

**NOAA Personal Property
Status Meeting with Line, Staff, and Corporate Offices
July 1, 2010 at 11:00 am**

Attendees and Telecom Participants

NOAA HQs

Judy Mickens-Murray – Branch Chief, PPMB

PPMB

Ken Morrow, Michelle Ross, Larry Oates, Edwin Lewis, Robin MacMillan, Holli Turri

Jamison Professional Services

Teresa Butler, Jeff Ocampo, Darius Miller, Jacqui Poindexter, Joe Vincent, Melvin Nichols, Rocelyn Ocampo, Kelera Tale, Lisa Duszynski

Cotton & Company

Ralph Newsome, Meg Gardner, Lu Zhao

LINE OFFICES

Finance - Heather Potter, Mark P. Miller

WFMO – Gail Perry

NWS –Yvette Garnett-Singleton

OMAO – Candi Myers, Beth Downs,

NESDIS – Bernie Foremen

NOS – Sloane Strother

NMFS – Carol Ciufolo

OAR – Marie Covard

AGO –Denise Tyler-Littleford

USEC – Danyale Little

NO PARTICIPATION

OCAO

OCIO

GC

OCFO

AGENDA

PMO CALENDAR

OPEN CWIP PROJECTS

BUBBLE CHART – DEPARTMENT OF COMMERCE

UPR UPDATES

CAPITALIZED ASSETS TO BE DISPOSED

CAPITALIZED ASSETS TO BE ADDED IN SUNFLOWER

ADDS EDITS INTERFACE PROCESSING TIME
PHYSICAL INVENTORY – 1ST, 2ND AND 3RD QTRS
FY 2010 DATA CALLS
NOAA LEASED PROPERTY
OUTSTANDING PPMB ACTIONS
FINAL EVENTS

Action Items

The Off-Site ‘Implementation Plan’ will be the next project AGO will be working on with PPMB. AGO have completed Personal Property Management Branch contract for the National Disposal Plan; PPMB will make public as soon as AGO give the okay.

Judy Mickens will research two refresher courses; one from the General Council and one from the Department of Commerce. She will follow up for the Deferred Maintenance Data Call to see if there’s one in NWS.

Judy, opened the meeting and added the Final Events discussion to the Agenda. The Final Event will be handled by Michelle Ross.

Judy introduced the transition of PPMB contractors from BranCore Technologies to Jamison Professional Services. Judy Mickens and Joy Taylor will meet with Jamison Professional Services Administrative Leaders (Andrea Turner and Nicole Edwards) on Tuesday, the July 6,2010. Judy announced that Teresa Butler has been designated Project Manager for JPS. Jamison Professional Services will provide replacements for all positions to assist the PPMB for NOAA assets.

Teresa Butler will then assign the Line Offices to their respective Property Representative; there may be some re-assignments, but details to follow. Teresa will inform Judy, and she will let the Property Lead Representatives know who the contractors are and the Lead Representative will then make arrangements to introduce the contract personnel to their respected offices. Lead Representatives will stay the same.

The PPMB does not require UPR Certifications until the UPR is updated.
 PMO CALENDAR

Changes will be made if additional information is submitted.

July 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html				1 Jul. LO Meeting PPMB Staff Meeting	2 Heritage Asset Report due to Finance	3
4	5	6 A-123 Phase III testing starts Special BOR Meeting	7 UPR Cert Due from PM	8 PPMB Staff Meeting	9	10 Cut-off date of Financial Reports
11	12 Run Depreciation	13 July Heritage Asset Meeting UPR update today	14 PBC requests due to KPMG BOR Meeting	15 PPMB Staff Meeting	16 Financial Reports due to Finance UPR update today	17
18	19	20 July CWIP Meeting UPR update today	21	22 PPMB Staff Meeting	23 UPR update today	24
25	26	27 UPR update today	28	29 PPMB Staff Meeting	30 PBC requests due to KPMG UPR update today	31

PMO calendars are available at <http://www.pps.noaa.gov/Calendars.htm>

OPEN CWIP PROJECTS

Judy expressed her appreciation to the Activity Managers, on communicating and assisting PPMB on the where they are on the CWIP Project and keeping them abreast of the un-delivered orders. If there are any corrections needed on the CWIP report, please contact PPMB.

