



# **PERSONAL PROPERTY**

## **Status Meeting**

**September 9, 2010**



# AGENDA

- PRE-AUDIT (3<sup>rd</sup> 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 – 1<sup>ST</sup>, 2<sup>nd</sup> AND 3<sup>rd</sup> QTRs
- FY 2010 DATA CALLS
- NOAA LEASED PROPERTY
- REMAINDER



# FY 2010 Pre-audit Testing Results 3<sup>rd</sup> Qtr. Capitalized Additions/Adj.



Of 5 capitalized additions, we found one asset (OMAO, CD0001667969) 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.



# FY 2010 Pre-audit Testing Results 3<sup>rd</sup> 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, CD0001440337) /vendor recycling (NWS, CD0000622962)/transferred to another agency(OMAO, CD0000510633)] in prior year; the Line Office did not notify PPMB in a timely manner.
- 2 disposals were related to one capital lease and extension (NWS, CD0001041900 and CDA001041900), the Line Office and AGO did not submit the supporting documentation including Lease Determination Worksheet to PPMB timely.
- 2 assets (NESDIS, CD0000385415 and NESDIS, CD0000663057) 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

## 3<sup>rd</sup> Qtr. Accountable Additions



Of 10 accountable additions, we found that:

- The acquisition date for 5 accountable additions was not supported per the supporting documentation; CD0001537845 (NWS), CD0001535654 (NOS), CD0001448734 (NESDIS), CD0001476747 (NOS) and CD0001674263 (NESDIS).
- 2 accountable additions were not added in the ADDS Edit Interface in a timely manner from the acquisition date; CD0001531236 (OAR) and CD0001675232 (OAR).

	NMFS	OMAO	NWS	OAR	NESDIS	NOS	LO Total
<b>Number of Samples Tested by LO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>10</b>
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
<b>Total Number of Exceptions by LO</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>2</u></b>	<b><u>2</u></b>	<b><u>7</u></b>



# FY 2010 Pre-audit Testing Results

## 3<sup>rd</sup> Qtr. Accountable Deletions



- Of 5 accountable deletions through the final event process, we found that
  - One accountable asset (NESDIS, CD0000510086) was disposed in prior year but did not notify PPMB in a timely manner.
  - One accountable asset (NESDIS, CD0000663194) 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

September 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>UPR Link:</b> <a href="http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html">http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html</a>			1 Heritage Asset Cert. due from Line Offices	2 PPMB Staff Meeting	3 UPR update today	4
5	6	7 Special BOR Meeting UPR update today	8	9 LO Meeting PPMB Staff Meeting	10 Cut-off date of Financial Reports UPR update today	11
12	13 Run Depreciation	14 Heritage Asset Meeting UPR update today	15 BOR Meeting	16 Financial Reports due to Finance PPMB Staff Meeting	17 Deferred maintenance data call due to PPMB UPR update today	18
19	20	21 September CWIP Meeting UPR update today	22 PBC requests due to KPMG	23 PPMB Staff Meeting	24 Dep. Accounting Updates due to PPMB UPR update today	25
26	27	28 UPR update today	29 PBC requests due to KPMG BOR Meeting	30 Cut-off date of HA Report and Financial Report Annual data call due to PPMB PPMB Staff Meeting		

