



PERSONAL PROPERTY

Status Meeting

November 4, 2010



AGENDA

- KPMG AUDIT STATUS
- PRE-AUDIT (4th Qtr.) RESULT (Cotton & Company, LLP)
- 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
- REMAINDER



KPMG Audit Status as of 10/28/10



PPMB received 2 Notifications of Finding and Recommendation (NFR) from KPMG auditors:

1. Untimely processing of one personal property asset deletion.
2. Additions and withdrawals for heritage assets were not valid additions or deletions.

Additional audit questions from KPMG were sent to OAR, NMFS, and NOS regarding untimely processing of additions.



FY10 Pre-audit Testing Result (Cotton) 4th Qtr. Capitalized Additions/Adj.



Of 9 additions tested, 7 additions were not processed timely from acquisition date.

Line Office		Barcode	Acquisition Date	Doc Receipt Date	Create Date in Sunflower	PPMB Process Time	LO Processing Time
OAR	*	CD0001475905	2/18/2010	6/17/2010	6/23/2010	6	119
OAR	*	CD0001687798	12/3/2009	6/17/2010	6/23/2010	6	196
OAR		CD0001687799	12/3/2009	6/17/2010	6/23/2010	6	196
OAR	*	CD0001687800	12/3/2009	6/17/2010	6/23/2010	6	196
NESDIS		CD0001732432	5/28/2010	9/8/2010	9/9/2010	1	103
NMFS	*	CD0001702336	5/28/2009	7/8/2010	7/9/2010	4	406
NOS	*	CD0001722782	2/19/2009	5/11/2010	5/17/2010	6	458

*Asset was also sampled and tested by KPMG.

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FY10 Pre-audit Testing Result (Cotton) 4th Qtr. Capitalized Deletions



Of 7 deletions tested, 2 deletions were not disposed timely from the actual disposition date.

Line Office	Barcode	Event in Sunflower	Actual Disposal Date	Deletion Date in Sunflower	Days to Process
NWS	CD0000169982	DONATED	4/15/2009	6/28/2010	439
CAO	CD0000912243*	TRANSFERRED TO OTHER GOVERNMENT AGENCY	5/5/2006	9/14/2010	1,593

*Asset was also sampled and tested by KPMG.



FY10 Pre-audit Testing Results (Cotton) 4th Qtr. Accountable Additions



A: For 4 accountable assets, we were unable to verify the acquisition cost and/or acquisition date based on the supporting documentation uploaded in Sunflower.

B: 2 accountable addition was not added to the property records in a timely manner from the date of acquisition. Timely - 30 days from the date the asset is received and accepted by NOAA

Barcode	Line Office	Value	Processing Time (From acquisition date)	Processing Time (From Edit Interface)	Total Processing Time	A	B
CD0001448795	NESDIS	\$30,600.00	0	0	0	E	N/A
CD0001448799	NESDIS	\$64,990.00	94	0	94	√	E
CD0001675244	NESDIS	\$152,618.00	4	2	6	E	N/A
CD0001455361	NESDIS	\$43,401.00	1	1	2	E	N/A
CD0001690163	OAR	\$48,667.50	6	0	6	E	N/A
CD0001684146	NWS	\$39,893.62	41	1	42	√	E

E: Exception (finding) noted.



FY10 Pre-audit Testing Results (Cotton) 4th Qtr. Accountable Deletions



3 final event requests (prior to FY 2010) were not processed timely*.

Item #	Barcode	Event (Sunflower)	Line Office	Asset Value	Days of processing disposal (From Final Event Request)
1	CD0000282409	LOST, MISSING OR STOLEN	NWS	\$40,000.00	763**
2	CD0000528042	EXCHANGE/SALE OR TRADE IN	NWS	\$38,930.00	527
3	CD0000772138	LOST, MISSING OR STOLEN	NWS	\$41,615.00	374

*Timely - the asset was disposed timely (90 days)

**BOR approved the final event request on 7/21/10.



FY10 Pre-audit Testing Results (Cotton) 4th Qtr. Accountable Deletions



5 excess receipt requests were not processed within 30 days after receiving the final disposition.

