

**NOAA Personal Property
Status Meeting with Line, Staff, and Corporate Offices
January 7, 2010 at 11:00 am**

Attendees and Telecom Participants

NOAA HQs Judy Mickens-Murray – Branch Chief, PPMB
Miguel Rodriguez – PPMB
Joy Taylor – PMO, Acting Deputy Director, Logistics Division
Thomas.C.Deckard – PPMB
Melissa Nelson – PPMB
Ken Morrow - PPMB
Larry Oates - PPMB
Edwin Lewis – PPMB
Obadiah Aguilar - PPMB
Sheila Hensley - PPMB
Robin MacMillian – PPMB
Paul Myers - BranCore Technologies
Glenn Davis – BranCore Technologies
Ralph.Newsome – Cotton & Co
Meg Gardner – Cotton & Co

Finance - Mark.P.Miller, Heather Potter
WFMO - Gail Perry
NWS - Jan Evans
OMAO Candi Myers
NESDIS - Bernie Foremen
NOS - Sloane Strother
OCIO - Theresa Furguson
NWS - Yvette Singleton
NMFS - Carol Cuifolo, Rhonda Perry-Burgess
OAR - Marie Covard
AGO - John Abbott

Did not participate

OCAO - USEC - NOS - GC -

Agenda:

- EDIT INTERFACE
- UPR
- FINAL EVENTS
- EXCESS RECEIVALS
- ADDS EDIT INTERFACE PROCESSING TIME
- FINANCIAL ASSET ACTIVITIES – ADDITIONS (SAMPLE)
- FINANCIAL ASSET ACTIVITIES – RETIREMENTS (SAMPLE)
- COMPUTER MONITORS INVENTORY
- PHYSICAL INVENTORY – 1ST QTR
- BUBBLE CHART – DEPARTMENT OF COMMERCE

Action Items:

Judy Mickens is going to draft and email for Joy's signature which will provide directions to the clients to submit the 37-6 to PPMB for signature before property is loaned

Judy Mickens is going to craft an email for Joy's signature which will require those justifications to be attached to the 509.

Judy Mickens will distribute Maureen's 19 October memo regarding the audit deficiencies to the Property Managers.

Joy Taylor said that she would review the instructions currently distributed with the monthly UPR Report and, within two weeks, would let the Property Managers know the age of the records to which they are required to respond.

Judy Mickens reminded the PMs that they are required to provide a copy of the internal policy and procedures they developed to resolve the UPR. This should be provided directly to Judy Mickens by those who have not responded by the end of January.

Property Managers will be provided the charts at least one week prior to the next meeting so they have an opportunity to contact Joy Taylor with any questions or concerns.

Meeting Minutes:

Judy Mickens, Branch Chief, Personal Property Branch opened the meeting. Joy Taylor introduced herself as the NOAA Property Management Officer and reminder all that her door is always open for visitors to discuss property accountability concerns and that she is also available through the phone and email.

Judy Mickens reviewed the portions of the Maureen memo of 19 October that addressed personal property.

1. Acquisitions – supporting documentation is missing or does not agree with the amount entered into personal property. (a repeat finding). The target to get assets into Sunflower is 15 days from receipt. Even if 30 days may be more practical because of the availability of support documentation, we need the Line Offices to work with their representative within PPMB to resolve these items over 90 days old.
2. Loaned Property – (a repeat finding) not capturing the 37-19, which is supposed to be signed by the PMO. Judy Mickens is going to draft and email for Joy’s signature which will provide directions to the clients to submit the 37-6 to PPMB for signature before property is loaned. Sunflower will be queried to identify the property that is currently on loan so that the loan status can be validated and that the loans have been properly documented.
3. Depreciation and Amortization: Useful Life - Sunflower has a table which is loaded with the useful life based on the Federal Supply Category. The useful life is assigned to an asset based on the asset type, but that entry can be superseded by an entry into the manu/model catalog. The user can override that entry with an entry into the asset record.

There were findings that some entries for useful life differed from the standard entries and there was no documentation to support the changes. If an expected life is used that differs from the norm established by DOC, documentation must be provided by the Activity manager/Project Manager to support the change.

Judy Mickens is going to craft an email for Joy’s signature which will require those justifications to be attached to the 509.

10:00

4. Disposal and retirement – Capitalized assets are not being removed from active status in Sunflower in a timely manner. Judy Mickens wants to establish a process by which the client is promptly notified of Final Events. She’s planning on meeting with Debbie Pickerign regarding this manner. Inventory exceptions also need to be resolved in a timely manner.

Judy Mickens will distribute Maureen’s memo regarding the audit deficiencies to the Property Managers.

EDIT INTERFACE:

A table was reviewed which identified the balance of records in the Edit Interface. There was a slight rise in the number of processing days, but this could be explained by personnel not being available during end-of-year activities.