Activity Title	Line Office	Asset Acceptance Date	Estimate Completion Date	Activity Manager	Project Manager	Project Status
Metop Ground System	NESDIS	10/17/2008	12/31/2009	Linda J. Williams	Kirk Liang	Awaiting the final NF 37-6 once UDO is cleared.
JASON 2	NESDIS	7/29/2009	2/28/2010	Linda J. Williams	Walid Bannoura	Awaiting the final NF 37-6 once UDO is cleared.
JASON GROUND SYSTEM	NESDIS	7/29/2009	2/28/2010	Linda J. Williams	Angelo Wade	Awaiting the final NF 37-6 once UDO is cleared.
NCSII ENC - IUSD	NOS		9/30/2009	Julia Powell	Julia Powell	Final NF 37-6 is in the approval process.
FSV1	OMAO	5/28/2005	5/28/2005	Joseph Bohr	Joseph Bohr	Awaiting the revised NF37-6 to reflect an adjustment.
Capable (Conversion)	OMAO	8/13/2008	2/28/2010	Joseph Bohr	Joseph Bohr	Awaiting the revised NF37-6 to reflect an adjustment.
Sonar for Long Range Fisheries Research	OMAO	Not completed	3/31/2010	Michael D Webb	Frank Colohan	Awaiting new estimated completion date.
FSV2	OMAO	7/16/2007	9/30/2010	Joseph Bohr	Joseph Bohr	Awaiting the final NF 37-6.

BUBBLE CHART – DEPARTMENT OF COMMERCE

The Department of Commerce will meet with Joy Taylor and Judy Mickens for updating the bubble chart .

Bureau	OS	BEA	BIS	EDA	ESA	MBD A	NTIA	NTIS	CENS US	ITA	NIST	PTO	NOAA	OIG
	Charl es	Landef eld	Hill	Walte rs	Whit e	Hins en	Gom ez	Borzi no	Grove s	O'Nei ll	Gallag her	Kapp os	Lubche nco	Zinse r
Validatio n of Property Critical Element in FY 2010 Performa nce Plans	03/20 10	03/201 0	03/20 10	03/20 10	03/20 10	03/20 10	03/20 10	03/20 10	03/201 0	03/20 10	03/20 10	03/20 10	03/2010	03/20 10

Impanel Property Boards of Review (PBRs)	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010	05/2010
Bureaus A-123 Staff Assisted Visit					√	√					√		√	
FY 2010 100% of Property Officials Complete Refresher Certification Program	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010
FY 2010 PBR Completions	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010
FY 2010 100% Inventory/Certification of all Personal Property	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010	09/2010

The DOC has completed the bulletin and Judy will forward a copy to the Line Office Representatives. The DOC bulletin speaks to the new training they have put on their CLC site for Sunflower Training. DOC is accepting certifications for the refresher training or any combination training to add up to 8 hours. PCs have the opportunity to choose which module they wish to take that adds up to 8 hours. Ethics training also counts.

Beth Downs is was under the impression that the Property Custodians must go to the CLC site to get the Ethics training. Now, there is Ethics training specifically for Property Custodians on PPMB's Website from General Council. Candi Myers thinks the CLC site, has an annual ethics training.

Kenneth Morrow shared that all Property Custodians must complete the training from the Personal Property Website for Ethics training and Robin MacMillan concurred. Judy clarified that the training in the General Council and the CLC site were different courses, but with the same contacts. She will research and to confirm.

DOC is recognizing certifications from the National Property Management Association (NPMA), however there is a fee for the course.