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

12/7/2010



# Open CWIP Projects as of 8/26/10 NESDIS/ OMAO



Item No.	Activity Title	Line Office	Asset Acceptance Date	Estimate Completion Date	Activity Manager	Project Manager	Project Status
1	GOES I-M	NESDIS	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	NESDIS	10/17/2008	12/31/2009	Linda J. Williams	Kirk Liang	Awaiting the final NF 37-6 once UDO is cleared.
3	JASON 2	NESDIS	7/29/2009	2/28/2010	Linda J. Williams	Walid Bannoura	Same as #2
4	JASON GROUND SYSTEM	NESDIS	7/29/2009	2/28/2010	Linda J. Williams	Angelo Wade	Same as #2
5	FSV1	OMAO	5/28/2005	5/28/2005	Joseph Bohr	Joseph Bohr	Awaiting the revised NF37-6 to reflect an adjustment.
6	SWATH Vessel Construction	OMAO	Not completed	9/17/2010	Joseph Bohr	Joseph Bohr	The estimated completion date will be changed.
7	FSV2	OMAO	7/16/2007	9/30/2010	Joseph Bohr	Joseph Bohr	Awaiting the final NF 37-6 once UPE amount is cleared.
8	Oregon II - Major Repair Period	OMAO	Not completed	9/30/2010	Janice Rush	Robert Wilmot	Awaiting the final NF 37-6 .

\*Note: Information is based on CWIP 306B report as of 8/26/10.

**12/7/2010**



# 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	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Impanel Property Boards of Review (PBRs)	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Bureaus A-123 Staff Assisted Visit					√	√				√		√		
FY 2010 100% of Property Officials Complete Refresher Certification Program	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010	12/2010
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 **

\*804 assets were submitted to BOR in FY 2010 as of 8/18/10; 592 assets were approved and 212 assets were rejected by BOR. September has 2 BOR meetings, 9/15 and 9/29, the PBR status will be updated upon completion of 2 BOR meetings.

\*\*Annual capitalized assets inventory is 100% complete. Annual physical inventory is not complete as of 8/26/10; awaiting inventory results from 2 custodian areas associated with NWS.