Item #	Barcode	Event (Sunflower)	Line Office	Region*	Asset Value	Days of Processing Disposal	Days of Processing Disposal from Excess Request
1	CD0000802491	SOLD	NWS	HQS	\$44,244.36	42	301
2	CD0001042008	SOLD	NWS	HQS	\$34,250.00	43	435
3	CD0001055689	SOLD	NESDIS	HQS	\$38,509.75	42	183
4	CD0001068938	SOLD	NESDIS	WHS	\$181,117.00	37	241
5	CD0001068891	SOLD	NESDIS	HQS	\$32,631.00	42	289



PMO Calendar

November 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Heritage Asset Cert. Request to LO	2 Special BOR Meeting	3 UPR Cert Due from PM	4 LO Meeting PPMB Staff Meeting	5	6
7	8	9 Heritage Asset Meeting	10	11 PPMB Staff Meeting Cut-off date for financial reports	12 Run depreciation	13
14	15	16 CWIP Meeting	17 BOR Meeting Financial reports due to Finance	18 PPMB Staff Meeting	19	20
21	22	23	24	25 PPMB Staff Meeting	26	27
28	29	30	UPR data is available in Sunflower anytime through the month.			

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

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Open CWIP Projects as of 10/28/10 NESDIS/ NWS/ OCFO



Item No.	Activity Title	Line Office	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	Environmental Satellite Processing Center (ESPC)	NESDIS	7/31/2008	7/31/2008	Linda J. Williams	Reginald Lawrence	same as #1
3	Metop Ground System	NESDIS	12/31/2009	12/31/2009	Linda J. Williams	Kirk Liang	Awaiting the final NF 37-6 once UDO is cleared.
4	Collaboration & Video Teleconferencing System Refresh	NESDIS	Not completed	1/31/2011**	Victoria Mason	Charles Macfarland	Please submit NF 37-6 and supporting documentation upon completion of the project.
5	Thin Client Technology Demo Pilot Project	NESDIS	Not completed	3/9/2011	Victoria Mason	James Goudouros	NF 37-6 will be submitted upon completion of the project.
6	AWIPS Product Improvement (Software AWIPS "2")	NWS	Not completed	11/20/2010	Timothy Hopkins	Timothy Hopkins	same as #4
7	NEXRAD Product Improvement - Dual Polarization (IUSD)	NWS	Not completed	3/15/2011	Greg Cate	Greg Cate	same as #5
8	END TO END RESOURCE MANAGEMENT SYSTEM	OCFO	Not completed	11/30/2010	Debra Rodgers	Shelby Blythe	same as #4

*Note: Information is based on CWIP 306B report as of 10/28/10.

** per information provided by NESDIS

Yellow highlighted projects are projects with estimated completion date within the 1st QTR FY 2011.

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Open CWIP Projects as of 10/28/10 OMAO



Item No.	Activity Title	Line Office	Acceptance Date	Estimate Completion Date	Activity Manager	Project Manager	Project Status
1	FSV1 - Dyson	OMAO	5/28/05	5/28/2005	Joseph Bohr	Joseph Bohr	Awaiting the final NF 37-6 to reflect an adjustment.
2	FSV3 - Pisces	OMAO	11/6/09	7/16/2007	Joseph Bohr	Joseph Bohr	Awaiting the final NF 37-6.
3	CITATION Replacement	OMAO	5/15/09	5/19/2009	Joseph Bohr	Joseph Bohr	same as #2
4	FSV4 - Shimada	OMAO	8/25/10	11/6/2009	Joseph Bohr	Joseph Bohr	same as #2
5	Rainier MRP (Major Repair Period) - Stimulus Funding	OMAO	Not completed	10/31/2010	Janice Rush	Robert Wilmot	Please submit NF 37-6 and supporting documentation upon completion of the project.
6	G-IV Instrumentation Upgrades	OMAO	Not completed	12/31/2010	Joseph Bohr	Joseph Bohr	same as #5
7	NMAO Aircraft Replacement - WP-3D Upgrade	OMAO	Not completed	9/30/2011	CDR Al Girimonte	Carl Newman	NF 37-6 will be submitted upon completion of the project.
8	SWATH Vessel Construction	OMAO	Not completed	9/30/2011	Joseph Bohr	Joseph Bohr	same as #7