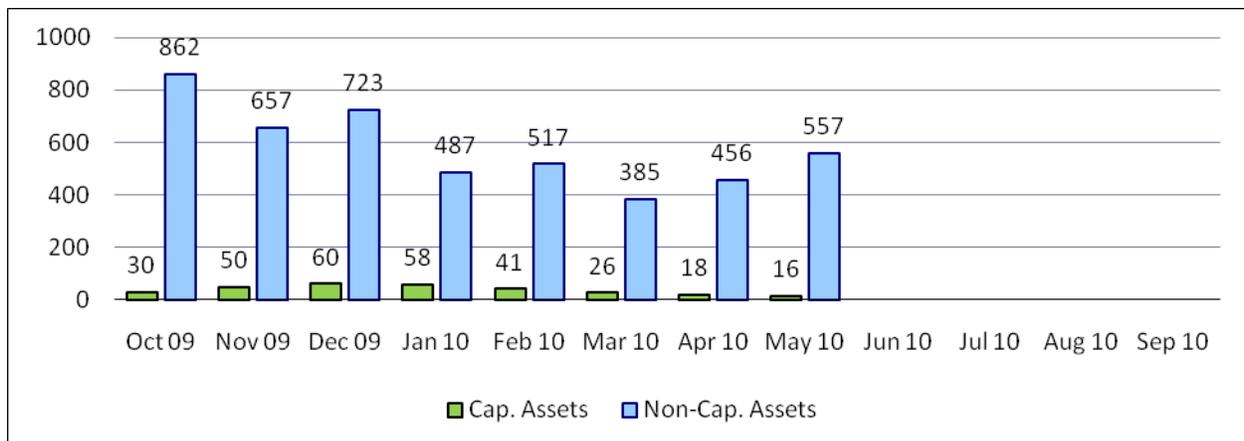
Judy also set forth a training that Michelle Ross developed a training packet for PPMB on Excess and Disposal, Michelle is waiting for approval from DOC. Once approved, it can be counted as a refresher course.

Candi Myers asked if Property Management training in Sunflower counts as a refresher course training. Robin MacMillan will research the CLC site (Computer Learning Center) for refresher course for what might be there and will get back to Judy after the meeting. Judy will compile a list for refresher courses and will send it out to the Line Offices of which courses count.

The Monitor Project has been completed and the LO may see little discrepancies, but the Line Offices are working to correct the problem.

UPR UPDATES

Judy touched on the UPR delay is due to the transitioning from one contract to another. The UPR should be back on track by Friday. PPMB did not have information for June, and asked that everyone please be patient and bear with PPMB during the transition.



	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10
Capitalized Assets	30	50	60	58	41	26	18	16	*			
Non Cap. Assets	862	657	723	487	517	385	456	557	*			
TOTAL	892	707	783	545	558	411	474	573	*			

UPR CERTIFICATION PROCESS

Judy will speak with the corporate offices to find out why they are not responding to the task assigned.

LO	January	February	March	April	May	June due on 7/7/10
AGO	Yes	Yes	Yes	Yes	Yes	
CAO	Yes	Yes	Yes	Yes	Yes	
CFO	No	No	Yes	No	No	
CIO	Yes	Yes	Yes	No	No	
GC	Yes	Yes	Yes	Yes	No	
NESDIS	Yes	Yes	Yes	Yes	Yes	
NMFS	No	No	No	No	No	
NOS	Yes	Yes	Yes	Yes	Yes	
NWS	Yes	Yes	Yes	Yes	Yes	Yes
OAR	Yes	Yes	Yes	Yes	Yes	
OMAO	Yes	Yes	Yes	Yes	Yes	Yes
PPI	No	No	Yes	Yes	No	
USAO	No	No	No	No	No	
WFM	Yes	Yes	Yes	Yes	Yes	

CAPITALIZED ASSETS TO BE DISPOSED

These assets are the ones that PPMB have insight on and in the process of disposing, which is the understanding that PPMB have. If the Line Office have a different understanding to this report, the LO should contact PPMB.

Item #	Barcode #	Line Office	Region	Excess Date*	Acquisition Value	Current Status
1	CD0001068888	NESDIS	NOAA-WHS	1/12/2010	\$401,265.50	The asset was reported to GSA; awaiting documentation from GSA to process the disposal.
2	CD0001068872	NESDIS	NOAA-WHS	1/12/2010	\$401,265.50	same as #1
3	CD0000503516	NMFS	NORFOLK	6/3/2009**	\$252,077.00	Awaiting disposal documentation from client
4	CD0000503514	NMFS	NORFOLK	6/3/2009**	\$345,764.00	same as #3
5	CD0000536075	NMFS	SEATTLE	12/30/2009	\$391,488.00	The asset will be reported to GSA.
6	CD0001531227	OAR	BOULDER	2/2/2010	\$395,024.00	PPMB is awaiting instructions from NOAA Finance.