UPR:

There are a significant number of records are older than 90 days (263 of the 783 records) and should be the focus of PM efforts to reconcile the UPR. The corresponding assets need to be entered into Sunflower by the Line Office personnel to offset the unreconciled payments.

Certification of the UPR Monthly Report

Certification of the UPR Monthly Report should be submitted by the Property Manager to the Line Office Representative. It will be the responsibility of the Line Office Rep to convey that response to Megumi Gardner at Cotton and Co., who will enter the information on a slide for the LO meeting.

These reports should be submitted even if there is nothing on the UPR. Property Managers should note where they believe assets have been submitted to Sunflower which should have reconciled with records on the UPR.

The question was asked concerning a definition of the contents of the certification. Judy liked what NESDIS provided; a copy of the UPR with any resolutions highlighted and any issues noted against the remaining records. The Line Offices can decide what manner in which they wish to report. The Property Managers should, at a minimum, relate which records that are being worked.

Carol Cuifolo made the point that NMFS would not be able to resolve the hundreds of unreconciled UPR records and that she could not ask her custodians to do the research each month on records for which conditions have not changed.

The question was posed concerning the scope of the records being distributed in the LO UPR Report. The report contains all records in the UPR as of the date the report was generated; which is the Tuesday before the LO Meeting. Jan Evans, from NWS, distributes the records with the results she collected from the prior month so that Custodians can cut and paste the results.

Joy Taylor stressed the fact that the reconciliation effort is a collaborative effort; that PPMB is there to support the Line Office's best efforts to reconcile the payment records and be accountable for the Government's property. The Property Manager, not PPMB, should be the face of property in the Line Office. If the Property Manager does not have the resources to complete their tasks, their need for additional resources should be communicated up through the chain of command in their organization.

Judy Mickens emphasized the need to get assets into Sunflower on a timely basis. She is concerned about the number of payments over 30 days.

The question was asked about the need to reconcile all payments if the requirement is for assets to be added within 15 days of receipt. PPMB was asked to consider limiting the report to payments aged at an agreed-upon level. Other PMs requested that all data be included, but that the instructions be changed to only target the resolution of payments past a certain date. Joy Taylor said that she would review the instructions currently distributed with the monthly UPR

Report and, within two weeks, would let the Property Managers know the age of the records to which they are required to respond.

Megumi Gardner expressed that the dollar value should also be considered; the payments over \$200K may identify the purchase of capitalized property and the timeliness of the processing could be subject to audit.

Sloan asked whether the Line Offices are required to report according to the policy and procedures that they have submitted to PPMB. Judy Mickens reminded the PMs that they are required to provide a copy of the internal policy and procedures they developed to resolve the UPR. She asked that this be provided directly to Judy Mickens by those who have not responded by the end of January. Samples can be provided by other Line Offices who have already developed this document. PPMB can provide a template.

MONITORS

Judy Mickens has produced a request to DOC under Joy Taylor's signature to request a waiver to complete the current effort to inventory monitors; to permit the remaining monitors to be picked up during the annual inventory. Until an answer is provided, the LOs should continue to provide monitor data on the spreadsheets to get the monitors in the system. . Any completed worksheets should be submitted to noaa.property@noaa.gov.

The progress in the task to process monitor worksheets was reviewed.

Line Office	Total Custodian Area	Submitted to PPMB (No. of PCs)	Submitted to PPMB (No. of Monitors)	Successfully Loaded into SF (No. of Monitors)
AGO	6	5	100	118
NESDIS	49	49	3,924	3,729
NMFS	153	66	3,679	3,370
NOS	59	40	2,369	2,067
NWS	267	126	6,956	3,765
OAR	54	15	1,575	1,264
OCAO	17	10	249	233
OCFO	7	2	167	137
OCIO	15	11	425	371
OGC	10	7	115	107
OMAO	43	36	1,229	626
PPI	1	1	32	-
USEC	12	2	34	25
WFM	5	5	212	130
TOTAL	698	375	21,066	15,942

The results may not reflect all completed areas if multiple custodial areas were submitted on the same spreadsheet. Please notify Obadiah if you believe some results are not reflected in these numbers or if the number of custodial areas is disputed. A memo should be submitted for those custodial areas for which no monitors are reported.

There are some 4,000 records in an error file. Those records will be distributed by custodial area out to the respective Line Office Property Manager. It will identify the monitors that have been added to Sunflower and those that have not. Obadiah discussed the many error conditions that exist in an error file that is being distributed.

