

**NOAA Personal Property
Status Meeting with Line, Staff, and Corporate Offices
March 4, 2010 at 11:00 am**

Attendees and Telecom Participants

NOAA HQs Judy Mickens-Murray – Branch Chief, PPMB
Joy Taylor – PMO, Deputy Director, Logistics Division

PPMB

Tom Deckard, Melissa Nelson, Debbie Pickerign
Ken Morrow, Steven Creeger Michelle Ross
Larry Oates, Edwin Lewis, Obadiah Aguilar
Sheila Hensley, Robin MacMillian, Holli Turri

BranCore Technologies

Paul Myers, Glenn Davis, Jeff Ocampo, Dominic Brakey, Anne Marquez
Lisa Duszynski, Teresa Butler, Rocelyn Ocampo, Kelera Tale

Cotton & Co

Ralph Newsome, Meg Gardner, Dominic Garner

WFMO - Gail Perry
NWS - Jan Evans
OMAO - Candi Myers, Beth Downs, Harrie Cherry
NESDIS - Bernie Foremen
NOS - Sloane Strother
OCIO - Theresa Furguson
NWS - Yvette Singleton
NMFS - Carol Cuifolo, Rhonda Perry-Burgess
OAR - Marie Covard

Did not participate

AGO	OCAO	USEC
GC	NMFS	Finance

Agenda:

- POTENTIAL AUDIT ISSUE
- A-123 AUDIT CALENDAR
- OPEN CWIP PROJECTS
- BUBBLE CHART – DEPARTMENT OF COMMERCE
- UPR
- CAPITALIZED ASSETS TO BE DISPOSED
- FINANCIAL ASSET ADDITIONS
- ADDS EDITS INTERFACE PROCESSING TIME
- PHYSICAL INVENTORY – 1ST QTR
- INVENTORY OF COMPUTER MONITORS

Action Items:

Meeting Minutes:

Judy Mickens, Branch Chief, Personal Property Branch opened the meeting.

POTENTIAL AUDIT ISSUE

Potential audit issues are being presented to the group to forewarn all concerned of issues that have been uncovered by Cotton and company as they review samples pulled during the pre-audit. They found the following problems with Financial Assets:

- 3 out of 4 additions were not processed in a timely manner
- 9 out of 14 deletions were not processed in a timely manner

Joy expressed concern that these issues existed prior to now and continue to be a problem. She recommended that Cotton and Co. provide the results to the specific Line Office leads and PMs so that there would be more visibility and the folks would be aware of the problems in their areas. Cotton and Co. said that the information is available and would be provided tomorrow, the 5th of March.

A-123 AUDIT CALENDAR

The dates of Phase I, II and II Testing Plans were presented. Steve Creeger will be soliciting input from Line Offices to support these audits.

OPEN CWIP PROJECTS

PPMB uses the 301B Report from Finance to compile a list of open CWIP projects. A list of these anticipated projects have been provided for the PMs to review and confirm the completion

dates with their Line Office Rep. The Line Office rep needs to gain insight on the anticipated projects.

Bernie pointed out that some of the projects with past due dates have already been capitalized and some of the projects with anticipated dates out to 2029 do not seem to be relevant. The list could also have been trimmed down if the Sunflower System was queried by name to identify those projects that had already been capitalized; the PMs had already met their responsibility to get those projects on the books in a timely manner.

Candi responded that the list included projects that had not been closed out because of undelivered orders. Until projects meet all the purge criteria, they are going to remain on the list. We don't want to update the start date on these projects because the date accurately reflects the date the item was placed into service.

Judy suggested that PPMB's concern is focused on the projects that will become operational over the next year and perhaps the list needs to be trimmed to focus on those anticipated assets. t

Bernie suggested that the list of anticipated projects be shared with the CWIP working group. A better source of information related to the status of these projects would be the Activity Managers who participate in that working group.

Judy pointed out that the direction she's received from the PMs is that the PMs want to be the single point-of-contact for their organization regarding property matters and it is their responsibility to decide how the information is to be distributed to and retrieved from their Line Office. We need to come to a common agreement on the assignment of responsibilities that does not differ between Line Offices.

Bernie explained that it was the PM's role is to provide timely reporting to PPMB and that she has previously reviewed and reported the status of these projects to Miguel Rodriguez back in November. Judy apologized that the information had not been shared within PPMB, but that the list reflected the current knowledge concerning anticipated projects and PPMB needed input from the Line Offices to refine the list. If the input previously submitted to Miguel is still available, please resubmit it to the Line Office Rep to update the listing.

BUBBLE CHART – DEPARTMENT OF COMMERCE

Joy and Judy are going to go to a meeting of the CFOs next week. Judy had requested a waiver for the monitors, but that was not granted. They have not given up on the waiver and will continue to work the issue.