* Excess Date is a date when NOAA warehouse/ Line Office Representatives approved excess requests.

** The date when the property custodian reported excess request.

Judy requested Yvette Garnett-Singleton (NWS) to relay a message to Jan Evans, her PM in reference of the Corrective Action Plan. She recommended the PM to contact her on Wednesday, the 7th of July 2010.

**Capitalized Assets Identified for
Board of Review**

Item #	Barcode #	Line Office	Region	Acquisition Date	Acquisition Value	Asset Location	Current Status
1	CD0000909408	NWS	NORFOLK	5/27/1999	\$244,560.00	CARIBOU, ME	Awaiting corrective action plan from the Property Manager.
2	CD0000779358	NWS	HQS	5/20/1997	\$239,355.00	SILVER SPRING, MD	same as #1
3	CD0000779353	NWS	HQS	3/26/1997	\$438,299.00	SILVER SPRING, MD	same as #1
4	CD0000909452	NWS	SEATTLE	7/26/2000	\$265,971.68	SEATTLE, WA	same as #1
5	CD0000802935	OAR	BOULDER	5/21/1998	\$3,679,075.00	BOULDER, CO	same as #1
6	CD0000824843	OAR	NOAA-NORFOLK	4/1/2001	\$1,486,610.00	PRINCETON, NJ	Awaiting supporting documentation.
7	CD0000824844	OAR	NOAA-NORFOLK	4/1/2001	\$1,451,257.00	PRINCETON, NJ	same as # 6
8	CD0000824845	OAR	NOAA-NORFOLK	4/1/2001	\$343,300.00	PRINCETON, NJ	same as # 6

These listings are intended to inform the Line Offices of Financial Assets that are excessed and disposed. The PMs need to informed PPMB know whether the information has value. A similar listing of items being submitted to the BOR was also discussed.

CAPITALIZED ASSETS TO BE ADDED IN SUNFLOWER

The PPMB Lead Representatives are fully aware of these assets and trying to enter them into Sunflower Database. As long as the Lead Representatives are aware of these assets, PPMB will process and complete the transactions of these assets into Sunflower.

#	Line Office	Asset Name	Barcode	Value	Comment
1	NMFS	Safe Boat	CD0001702336	\$353,912.00	Awaiting supporting documentation for the acquisition cost.

2	OMAO	N/A	CD0001475542	\$1,154,742.00	Awaiting CD509 and the supporting documentation.
3	OMAO	Vessel Bell M. Shimada	Not Assigned	Not identified	Identified on the 2010 Capitalized Inventory

ADDS EDITS INTERFACE PROCESSING TIME

Judy expressed appreciation to the PPMB staff for processing ADDs interface in a timely manner. Teresa Butler and Judy Mickens will discuss with Jamison Professional Services (JPS) on how the contractors will assist in this process.

Line Offices	Weighted Average Processing Time by LO									No. of Transactions to be Processed as of 6/24/10
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
AGO	3	6	6	20	8	3	3	0	1	0
NESDIS	4	3	3	3	5	3	4	3	4	10
NMFS	2	2	3	10	11	8	1	4	2	71
NOS	3	2	4	6	16	6	4	3	2	35
NWS	4	3	5	4	11	3	1	6	3	73
OAR	2	2	4	5	9	3	4	4	3	51
OCAO	4	4	5	11	41	4	10	15	4	3
OCFO	7	2	2	9	2	7	2	2	3	0
OCIO	6	2	6	2	3	5	5	2	2	0
OGC	4	5	16	6	2	3	2	3	2	0
OMAO	4	2	2	6	9	3	3	4	4	1
PPI	9	0	0	0	0	0	1	0	1	0
USEC	4	1	10	7	2	8	8	22	7	0
WFM	13	1	3	0	25	2	20	0	3	9
Average Processing Days/ Total	4	2	4	5	10	4	2	5	3	253

*Processing time includes transactions for computer monitors.

