



PERSONAL PROPERTY

Status Meeting

August 5, 2010



AGENDA

- PRE-AUDIT (3rd Qtr.) RESULT
- 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
- CAPITALIZED ASSETS INVENTORY
- PHYSICAL INVENTORY – 1ST, 2nd AND 3rd QTRs
- FY 2010 DATA CALLS
- NOAA LEASED PROPERTY
- REMAINDER



FY 2010 Pre-audit Testing Results 3rd Qtr. Capitalized Additions/Adj.



- Of 5 capitalized additions, we found one asset (OMAO) was not processed timely (99 days) from the acquisition date due to untimely submission (97 days) of CD-509 and supporting documentation by the Line Office.
- Of 7 capitalized adjustments, we found one asset which the useful life in Sunflower did not agree to the useful life justification in the audit folder, CD-509, and NF 37-6. It should be corrected by PPMB.



FY 2010 Pre-audit Testing Results 3rd Qtr. Capitalized Deletions



Of 9 capitalized deletions, we found that 7 deletions were not disposed timely* as detailed below:

- 3 assets were disposed [traded-in (OAR) /vendor recycling (NWS)/transferred to another agency(OMAO)] in prior year; the Line Office did not notify PPMB in a timely manner.
- 2 disposals were related to one capital lease and extension, the Line Office (NWS) and AGO did not submit the supporting documentation including Lease Determination Worksheet to PPMB timely.
- 2 assets (NESDIS) were not disposed in a timely manner due to untimely processing of supporting documentation by NOAA Warehouse.

*Timeliness measured as within 30 days of final disposition instruction.

	NESDIS	OMAO	NWS	CIO	OAR	Total
No. of Samples by LO	3	1	3	1	1	9
Untimely Disposal	2	1	3	0	1	7



FY 2010 Pre-audit Testing Results 3rd Qtr. Accountable Additions



Of 10 accountable additions, we found that:

- The acquisition date for 5 accountable additions was not supported per the supporting documentation.
- 2 accountable additions were not added in the ADDS Edit Interface in a timely manner from the acquisition date.

	NMFS	OMAO	NWS	OAR	NESDIS	NOS	LO Total
Number of Samples Tested by LO	1	1	1	3	2	2	10
Adequate supporting documents uploaded in Sunflower	0	0	0	0	1	1	2
Agree supporting documents to Sunflower entry	0	0	1	0	1	1	3
Addition processed timely (30 days from acquisition)	0	0	0	2	0	0	2
Total Number of Exceptions by LO	<u>0</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>7</u>



FY 2010 Pre-audit Testing Results 3rd Qtr. Accountable Deletions



- Of 5 accountable deletions through the final event process, we found that
 - One accountable asset (NESDIS) was disposed in prior year but did not notify PPMB in a timely manner.
 - One accountable asset (NESDIS) was not submitted to Board of Review in a timely manner.
- Of 5 accountable deletions through Excess Receival, we found that deletions were processed timely, within 30 days of receiving disposition instruction.



PMO Calendar

August 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Distributing UPR reports to LOs Special BOR Meeting UPR update today	4	5 LO Meeting PPMB Staff Meeting	6 A-123 Phase III testing completes UPR update today	7
8	9	10 Heritage Asset Meeting Cut-off date of Financial Reports UPR update today	11 Run Depreciation PMO HCHB Meeting	12 PPMB Staff Meeting	13 Request Heritage Asset data call UPR update today	14
15	16	17 Financial Reports due to Finance August CWIP Meeting UPR update today	18 BOR Meeting	19 PPMB Staff Meeting	20 UPR update today	21
22	23	24 UPR update today	25	26 PPMB Staff Meeting	27 UPR update today	28
29	30	31 Distributing UPR reports to LOs UPR update today	UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html			

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

12/7/2010



Open CWIP Projects as of 7/29/10 NESDIS



Item No.	Activity Title	Asset Acceptance Date	Estimate Completion Date	Activity Manager	Project Manager	Project Status
1	GOES I-M	8/17/00 GOES L 12/21/01 GOES M	9/30/2006	Donna Anderson	Steve Kirkner	Awaiting the final NF 37-6 .
2	Metop Ground System	10/17/2008	12/31/2009	Linda J. Williams	Kirk Liang	Awaiting the final NF 37-6 once UDO is cleared.
3	JASON 2	7/29/2009	2/28/2010	Linda J. Williams	Walid Bannoura	Same as #2
4	JASON GROUND SYSTEM	7/29/2009	2/28/2010	Linda J. Williams	Angelo Wade	Same as #2

*Note: Information is based on CWIP 306B report as of 7/29/10.