FINAL EVENTS - Tables were reviewed which identify the balance of submitted requests for Final Events and the number of requests processed during the month. The following table breaks out the currently open requests for final events by the date the request was requested:

Line Office	FY05		FY06		FY07		FY08		FY09		FY10		TOTAL	
	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$
AGO							22	39,296	10	15,523	8	10,969	40	65,788
CAO					1	1,082	1	600	38	61,257	5	24,535	45	87,474
CFO									1	920	5	8,624	6	9,544
CIO							10	82,598	6	24,371	33	176,756	49	283,725
GC					9	10,357	1	4,750	20	68,595	1	50	31	83,752
NESDIS									1	63,700	7	11,079	8	74,779
NMFS			4	32,630	204	872,961	217	821,509	367	1,100,351	205	597,406	997	3,424,857
NOS			10	15,438	34	120,514	126	635,228	218	1,152,992	7	15,702	395	1,939,874
NWS	17	42,375	171	803,457	295	940,667	218	1,044,560	752	7,546,702	142	1,123,537	1,595	11,501,298
OAR			2	150,550	474	1,717,307	76	170,368	192	6,459,474	148	662,944	892	9,160,642
OMAO					46	201,340	5	10,942	193	997,185	1	1,182	245	1,210,650
PPI									1	936			1	936
USAO									17	35,724	1	709	18	36,433
WFM											12	17,369	12	17,369
TOTAL	17	42,375	187	1,002,076	1,063	3,864,228	676	2,809,850	1,816	17,527,730	575	2,650,861	4,334	27,897,120

The next table identified the number of requests submitted each month by the Line Office during FY2010.

Line Office	Oct 09		Nov 09		Dec 09	
	#	\$	#	\$	#	\$
AGO	0	0	8	10,969	1	1,637
CAO	0	0	0	0	11	50,368
CFO	0	0	0	0	6	9,353
CIO	38	244,401	15	169,734	24	38,759
GC	1	50	0	0	0	0
NESDIS	2	31,816	5	342,058	13	15,008
NMFS	183	533,189	134	360,905	173	590,197
NOS	39	119,565	4	4,072	12	102,904
NWS	98	507,230	80	1,468,348	40	152,454
OAR	59	179,477	33	231,399	108	406,656
OMAO	16	30,493	5	6,998	8	14,280
PPI	0	0	0	0	0	0
USAO	1	709	0	0	0	0
WFM	1	209	2	4,996	14	17,373
(blank)	0	0	0	0	0	0
TOTAL	438	1,647,140	286	2,599,479	410	1,398,989

Questions were raised regarding the continuity of the data that was provided and a lively discussion ensued regarding the meaning and clarity of the information. Joy Taylor informed the group that the charts are being reviewed to ensure that the information being presented benefits the Property Managers. The group will be provided the charts at least one week prior to the next meeting so they have an opportunity to contact Joy Taylor with any questions or concerns.

Fisheries requested feedback concerning the requests for excess and final event that have been submitted to PPMB; receipt, the process time, and any errors that exist with the submissions.

OMAO provides the Admiral monthly updates regarding items that have been lost and finds the data in the charts to be useful. Candi requested that the charts continue to be presented.

Fisheries asked about the disposition of the requests submitted in spreadsheets by memo. Rhonda related that spreadsheets were submitted to Tom Deckard on 10/2 and then resubmitted to Miguel on 12/4. Judy Mickens offered that any spreadsheets provided to her directly or through Glenda within the stipulated timeframe was processed and that each Line Office Rep will work with the Line Office to process through the remaining request for final events. PPMB will not process any more requests for final events submitted via spreadsheet; the normal procedures must be followed.

There was a question regarding spreadsheets submitted to the PPMB staff that were not forwarded to Judy Mickens for processing.

Miguel described the events from the last Line Office meeting regarding the re-submission of worksheets so that Jamie could sign off on the processing before he left NOAA. Any spreadsheets received in a hardcopy format on that day or the next, Friday, would be forwarded

to Jamie immediately. He received an email submission from Fisheries on Thursday, but Miguel was not at work on Friday. NOS submitted hardcopy records to Glenda in September and are currently being processed.

Carol Cuifolo's concern was not with the products delivered on the 3rd or 4th of December, but with the spreadsheets submitted by Rhonda to Tom Deckard on 10/2. Tom was directed to check his email. If the spreadsheet was received and overlooked, the product would be directed to Joy Taylor, the current PMO, for review. Carol Cuifolo asked whether the requests submitted by spreadsheet would be processed by the PMO review process instituted by Jamie or would they need to be submitted through the BOR process.

Carol Cuifolo expressed some frustration with the fact that the recent effort to submit requests for final events on spreadsheets has been discontinued. She felt that the process was an improvement over existing procedures. She expressed the opinion that the termination of these procedures is an example of the constantly changing processing with Property, which increases the workload on the Line Offices. These changes reduce the level of support and cooperation that the Property Managers get within their organizations. She also feels that a regression to the standard final events procedures will create a workload that cannot be handled by the BOR.

Joy Taylor responded that many of these changes are not being initiated by PPMB, but are being forced upon Property.

