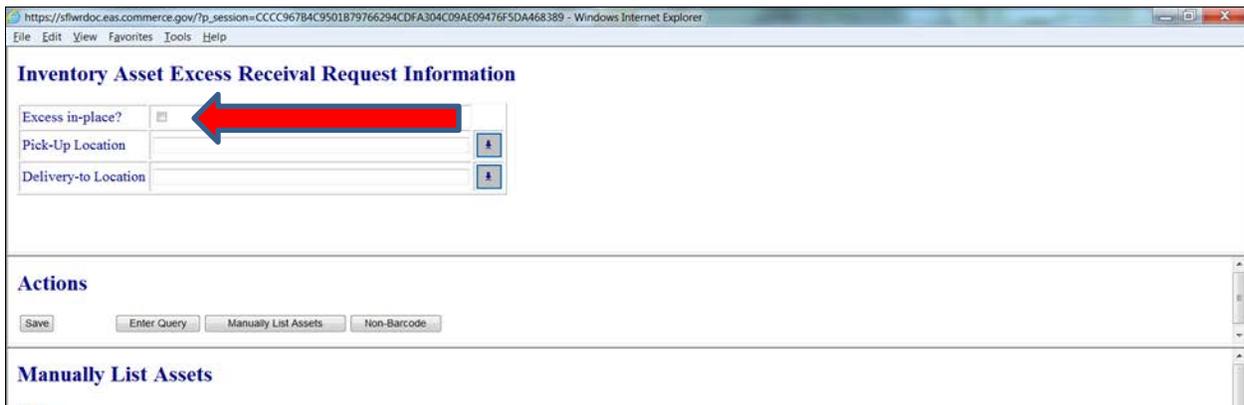
2. Select **Click** to request an excess receival;
 - a. Must attach up to 12 photos. The good, the bad and the ugly
 - b. Provide basic description information in comment section
 - c. Attach additional page with complete description information
 - d. PC must ensure they click SAVE



5. Select **Click** to request an inventory asset excess receipt.

Click to request an agreement asset excess receipt
Click to request an financial asset excess receipt
Click to request an inactive asset excess receipt
Click to request an inventory asset excess receipt 

6. Check the Excess in-place checkbox.



https://sflwrdoc.eas.commerce.gov/?p_session=CCCC96784C9501879766294CDFA304C09AE09476F5DA468389 - Windows Internet Explorer

File Edit View Favorites Tools Help

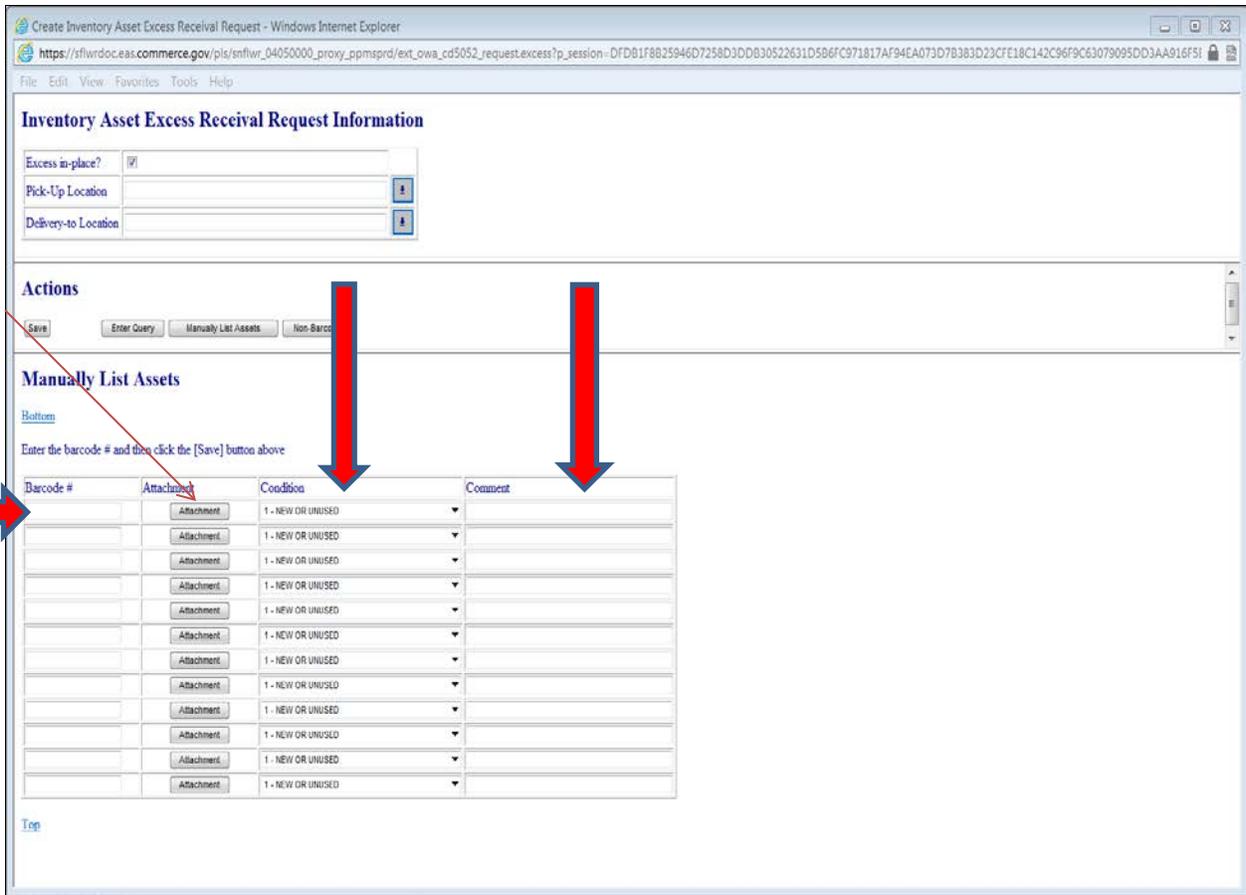
Inventory Asset Excess Receipt Request Information

Excess in-place?	<input checked="" type="checkbox"/>	
Pick-Up Location	<input type="text"/>	<input type="button" value="↓"/>
Delivery-to Location	<input type="text"/>	<input type="button" value="↓"/>

Actions

Manually List Assets

7. Enter the Barcode #, current Condition code and Comment. Click the



The screenshot shows a web browser window titled "Create Inventory Asset Excess Receival Request - Windows Internet Explorer". The address bar shows a URL from "https://sflwrdoc.eas.commerce.gov". The page content includes a section for "Inventory Asset Excess Receival Request Information" with fields for "Excess in-place?", "Pick-Up Location", and "Delivery-to Location". Below this is an "Actions" section with buttons for "Save", "Enter Query", "Manually List Assets", and "Non-Barc". The main section is "Manually List Assets", which includes a "Bottom" link and the instruction "Enter the barcode # and then click the [Save] button above". A table with four columns is displayed: "Barcode #", "Attachment", "Condition", and "Comment". The "Attachment" column contains "Attachment" buttons, and the "Condition" column contains "1 - NEW OR UNUSED" dropdown menus. Red arrows point to the "Barcode #", "Attachment", "Condition", and "Comment" columns. A red arrow also points to the "Attachment" button in the first row. A "Top" link is at the bottom left of the table area.

8. Verify the upload was successful.