Open CWIP Projects as of 7/29/10

OCFO /OMAO



Item No.	Activity Title	Line Office	Asset Acceptance Date	Estimate Completion Date	Activity Manager	Project Manager	Project Status
1	END TO END RESOURCE MANAGEMENT SYSTEM	OCFO	Not completed	9/30/2010	Debra Rodgers	Shelby Blythe	At minimum, an estimated NF 37-6 should be submitted.
2	FSV1	OMAO	5/28/2005	5/28/2005	Joseph Bohr	Joseph Bohr	Awaiting the revised NF37-6 to reflect an adjustment.
3	Capable (Conversion)	OMAO	8/13/2008	2/28/2010	Joseph Bohr	Joseph Bohr	Same as #2
4	Sonar for Long Range Fisheries Research	OMAO	Not completed	3/31/2010	Michael D Webb	Frank Colohan	Awaiting approval of new estimated completion date (12/31/10) from Finance.
5	SWATH Vessel Construction	OMAO	Not completed	9/17/2010	Joseph Bohr	Joseph Bohr	Same as #1
6	FSV2	OMAO	Not completed	9/30/2010	Joseph Bohr	Joseph Bohr	Same as #1
7	Oregon II - Major Repair Period	OMAO	Not completed	9/30/2010	Mark Ekman	Robert Wilmot	Same as #1



CY 2010 Bubble Chart

Personal Property Management Actions



Bureau	OS	BEA	BIS	EDA	ESA	MBDA	NTIA	NTIS	CENSUS	ITA	NIST	PTO	NOAA	OIG
	Charles	Landefeld	Hill	Walters	White	Hinsen	Gomez	Borzino	Groves	O'Neill	Gallagher	Kappos	Lubchenco	Zinser
Validation of Property Critical Element in FY 2010 Performance Plans	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010	03/2010
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

Positive Change = ↑
 Negative Change = ↓



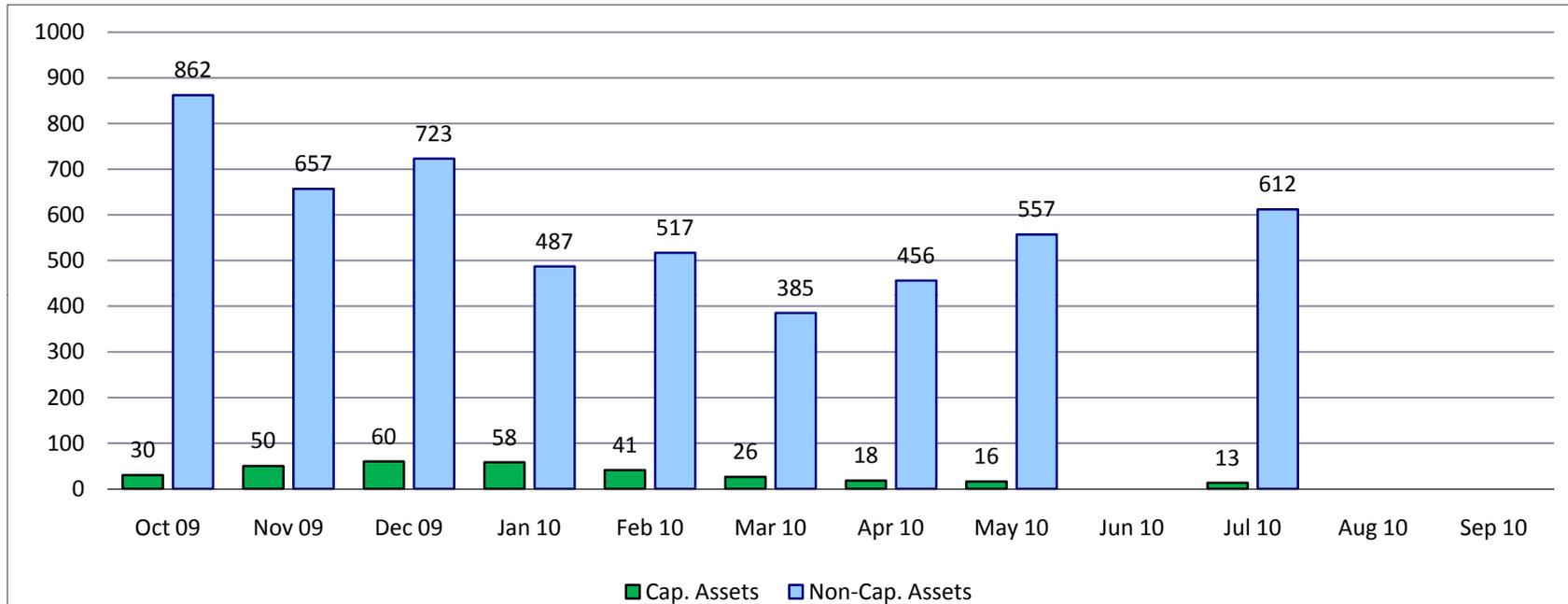
FY 2010 Refresher Certification Program Status as of 7/30/10