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	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 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
FY 2010 PBR Completions *	●	●	●	●	●	●	●	●	●	●	●	●	●	●
FY 2010 100% Inventory /Certification of all Personal Property **	●	●	●	●	●	●	●	●	●	●	●	●	●	●



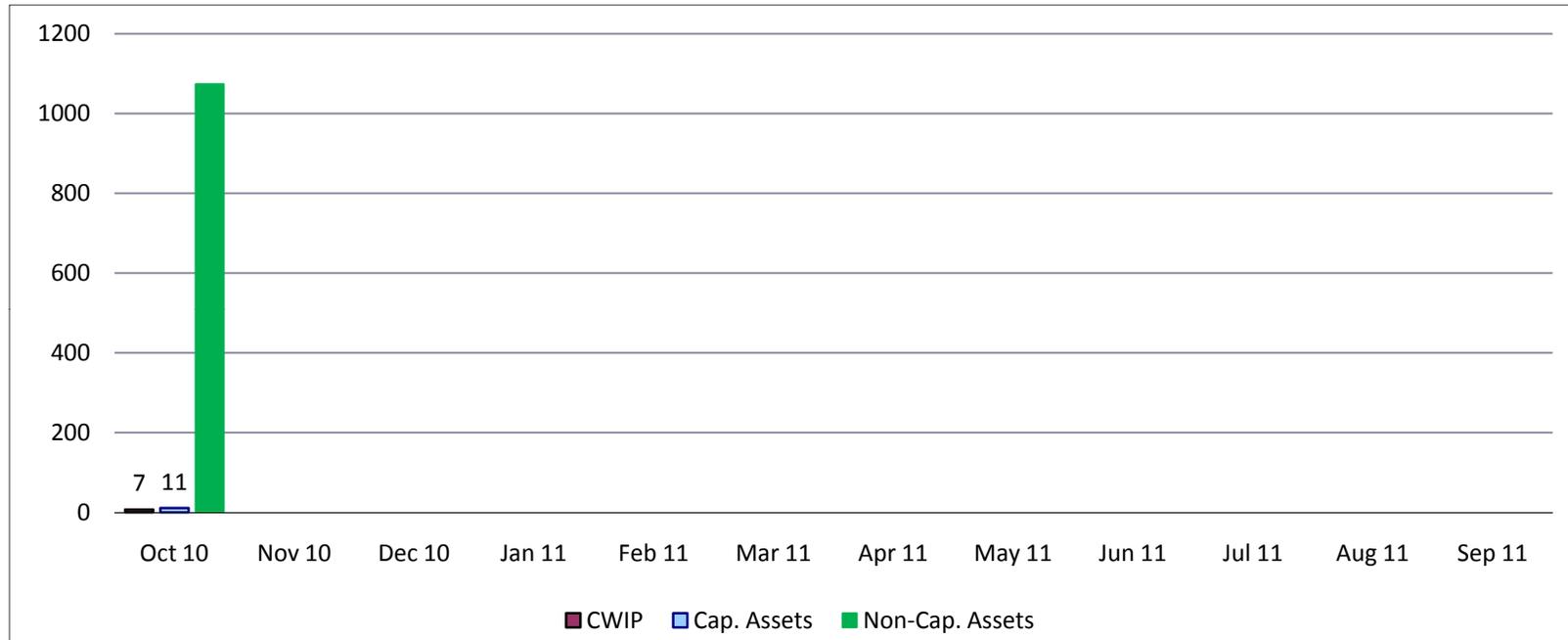
CY 2010 Refresher Certification Program Status as of 10/29/10



Line Office	Due date	Submission Date	No. of PC/PAO should Take Training	No. of PC/PAO Took Training	% of Completion	Comment
AGO	12/1/10	10/25/10	14	10	71%	
NESDIS	12/1/10	10/25/10	52	51	98%	
NMFS	12/1/10	11/03/10	168	61	36%	Expect completion by 12/31/10.
NOS	12/1/10	10/29/10			95%	
NWS	12/1/10	09/27/10	255	246	96%	
OAR	12/1/10	10/26/10	73	67	92%	
OCAO	12/1/10	11/03/10			50%	
OCFO	12/1/10	10/29/10			90%	
OCIO	12/1/10	10/25/10	20	15	75%	
OGC	12/1/10	08/24/10	20	20	100%	
OMAO	12/1/10	09/27/10	44	44	100%	
PPI	12/1/10					
USEC	12/1/10					
WFM	12/1/10	09/28/10				Expected completion date is November 19, 2010.