**12/7/2010**



# FY 2010 Refresher Certification Program Status as of 8/26/10

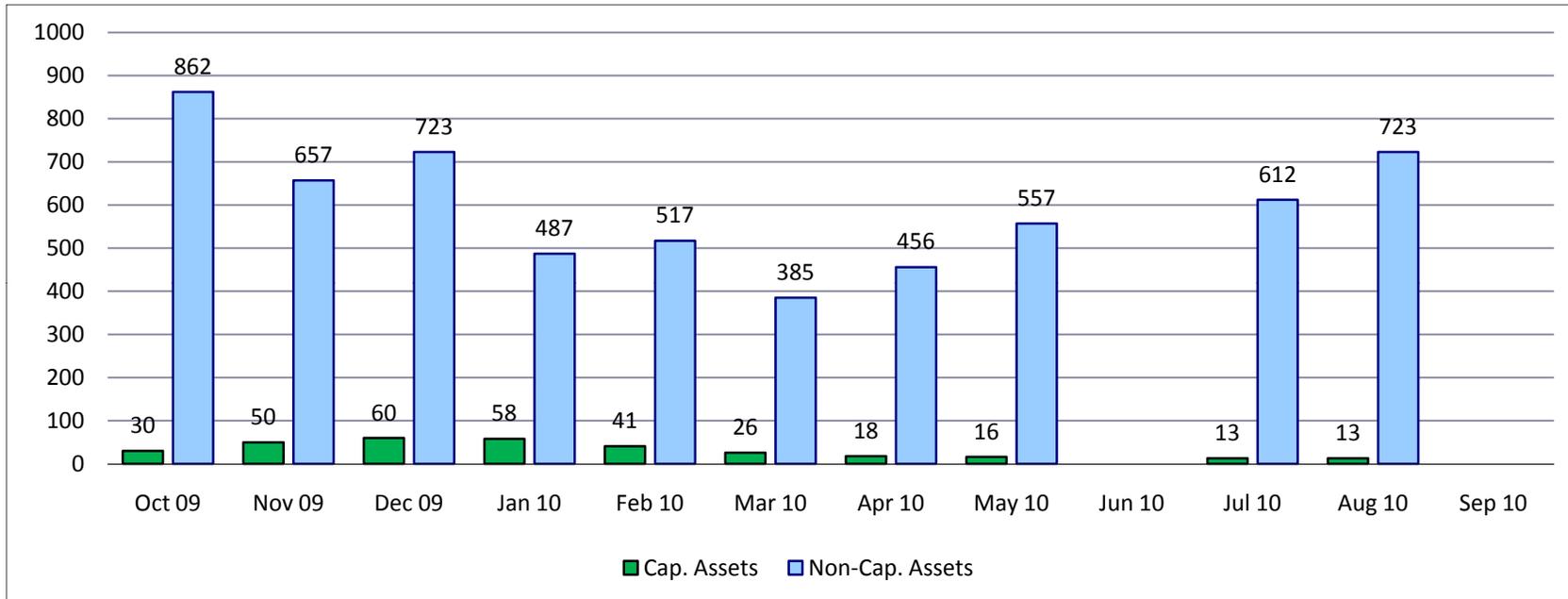


Line Office	Due date *	Status As of Date	No. of PC/PAO should Take Training	No. of PC/PAO Took Training	% of Completion
AGO	12/1/10				
NESDIS	12/1/10	7/26/10	52	51	98%
NMFS	12/1/10				
NOS	12/1/10				
NWS	12/1/10	8/26/10	237	228	96%
OAR	12/1/10	8/24/10	71	48	67%
OCAO	12/1/10				
OCFO	12/1/10				
OCIO	12/1/10	7/29/10	24	4	17%
OGC	12/1/10	8/24/10	20	20	100%
OMAO	12/1/10	7/27/10	44	42	95%
PPI	12/1/10				
USEC	12/1/10				
WFM	12/1/10				

\*Due date is changed from 9/1/10 to 12/1/10.