Line Office	Due date	Status As of Date	No. of PC/PAO should Take Training	No. of PC/PAO Took Training	% of Completion
AGO	9/1/10				
NESDIS	9/1/10	7/26/10	52	51	98%
NMFS	9/1/10				
NOS	9/1/10				
NWS	9/1/10	7/26/10	255	233	91%
OAR	9/1/10				
OCAO	9/1/10				
OCFO	9/1/10				
OCIO	9/1/10	7/29/10	24	4	17%
OGC	9/1/10				
OMAO	9/1/10	7/27/10	44	42	95%
PPI	9/1/10				
USEC	9/1/10				
WFM	9/1/10				



FY 2010 UPR Number of Records

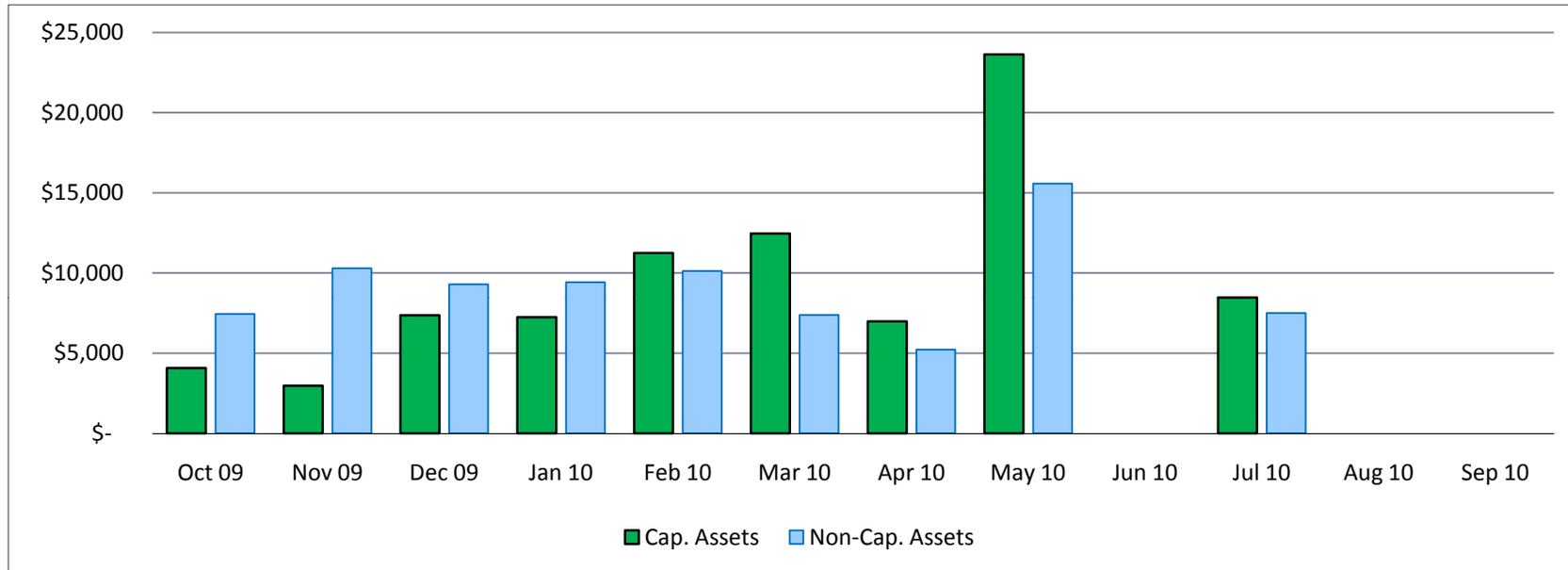


	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10
Capitalized Assets	30	50	60	58	41	26	18	16	*	13		
Non Cap. Assets	862	657	723	487	517	385	456	557	*	612		
TOTAL	892	707	783	545	558	411	474	573	*	625		

*Due to transition of PPMB contractors, June UPR data was not available.



FY 2010 UPR Dollar Value



	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	\$4,071	\$2,969	\$7,364	\$7,245	\$11,245	\$12,466	\$6,983	\$15,578	*	\$8,471		
Non Cap. Assets	\$7,454	\$10,291	\$9,296	\$9,428	\$10,125	\$7,382	\$5,223	\$8,058	*	\$7,508		
TOTAL	\$11,525	\$13,260	\$16,660	\$16,673	\$21,370	\$19,848	\$12,206	\$23,636	*	\$15,979		

Amounts are in thousand.

*Due to transition of PPMB contractors, June UPR data was not available.



Aged UPR as of 7/23/10



Line Office	0 - 30 days old		31 - 60 days old		61 - 90 days old		91 + days old		TOTAL	
	#	\$	#	\$	#	\$	#	\$	#	\$