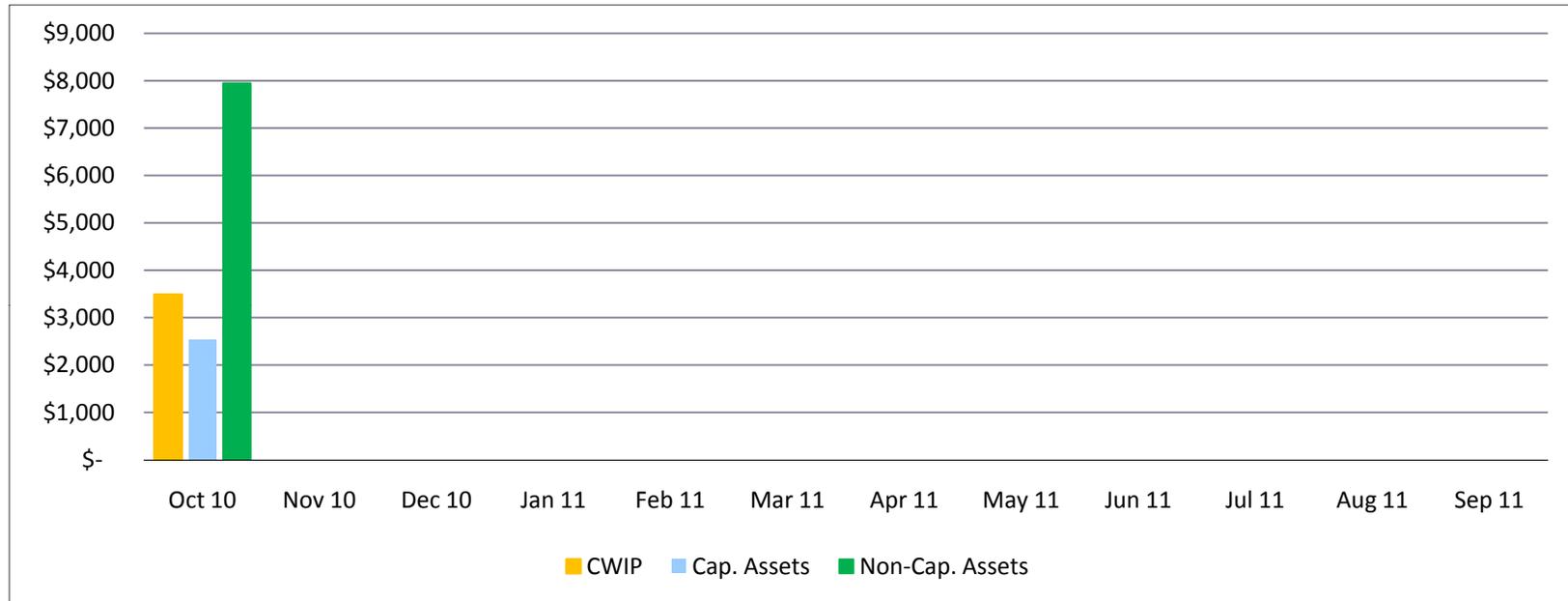
FY 2011 UPR Number of Records



	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11
CWIP	7											
Capitalized Assets	11											
Non Cap. Assets	1,074											
TOTAL	1,092											



FY 2011 UPR Dollar Value



	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11
CWIP Assets	\$3,489											
Capitalized Assets	\$2,536											
Non Cap. Assets	\$7,948											
TOTAL	\$13,973											

Amounts are in thousand.