Joy Taylor responded that the interim process was initiated at the discretion of the PMO at that time. She doesn't share the interpretation of the regulations as was expressed by the PMO to justify this process. She requires documentation to substantiate the losses.

Candi said that she has incorporated the four criteria for disposition used in the exercise into their excess process to justify a request for final event (along with the description "Obsolete") coupled to a memo.

The concern was voiced over the quality of explanation that can be submitted to Property when the loss occurred long ago. The NOAA employees associated with the lost asset are gone, their managers are gone, and the quality of the information that would be submitted to the BOR would be minimal.

Joy Taylor asked whether inventories are conducted when Custodians are changed (which is required within 30 days of appointment). The losses should be identified and processed when the new Custodian signs on to accept custodyship of the property. The PAOs should be advising new Custodians of the need to conduct the inventory.

Jan Evans described how the day-to-day responsibilities for property usually get delegated to an administrative support person by the Custodian; who is fully engaged in Agency operations. When a change occurs, someone is usually assigned temporary responsibilities until the duties are assigned to another FTE. Those folks filling in are usually fighting to respond to immediate problems and do not have the time or means to do a full inventory.

Carol Cuifolo asked what the distinction would be between submitting the same request under a memo to Property and submitting the request to a BOR. Larry responded that the memo process was not to address "lost" items; items that could not be found. It was to include only items which had been excessed, abandoned, destroyed or scrapped.

The only justification to submit a request for final event for a missing item would be based on a cost/benefit analysis.

As the PMO, Joy Taylor will make the decision over what can be written off.

FINANCIAL ASSET ACTIVITIES – ADDITIONS (SAMPLE)
FINANCIAL ASSET ACTIVITIES – RETIREMENTS (SAMPLE)

The intent of these slides is to identify the potential addition of Financial assets into Sunflower and the potential removal/retirement of Financial assets over the next 12 months. PPMB introduced a CWIP status slide. A list of anticipated capitalized projects will be initially assembled from the CWIP database, the 306 report, which is available at the Finance web site.

These lists will be circulated to the PMs prior to the meeting, and presented to the group each month. The slide will include an anticipated completion date. PPMB needs to know where the LO are in respect to the completion of these projects.

Changes must be made directly to Finance to update the CWIP database.

INVENTORIES

1st Qtr inventories were completed and guidance regarding second quarter inventories has been distributed.

QTR	1st QTR						
Line Office	Total PC	Processed	Outstanding	Delinquent	Open Resolution Items	# of Loss Assets	Loss Rate
AGO	6	2	4	0	404	0	0.00%
OCAO	17	13	4	0	104	1	0.10%
OCFO	7	1	6	6	105	8	0.73%
OCIO	16	4	12	11	1,039	2	0.10%
WFM	5	5	0	0	96	1	0.15%
Total	51	25	26	17	1,748	12	

Representatives within PPMB are available to provide instruction or guidance.

Joy Taylor reminded the group that untagged property “found” in their areas must be reported to property because it could reconcile with UPR records

Bubble Chart

Bureau	OS	BEA	BIS	EDA	ESA	MBDA	NTIA	NTIS	CENSUS	ITA	NIST	PTO	NOAA	OIG
	Charles	Landefeld	Hill	Walters	White	Langston	Gomez	Borzino	Murdock	O'Neill	Gallagher	Kappos	Laufenbacher	Zinser
Validation of FY 2009 Property Critical Element in Performance Plans	●	●	●	●	●	●	●	●	●	●	●	●	↑	●
Impanel Property Boards of Review (PBRs)	●	●	●	●	●	●	●	●	●	●	●	●	↑	●
2009 100% of Property Officials Complete Refresher Certification Program	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	●	12/2009	12/2009
Barcode all Agency Monitors to support Electronic Stewardship Program	12/2009	↑	●	●	↑	↑	12/2009	12/2009	↑	↑	↑	●	12/2009	12/2009
Signing all Accountable Personal Property from Property Custodian level down to the End-User Level	12/2009	12/2009	●	12/2009	●	↑	12/2009	↑	12/2009	12/2009	12/2009	●	12/2009	12/2009
Bureaus A-123 Staff Assisted Visit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FY 2009 100% Inventory /Certification of all Personal Property	↑	↑	↑	↑	●	↑	↑	10/2009	↑	10/2009	↑	↑	↑	↓
PBR Completions	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009	12/2009

Judy Mickens reviewed the updated bubble chart.

Joy Taylor referenced two policy papers distributed by Glenda:

1. The 1 March 2009 memo. We need to start reporting requested information.
2. The 15 May 2009 memo regarding the timeliness of Property Transactions. We need to address these requirements.

If there are any requests for extensions, Joy will need an explanation to support a decision..

Next meeting is scheduled for the first Thursday in February, the 4th.