AGO	0	0	1	1,875	0	0	0	0	1	1,875
NESDIS	20	5,667,943	11	10,508	0	0	0	0	31	5,678,450
NMFS	60	290,043	157	331,272	22	43,125	57	186,724	296	851,164
NOS	27	101,130	25	48,223	4	5,363	2	59,443	58	214,159
NWS	45	46,943	32	244,885	16	45,060	15	4,160,912	108	4,497,799
OAR	23	163,823	29	178,463	8	72,268	20	501,437	80	915,992
OCAO	1	11,335	3	3,564	0	0	1	8,171	5	23,069
OCIO	4	414,774	4	104,581	0	0	1	677	9	520,032
OGC	12	12,538	0	0	0	0	0	0	12	12,538
OMAO	6	283,945	8	2,961,951	0	0	0	0	14	3,245,896
USEC	0	0	4	4,827	1	1,500	5	9,387	10	15,714
WFM	1	1,970	0	0	0	0	0	0	1	1,970
TOTAL	199	6,994,443	274	3,890,148	51	167,317	101	4,926,750	625	15,978,658



UPR Certification Process as of 7/26/10



LO	January	February	March	April	May	June	July
AGO	Yes	Yes	Yes	Yes	Yes	N/A	N/A
CAO	Yes	Yes	Yes	Yes	Yes	N/A	N/A
CFO	No	No	Yes	No	No	N/A	N/A
CIO	Yes	Yes	Yes	No	No	N/A	N/A
GC	Yes	Yes	Yes	Yes	No	N/A	N/A
NESDIS	Yes	Yes	Yes	Yes	Yes	N/A	N/A
NMFS	No	No	No	No	No	N/A	N/A
NOS	Yes	Yes	Yes	Yes	Yes	N/A	N/A
NWS	Yes	Yes	Yes	Yes	Yes	N/A	N/A
OAR	Yes	Yes	Yes	Yes	Yes	N/A	N/A
OMAO	Yes	Yes	Yes	Yes	Yes	N/A	N/A
PPI	No	No	Yes	Yes	No	N/A	N/A
USAO	No	No	No	No	No	N/A	N/A
WFM	Yes	Yes	Yes	Yes	Yes	N/A	N/A

June & July: UPR certifications are not required to submit to PPMB because UPR data was not available in June. However the Line Office should continue reviewing the transactions the UPR report.