Aged UPR as of 10/26/10



Line Office	0 - 30 days old		31 - 60 days old		61 - 90 days old		91+ days old		Total	
	#	\$	#	\$	#	\$	#	\$	#	\$
AGO	0	0	3	3,784	0	0	0	0	3	\$3,784
NESDIS	3	3,323,210	10	30,496	2	18,960	3	38,722	18	\$3,411,387
NMFS	39	511,758	259	857,890	105	488,794	156	459,588	559	\$2,318,030
NOS	11	726,646	86	435,218	11	23,310	17	103,477	125	\$1,288,650
NWS	10	2,073,531	104	242,082	45	174,352	40	1,966,547	199	\$4,456,513
OAR	6	124,457	42	199,318	16	74,881	33	249,445	97	\$648,100
OCAO	1	42,956	1	14,639	11	40,139	5	13,832	18	\$111,566
OCFO	0	0	3	6,633	0	0	5	2,921	8	\$9,554
OCIO	4	416,040	14	342,005	2	53,907	7	481,120	27	\$1,293,072
OGC	0	0	0	0	3	4,327	2	1,695	5	\$6,022
OMAO	6	322,068	4	31,478	1	507	0	0	11	\$354,053
PPI	0	0	4	6,697	0	0	0	0	4	\$6,697
USAO	0	0	5	6,730	0	0	11	17,641	16	\$24,371
WFM	1	40,001	1	735	0	0	0	0	2	\$40,735
Total - 10/26/10	81	\$7,580,666	536	\$2,177,705	196	\$879,177	279	\$3,334,988	1,092	\$13,972,535
Total - 9/28/10	926	\$6,669,314	261	\$1,277,888	180	\$948,162	152	\$2,616,514	1,519	\$11,511,879

UPR transactions with age categories of 31-60, 61-90 and 90+ days need improvement.



FY 2011 UPR Certification Process as of 10/28/10



Line Office	October* Non-CWIP UPR	October ** CWIP UPR
AGO	Yes	
CAO		N/A
CFO	Yes	N/A
CIO		N/A
GC	Yes	N/A
NESDIS		N/A
NMFS		N/A
NOS		N/A
NWS	Yes	N/A
OAR	Yes	N/A
OMAO		
PPI		N/A
USAO		N/A
WFM		N/A

*Certification due date is 11/3/10.

** CWIP UPR Report run as of 11/2/10.



Capitalized Assets to be Disposed as of 10/28/10 (Excess Assets)



Item No.	Barcode No.	Line Office	Region	Excess Date*	Acquisition Value	Status
1	CD0000914170	NESDIS	NOAA-NORFOLK	7/28/10	\$761,157.61	Awaiting disposition from GSA on report # 133252-0295-9A01
2	CD0000503516	NMFS	NORFOLK	6/9/09	\$252,077.00	Property custodian received a purchase order for the company to recycle and is waiting to be scheduled for removal.
3	CD0000503514	NMFS	NORFOLK	6/9/09	\$345,764.00	same as #2
4	CD0000536075	NMFS	SEATTLE	12/20/09**	\$391,488.00	The asset will be reported to GSA.
5	CD0001462337	NOS	NOAA-NORFOLK	8/25/10	\$344,175.00	Awaiting disposition from GSA on report # 134638-0239-A001
6	CD0000799370	OCIO	NOAA-HQS	8/20/10	\$465,757.61	Pending destruction with the next group of items being disposed 137900-0106
7	CD0001060600	OCIO	NOAA-HQS	8/20/10	\$224,016.00	Awaiting disposition from GSA on report # 133252-0232-9A02
8	CD0000155799	OMAO	NOAA-SEATTLE	***	\$595,003.00	The asset is on GSA Excess.
9	CD0000832666	OMAO	NOAA-SEATTLE	***	\$213,850.00	Awaiting instructions from property custodian if still transferring to the Navy
10	CD0000155814	OMAO	NOAA-SEATTLE	***	\$322,452.00	Sold GSA Auctions, asset shipped to purchaser, the property custodian will request final event.
11	CD0000790233	OCFO	NOAA-HQS	N/A	\$263,130.41	Excess request was denied by NOAA warehouse. PPMB will provide guidance to the property custodian for disposal.