CAPITALIZED ASSETS INVENTORY

Judy will speak to the CFO to resolve the issue on Capitalized assets, and Kenneth Morrow will have a discussion with Rhonda Perry for two assets pending the completion for capitalized inventory.

LINE OFFICE	Total No. of Property Custodians	% of Completion			
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		Submitted Inventory to PPMB	Completed Inventory	Incomplete Inventory	
AGO	6	6	6	0	100%
NESDIS	50	50	50	0	100%
NMFS	150	145	145	5	97%
NOS	57	57	57	0	100%
NWS	261	261	261	0	100%
OAR	56	56	56	0	100%
OCAO	17	17	17	0	100%
OCFO	7	4	4	3	57%
OCIO	17	17	17	0	100%
OGC	10	10	10	0	100%
OMAO	41	41	41	0	100%
PPI	1	1	1	0	100%
USEC	12	12	12	0	100%
WFM	5	5	5	0	100%
Grand Total	690	682	682	8	

PHYSICAL INVENTORY – 1ST QTR

Larry Oates gives appreciation to the Line Offices and announced that he is currently waiting for the Property Team Leads to give him the inventory packages and/or the extensions request for the packages.

Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items	# of Lost Assets	Loss Rate
AGO	6	6	0	0	0	0	0	0.00%
OCAO	17	17	0	0	0	0	6	0.58%
OCFO	7	7	0	0	0	0	8	0.73%
OCIO	16	16	0	0	0	0	32	1.53%
WFM	5	5	0	0	0	0	1	0.15%
Total	51	51	0	0	0	0	47	

PHYSICAL INVENTORY – 2nd QTRs

Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items	# of Lost Assets	Loss Rate
OAR	56	56	0	0	0	0	391	2.58%
NESDIS	46	46	0	0	0	0	63	0.39%
NMFS	150	150	0	0	0	0	506	1.74%
NOS	57	57	0	0	0	0	148	1.00%
Total	309	309	0	0	0	0	1,108	

PHYSICAL INVENTORY – 3rd QTRs

Edwin Lewis (Lead Representative, NWS) has 3 pending Inventory packages, one has been requested an extension and the other two are delinquent. Jan Evans, the PM is aware of the pending packages.

Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items	# of Lost Assets	Loss Rate
NESDIS	2	2	0	0	0	0	0	0.00%
NWS	259	256	0	0	3	43	483	0.96%
OGC	10	7	3	0	0	27	1	0.15%
OMAO	43	42	1	0	0	88	188	3.15%
PPI	1	0	1	0	0	1	0	0.00%
USEC	12	6	6	0	0	239	0	0.00%
Total	327	313	11	0	3	447	672	

LOAN PROPERTY DATA CALL

Judy commended PPMB staff on the great job of informing the Line Offices PM to respond back whether or not the LO have Loan Properties. The challenge is getting the Line offices to fill out the form and have the PMO sign it as soon as possible, especially if the equipment is still on loan.

Line Office	Due date	Submission date	Reported Loan Properties?
AGO	5/17/10	5/14/10	No
NESDIS	5/17/10	3/21/10	No
NMFS	5/17/10		
NOS	5/17/10		
NWS	5/17/10	6/7/10	Yes/ 35
OAR	5/17/10	5/19/10	Yes/ 4
OCAO	5/17/10	6/29/10	No
OCFO	5/17/10	6/29/10	Yes/ 1
OCIO	5/17/10		
OGC	5/17/10		
OMAO	5/17/10	5/3/10	No
PPI	5/17/10	6/29/10	No
USEC	5/17/10	6/28/10	No
WFM	5/17/10	5/18/10	No

Auditor directs their concerns to PPMB for all nationwide assets for loaned property. PPMB has centralized listings of all loaned items and PPMB needs to show the necessary supporting documents to the auditors. PPMB has a gap of 2 or 3 years and is trying to ensure they are process accurately and in a timely manner.