Capitalized Assets to be Disposed as of 7/26/10 (Excess Assets)



Item #	Barcode #	Line Office	Region	Excess Date*	Acquisition Value	Status
1	CD0000509557	NESDIS	NOAA-NORFOLK	7/8/10	\$2,250,001.00	GSAXcess report 133252-0189-A001, released from internal screening 7-23-10, undergoing government-wide screening
2	CD0000509558	NESDIS	NOAA-NORFOLK	7/8/10	\$2,250,001.00	Same as #1
3	CD0000657219	NESDIS	NOAA-NORFOLK	7/8/10	\$309,834.45	GSAXcess report 133252-0189-A002, released from internal screening 7-23-10, undergoing government-wide screening
4	CD0000657220	NESDIS	NOAA-NORFOLK	7/8/10	\$309,834.45	Same as #3
5	CD0000657224	NESDIS	NOAA-NORFOLK	7/8/10	\$603,117.96	Listed on current scrap sale S-0152-10
6	CD0000914170	NESDIS	NOAA-NORFOLK	7/28/10	\$761,157.61	Warehouse approved the excess request on 07/28/10
7	CD0000503516	NMFS	NORFOLK	6/3/10**	\$252,077.00	Property returned by GSA for local disposal, MFR sent to Custodian on 1/8/10 for local disposal, Custodian is getting a contractor to disassemble property
8	CD0000503514	NMFS	NORFOLK	6/3/09**	\$345,764.00	same as #7
9	CD0000536075	NMFS	SEATTLE	12/20/09**	\$391,488.00	The asset will be reported to GSA.
10	CD0001531227	OAR	BOULDER	2/2/10**	\$395,024.00	PPMB is waiting instructions from NOAA Finance.
11	CD0000790233	OCFO	NOAA-HQS	7/1/10**	\$263,130.41	The request was denied; software is not accepted at the warehouse, GSA does not handle reporting of Software, Per GSA. Warehouse is researching if there is a facility that will handle the destruction.

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

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

12/7/2010

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Capitalized Asset Identified for Board of Review



Item #	Barcode #	Line Office	Region	Acquisition Date	Acquisition Value	Asset Location	Current Status
1	CD0000802935	OAR	BOULDER	5/21/1998	\$3,679,075.00	BOULDER, CO	Awaiting corrective action plan and memorandum submitting to BOR from Property Manager. Will be submitted to BOR upon receipt.



Capitalized Assets to be Added in Sunflower as of 7/28/10



#	Line Office	Asset Name	Barcode	Value	Comment
1	NESDIS	Antenna System	CD0001732432	\$ 204,000.00	Awaiting CD-509, invoices, receiving reports and purchase orders.



FY 2010 Adds Edits Interface Processing Time



Line Offices	Weighted Average Processing Time by LO										No. of Transactions to be Processed as of 7/26/10
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
AGO	3	6	6	20	8	3	3	0	1	1	0
NESDIS	4	3	3	3	5	3	4	3	4	3	5
NMFS	2	2	3	10	11	8	1	4	2	4	12
NOS	3	2	4	6	16	6	4	3	2	3	29
NWS	4	3	5	4	11	3	1	6	3	3	33
OAR	2	2	4	5	9	3	4	4	3	3	0
OCAO	4	4	5	11	41	4	10	15	4	2	0
OCFO	7	2	2	9	2	7	2	2	3	1	0
OCIO	6	2	6	2	3	5	5	2	2	3	0
OGC	4	5	16	6	2	3	2	3	2	2	0
OMAO	4	2	2	6	9	3	3	4	4	3	5
PPI	9	0	0	0	0	0	1	0	1	3	0
USEC	4	1	10	7	2	8	8	22	7	1	0
WFM	13	1	3	0	25	2	20	0	3	25	0
Average Processing Days/ Total	4	2	4	5	10	4	2	5	3	3	84