# FY 2010 UPR Number of Records

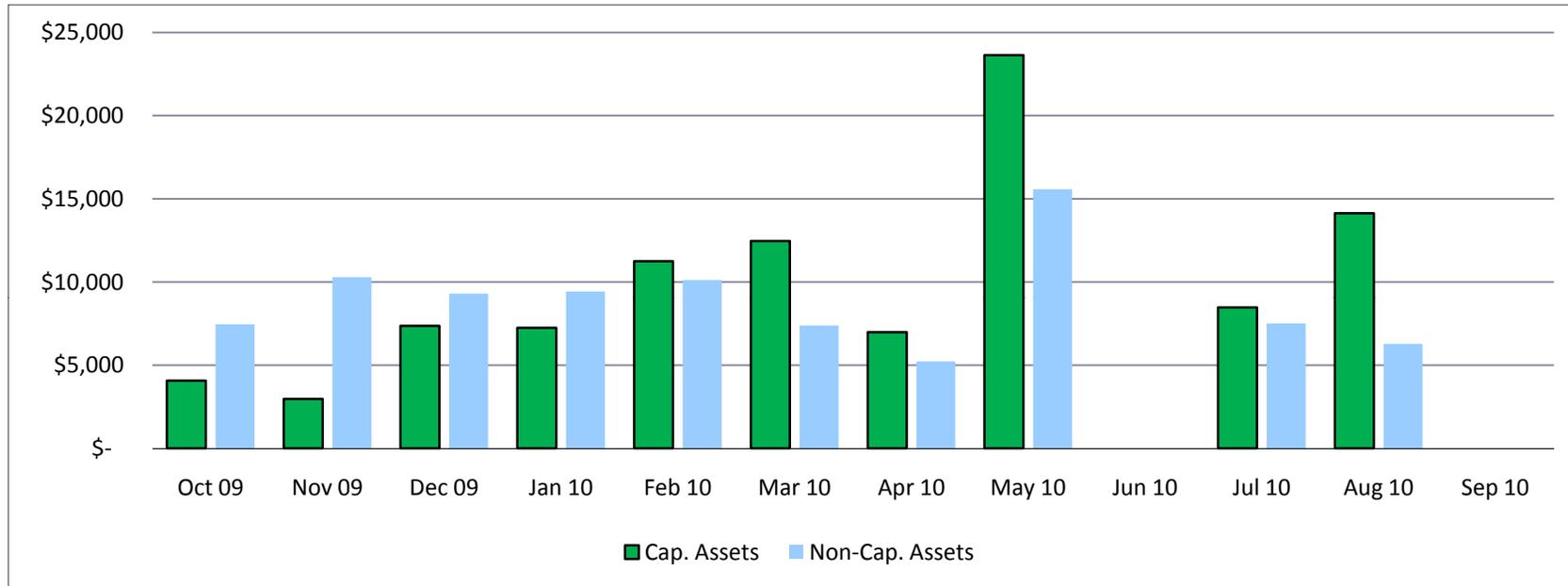


	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10
Capitalized Assets	30	50	60	58	41	26	18	16	*	13	13	
Non Cap. Assets	862	657	723	487	517	385	456	557	*	612	723	
TOTAL	892	707	783	545	558	411	474	573	*	625	736	

\*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	\$14,136	
Non Cap. Assets	\$7,454	\$10,291	\$9,296	\$9,428	\$10,125	\$7,382	\$5,223	\$8,058	*	\$7,508	\$6,280	
<b>TOTAL</b>	<b>\$11,525</b>	<b>\$13,260</b>	<b>\$16,660</b>	<b>\$16,673</b>	<b>\$21,370</b>	<b>\$19,848</b>	<b>\$12,206</b>	<b>\$23,636</b>	<b>*</b>	<b>\$15,979</b>	<b>\$20,416</b>	

Amounts are in thousand.

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



# Aged UPR as of 8/24/10



Line Office	0 - 30 days old		31 - 60 days old		61 - 90 days old		91+ days old		Total	
	#	\$	#	\$	#	\$	#	\$	#	\$
AGO	0	0	0	0	0	0	0	0	0	0
NESDIS	10	10,902,699	8	210,240	0	0	0	0	18	11,112,939
NMFS	120	519,050	101	204,388	45	197,817	70	226,494	336	1,147,749
NOS	27	142,603	23	117,557	3	857	1	600	54	261,617
NWS	96	291,293	25	42,826	11	138,431	22	4,174,743	154	4,647,294
OAR	51	451,417	17	125,987	7	92,634	23	495,073	98	1,165,112
OCAO	10	12,007	3	12,723	2	2,667	1	8,171	16	35,568
OCFO	0	0	1	172	0	0	0	0	1	172
OCIO	6	562,196	9	495,725	0	0	1	677	16	1,058,599
OGC	8	10,713	4	2,637	0	0	0	0	12	13,350
OMAO	12	815,501	2	108,944	3	13,826	1	13,454	18	951,725
PPI	0	0	0	0	0	0	0	0	0	0
USEC	0	0	7	10,707	1	1,500	5	9,387	13	21,594
WFM	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>340</b>	<b>13,707,479</b>	<b>200</b>	<b>1,331,907</b>	<b>72</b>	<b>447,732</b>	<b>124</b>	<b>4,928,599</b>	<b>736</b>	<b>20,415,718</b>

Aging of UPR transactions with 61 - 90 and 90+ days need improvement; the number of transactions increased from 51 in July to 124 in August (61 - 90 days) and 101 days in July to 124 in August (90+ days).



# UPR Certification Process as of 9/8/10



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

June, July & August: UPR certifications are not required to submit to PPMB.



# Capitalized Assets to be Disposed as of 8/24/10 (Excess Assets)



Item No.	Barcode No.	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, awaiting GSA disposition instructions.
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, awaiting GSA disposition instructions
4	CD0000657220	NESDIS	NOAA-NORFOLK	7/8/10	\$309,834.45	same as #3
5	CD0000914170	NESDIS	NOAA-NORFOLK	7/28/10	\$761,157.61	GSAXcess report 133252-0214-9B, awaiting GSA disposition instructions
6	CD0000503516	NMFS	NORFOLK	6/9/09**	\$252,077.00	Awaiting for disassemble from the property custodian, Beth Hill.
7	CD0000503514	NMFS	NORFOLK	6/9/09**	\$345,764.00	same as #6
8	CD0000536075	NMFS	SEATTLE	12/20/09**	\$391,488.00	The asset will be reported to GSA.
9	CD0001531227	OAR	BOULDER	2/2/10**	\$395,024.00	PPMB is working with the property custodian to dispose the asset.
10	CD0000799370	OCIO	NOAA-HQS	8/20/10	\$465,757.61	Received at the warehouse 8-11-10, moved to warehouse inventory for reporting to GSA
11	CD0001060600	OCIO	NOAA-HQS	8/20/10	\$224,016.00	same as #10
12	CD0000155799	OMAO	NOAA-SEATTLE		\$595,003.00	The asset was reported to GSA.
13	CD0000832666	OMAO	NOAA-SEATTLE		\$213,850.00	PPMB is working on transferring to the Navy, awaiting SF 122.
14	CD0000155814	OMAO	NOAA-SEATTLE		\$322,452.00	same as #12