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

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

*** Property custodian requested excess asset by CD 509.

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Capitalized Assets to be Disposed as of 11/1/10 (Final Event Assets)



Item No.	Barcode No.	Line Office	Region	Acquisition Date	Acquisition Value	Status
1	CD0000802935	OAR	BOULDER	05/21/98	\$3,679,075	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 10/28/10



Item #	Line Office	Asset Name	Barcode	Value	Comment
1	OMAO	Multibeam Reson	CD0001722200	\$ 1,637,470.00	Asset will be placed into service in November
2	OMAO	Multibeam Reson	CD0001722201	\$ 938,190.00	Asset will be placed into service in November



FY 2011 Adds Edits Interface Processing Time



Line Offices	Weighted Average Processing Time by LO	No. of Transactions to be Processed as of 10/25/10
	Oct.	
AGO	8	19
NESDIS	2	0
NMFS	5	80
NOS	4	11
NWS	3	16
OAR	2	2
OCAO	4	25
OCFO	5	0
OCIO	7	36
OGC	4	6
OMAO	2	1
PPI	0	0
USEC	8	0
WFM	8	0
Average Processing Days/ Total	4	196



FY 2011 Physical Inventory 1st QTR



The inventory certifications from WFM, OCAO, OCIO, OCFO, AGO, USEC and NESDIS are due on December 17, 2010.



Reminder

1. Vehicle Accountability

According to Department Personal Property Manual, 3.200 Accounting for Different Types of Personal Property, records for all vehicles (NOAA owned, GSA leased and commercial leased) should be maintained in the Sunflower.

3.200 ACCOUNTING FOR DIFFERENT TYPES OF PERSONAL PROPERTY

3.201 Accountable Personal Property

It is the policy of the Department that accountability be maintained for the following types of property:

a. Accountable property, which is:

- (1) All capitalized personal property;*
- (2) All office furniture and equipment having a unit cost of \$5,000 or more;*
- (3) All sensitive items, as described in PPMM Section 3.400;*
- (4) **All borrowed or leased personal property;***
- (5) All Government-owned accountable property in the hands of contractor, financial assistance programs, accountable, or sensitive personal property; and*
- (6) All software with an acquisition cost of \$25,000 or more.*

b. Material inventories where the value is controlled by general ledger accounts.



Reminder



2. Vehicles Data Call

PPMB will require each Line Office to provide vehicles' information. In addition to basic information which generally required to enter into Sunflower, the following additional information is mandatory fields in Sunflower:

- Vehicle ID Number (VIN)
- Vehicle Weight
- Vehicle Fuel Type
- Fuel Tank Size (gallons)
- Model Year
- Body Style
- Number of Cylinders
- Vehicle Color



Reminder



3. CWIP UPR Certification

CWIP UPR amounts are not automatically suppressed. Property Managers should submit a certification to respective PPMB Line Office representatives by the 15th of the month. PPMB representative will suppress the CWIP UPR amounts based on the certification. Please use a sample certification in the next page as a template. Sunflower will generate a CWIP UPR certification once ICR is complete in March 2010.



Reminder



SAMPLE CERTIFICATION FOR THE MONTHLY CWIP PAYMENTS REPORT

ITEM #	DOC TYPE	DOC NO	ORG. CODE	PROJ/ TASK	OBJ	CBS AMT	SUNFLWR AMT	DIFFERENCE	DOC DATE	THIS PAYMENT INCLUDES ACCOUNTABLE PERSONAL PROPERTY. (ENTER "YES" OR "NO")	SUPPORTING DOCUMENTATION (ENTER "PREVIOUSLY SUBMITTED" OR "ATTACHED")	OTHER COMMENT (E.G., INFORMATION ON PREVIOUSLY SUBMITTED DOCUMENTATION)
1	CONTR	1SPNA0031	08-00-0000-00-00-00-00	D2PF4V4-PVT	31-14	\$500,000	\$0	\$500,000	1/5/2010			
2	PCARD	529251-0364444-001	08-02-0001-03-00-00-00	G4P2UMS-JOO	31-20	\$3,000	\$0	\$3,000	11/18/2009			

I certify that the above information is correct.

Name, Title

Date

12/7/2010

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