FY 2010 Capitalized Assets Inventory as of 7/26/10



LINE OFFICE	Total No. of Property Custodians	Total No. of Property Custodians Completed Inventory	Total No. of Property Custodians Incomplete Inventory	% of Completion
AGO	6	6	0	100%
NESDIS	50	50	0	100%
NMFS	149	149	0	100%
NOS	57	57	0	100%
NWS	261	261	0	100%
OAR	56	56	0	100%
OCAO	17	17	0	100%
OCFO	6	6	0	100%
OCIO	17	17	0	100%
OGC	10	10	0	100%
OMAO	41	41	0	100%
PPI	1	1	0	100%
USEC	12	12	0	100%
WFM	5	5	0	100%
Grand Total	688	688	0	



FY 2010 Physical Inventory

1st QTR as of 4/30/10



Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items
AGO	6	6	0	0	0	0
OCAO	17	17	0	0	0	0
OCFO	7	7	0	0	0	0
OCIO	16	16	0	0	0	0
WFM	5	5	0	0	0	0
Total	51	51	0	0	0	0



FY2010 Physical Inventory

2nd QTR as of 6/24/10



Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items
OAR	56	56	0	0	0	0
NESDIS	46	46	0	0	0	0
NMFS	150	150	0	0	0	0
NOS	57	57	0	0	0	0
Total	309	309	0	0	0	0



FY2010 Physical Inventory

3rd QTR as of 8/4/10



Line Office	Total PC	Complete	Received but Incomplete	Extension was Requested	Delinquent	Open Resolution Items
NESDIS	2	2	0	0	0	0
NWS	259	257	0	0	2	43
OGC	10	8	2	0	0	3
OMAO	41	41	0	0	0	0
PPI	1	0	1	0	0	1
USEC	12	7	5	0	0	76
Total	325	315	8	0	2	123



FY 2010 Loan Property Data Call as of 7/26/10



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	7/1/10	No
NOS	5/17/10	7/1/10	No
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	7/6/10	No
OGC	5/17/10	6/25/10	No
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



FY 2010 Deferred Maintenance Data Call as of 7/26/10



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	7/14/10	No
OAR	6/21/10	6/11/10	No
OCAO	6/21/10	6/3/10	No
OCFO	6/21/10	7/21/10	No
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	7/2/10	No
WFM	6/21/10	5/24/10	No



NOAA Policy for Leased Property



Per NOAA Policy for Accounting for Leased Property, NOAA will track leased property if it meets any one of the following conditions:

- 1.Any rentals or leases acquired not under the terms of a travel order.
- 2.Any rentals or leases that have specified end date or that have specified number of renewal options.
- 3.Any rentals or leases where the term is more than six months
- 4.Any rentals or leases where the total minimum lease payments over the entire term of the lease including renewal options are more than \$5,000.

Please review lease payments during UPR reconciliation. If lease meets any of the 4 conditions, Line Office should report the lease to PPMB with Lease Determination Worksheet (LDW). Please contact AGO for guidance on completing LDW. The NOAA policy for leases property is available at http://www.pps.noaa.gov/New_menu/leasepol.htm.



Reminder

CWIP Activity Managers for assets with acceptance dates within approximately the last two months of the fiscal year (July 13 through August 31) should generate a NF 37-6 and submit it to Financial Statements Branch by **September 10** to allow sufficient time to process the NF 37-6 before year-end.

Assets with Acceptance Dates and revisions to previously submitted NF37-6s greater than \$200,000 from September 1 through September 30: At a minimum, an estimated NF 37-6 must be submitted. The asset cost will be tagged as “Estimate” on the NF 37-6 and in Sunflower (if a personal property asset) and adjusted with a “Final” NF 37-6 in the next fiscal year.

With fiscal year end approaching, please submit required documents to PPMB for processing transactions, e.g. additions, adjustments, excess requests, final events, BOR requests, etc.