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

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

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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 9/9/10



Item #	Line Office	Asset Name	Barcode	Value	Comment
1	NESDIS	Antenna System	CD0001732432	\$ 221,757.00	Processed into Sunflower on 9/9/10; action completed.
2	OMAO	Multibeam Reson	CD0001722200	\$ 1,637,470.00	Asset will be placed into service in late October
3	OMAO	Multibeam Reson	CD0001722201	\$ 938,190.00	Asset will be placed into service in late October



# FY 2010 Adds Edits Interface Processing Time



Line Offices	Weighted Average Processing Time by LO											No. of Transactions to be Processed as of 8/24/10
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
AGO	3	6	6	20	8	3	3	0	1	1	4	0
NESDIS	4	3	3	3	5	3	4	3	4	3	3	24
NMFS	2	2	3	10	11	8	1	4	2	4	3	18
NOS	3	2	4	6	16	6	4	3	2	3	3	31
NWS	4	3	5	4	11	3	1	6	3	3	4	20
OAR	2	2	4	5	9	3	4	4	3	3	2	2
OCAO	4	4	5	11	41	4	10	15	4	2	3	5
OCFO	7	2	2	9	2	7	2	2	3	1	1	0
OCIO	6	2	6	2	3	5	5	2	2	3	7	56
OGC	4	5	16	6	2	3	2	3	2	2	2	11
OMAO	4	2	2	6	9	3	3	4	4	3	2	5
PPI	9	0	0	0	0	0	1	0	1	3	0	0
USEC	4	1	10	7	2	8	8	22	7	1	1	0
WFM	13	1	3	0	25	2	20	0	3	25	2	1
<b>Average Processing Days/ Total</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>173</b>



# FY 2010 Inventory Results



FY 2010 Capitalized Assets Inventory – Completed.

FY 2010 Physical Inventory 1<sup>st</sup> QTR – Completed.

FY 2010 Physical Inventory 2<sup>nd</sup> QTR – Completed.



# FY2010 Physical Inventory

## 3<sup>rd</sup> QTR as of 8/24/10



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	10	0	0	0	0
OMAO	41	41	0	0	0	0
PPI	1	1	0	0	0	0
USEC	12	12	0	0	0	0
Total	325	323	0	0	2	43

\*Awaiting inventory resolutions from the PAO, Mark Hunter (54003E062 and 54003M039 ).



# 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](http://www.pps.noaa.gov/New_menu/leasepol.htm).



# Reminder

1. Please respond to Deferred Maintenance Data Call as of 9/12/10 to PPMB by **9/17/10**. This item is Prepared By Client (PBC) item requested by KPMG due in September.
2. Please respond to FY 2011 Depreciation Accounting Updates to PPMB by **9/24/10**.
3. Please use NOAA Form 37-509 for capitalized assets transactions; available at <http://www.corporateservices.noaa.gov/~noaaforms/efoms/NF37-509.pdf>. CD-509 will not be an acceptable form effective 10/1/10.
4. Please use the electronic CD 50 form in Sunflower (*CD50/52 Transaction Menu*) to submit requests for accountable assets to be excessed; the user guide can be found at <http://www.pps.noaa.gov/CD50-52%20User%20Guide.htm>.



# Reminder

5. 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.

6. 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.