Judy expressed appreciation to the Line Offices that responded. For those who did not yet responded she advised them to please fill out the form and have the PMO signed it and submit ASAP.

DEFERRED MAINTENANCE DATA CALL

Judy inquired the Finance, Mark Miller, if the PPMB has a deferred Maintenance that needs to define. In respond, Mark Miller asked the PPMB to review the Data Call again. PPMB has a Data Call and everybody saying ‘no’.

Lu Zhao (auditor) has only one line office report but after further review of the Data Call, the report showed that there is none. Judy requested Heather Potter send her the email that she received from Steve Creeger and she will review research if necessary.

Heather Potter suggested that if PPMB does not have the information, then PPMB needs to send a letter to Finance stating they do not have the information. Judy stated, as soon as the corporate offices respond, a letter will be sent to the Finance. Judy will speak with the corporate offices to get information since only the major line offices responded.

Line Office	Due date	Submission Date	Reported Deferred Maintenance Cost?
AGO	6/21/10	5/29/10	No
NESDIS	6/21/10	6/21/10	No
NMFS	6/21/10	6/28/10	No
NOS	6/21/10	6/23/10	No
NWS	6/21/10	6/1/10/ Incomplete*	
OAR	6/21/10	6/11/10	No
OCAO	6/21/10	6/3/10	No
OCFO	6/21/10		
OCIO	6/21/10	6/11/10	No
OGC	6/21/10	5/21/10	No
OMAO	6/21/10	6/1/10	No
PPI	6/21/10	5/24/10	No
USEC	6/21/10		
WFM	6/21/10	5/24/10	No

LEASED PROPERTY

PPMB does not have a good insight into which the Line offices really have the equipment. The report below only showing the leased property that the Sunflower Database reported. When it says ‘**expired**’ the leased still shows in Sunflower.

Lu Zhao explained that the equipment has been expired in Sunflower only in aging date but the equipment is still in service, meaning the PPMB needs to get a Determination Worksheet Letters to get it extended. If not, the NOAA Organization will take ownership for the equipments.

Line Office	Expired/Terminated	In Service	Total
CAO	6	0	6
NWS	7	12	19
OAR	11	4	15
OMAO	1	0	1
Total	25	16	41

Judy will contact Denise Tyler-Littleford (AGO) to seek advice on the leased property threshold, and is open for any other options. Judy will contact DOC for clarification.

FINAL EVENTS

Michelle Ross suggests PPMB be the last approval official on final events request. The PC and PAO must approve the CD50/52 before PPMB will approve the Final Event Requests. Michelle added, that by September 15, 2010 all final events will be denied by the Department of Commerce, **not** PPMB, so this must be done as soon as possible. If not, the Property Custodians will have to re-submit the final events again. Final Events are due to Kenneth Morrow, Kenneth.Morrow@noaa.gov by September 1st for the Board of Review (BOR).

Judy and Michelle spoke about the new final event type will expand to type the justification for all open retirement of an asset or Final Events. DOC will not give extensions to complete the final events which should have been completed on May 2010 initially. Judy and Joy Taylor spoke with Maureen Wiley in reference to A-123 Audit issues, during the discussion, Maureen's expressed a concerned regarding the Buoy Data Center in Mississippi, and Judy wanted to know how PPMB can allocate and process the buoy equipment correctly. NWS and OAR have Buoy issues that need to be resolve and Judy will speak with the mangers who handles the buoy.

Judy asked Marie Covard (OAR) to send her the email for clarification she received from Jon Pinner on the buoy equipments, that states, if less than 5k, it's not be accountable, which Judy feels is inaccurate. Candi Myers stated, all Buoy properties are not entered into Sunflower, however they should be entered correctly and accurately.

CLOSING REMARKS

Judy expressed her appreciation for those participating in the LO meeting as well as off-site. Judy would like to see better communication between the Line Offices and the Property Branch.

Carol Ciufolo has a VP issue; which Judy will take issues to DOC to figure out how to track the equipment, if the equipment must be enter into Sunflower, so that the PC can download it when needed.