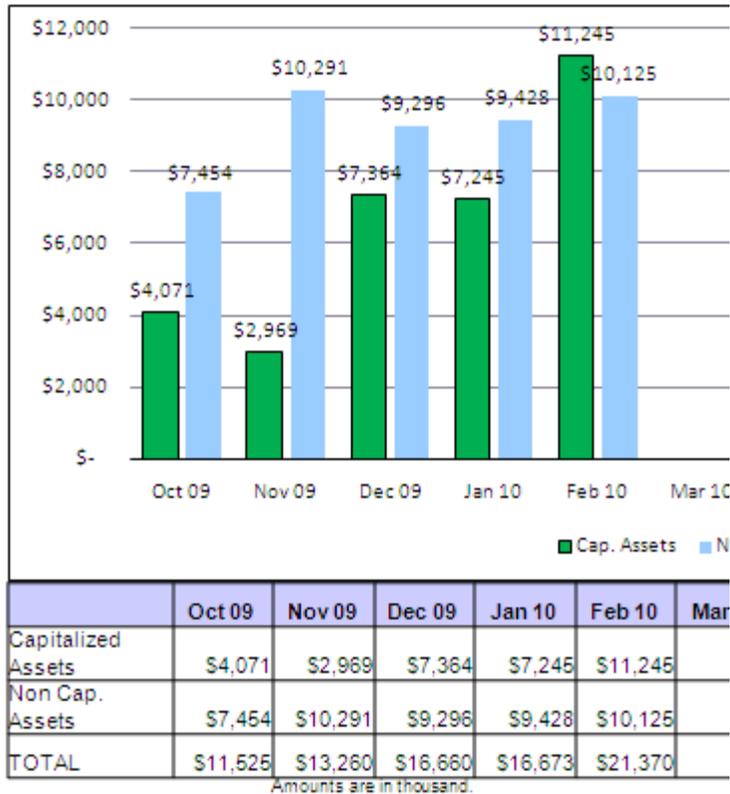
MONITORS

Judy instructed the PMs to no longer submit any new monitors in spreadsheets to PPMB. Any monitors added to Sunflower will be collected during the annual inventories as 'found' items.

PPMB is still working any spreadsheets already provided and they will be completed. This initiative will be done when the current backlog of spreadsheets have been processed.

Gail Perry asked about spreadsheets that had been submitted as part of the inventories that were in her possession. Judy instructed her that the spreadsheets could be submitted today, but spreadsheets will not be accepted after this date, 4 March.

UPR



Trend - The UPR has risen, but that increase can be ascribed to the workdays lost to the inclement weather in February.

Aged UPR – progress is being made, especially by Fisheries. If the Line Offices need any help, please let you Line Office Rep know.

Certifications – Judy explained that, when a PM certifies their UPR, it represents the fact that the PM has reviewed the contents of the UPR and that they are in agreement that the listing is a fair representation of their UPR and that they are working to resolve the records. Everything does not have to be resolved to certify the listing.

Some Line Offices are using the certification form developed by NESDIS. PPMB will accept that signed form as the PM's certification.

Judy thanks the Line Offices for their cooperation in submitting their UPR processing policy.

CAPITALIZED ASSETS TO BE DISPOSED

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

Jan Evans raised an issue with the lack of supporting documentation for Financial Assets disposed at the Brandywine warehouse. Some items with Final Events in question (inherited by

current Custodians) concern disposal activities by the warehouse over six years ago. Since documentation is only retained for six years at Brandywine, the Line Offices are unable to get the documentation to support Final Events being presented to the Board of Review. Joy asked Jan to generate a list of items in question to discuss the situation with her directly.

Robin chimed in to say that documentation related to the disposal of Financial Assets is to be retained indefinitely.

FINANCIAL ASSET ADDITIONS

This table identifies the non-CWIP Financial Assets that are in the process of being added to Sunflower. Line Office personnel are asked to review the description and comments and notify PPMB of any changes in status that they notice.

ADDS EDITS INTERFACE PROCESSING TIME

The interruption in service by the weather in the Capital Region contributed to a rise in the average processing time to 10 days.

PHYSICAL INVENTORY – 1ST QTR

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	16	1	0	0	8	0	0.00%
OCFO	7	7	0	0	0	0	8	0.73%
OCIO	16	13	0	0	3	351	32	1.53%
WFM	5	5	0	0	0	0	1	0.15%
Total	51	47	1	0	3	359	41	

OCIO has completed one more inventory to have 14 organizations completed.

PHYSICAL INVENTORY – 2nd QTR – Due March 11

Line Office	Total PC	Open Resolution Items	% of Open Resolution Items	Due Date
OAR	56	10,015	65.98%	3/11/2010
NESDIS	50	2,103	12.90%	3/11/2010
NMFS	150	3,242	11.14%	3/11/2010
NOS	58	8,980	60.49%	3/11/2010
Total	314	24,340		

INVENTORY OF COMPUTER MONITORS

(Did not change from prior month.)

Judy introduced Michelle Ross, who has returned from active duty in Kuwait. Michelle, located in Seattle, will be taking over the lead on Excess and the task to develop a National Disposal Plan. Michelle is also available for consultation should the Line Office Lead not be available. Her phone number is (206) 526-6393.

Michelle will also be working with Melissa Nelson on the update of training materials.

Closing

Joy Taylor expressed her appreciation for the efforts folks made to participate in the LO meeting. She wants better communications between the Line Offices and the Property Branch. Joy also expressed thanks to those who participated in the off-site conference and recommended that folks take advantage of the free barcode labels now being provided by the Department. Any request should be emailed to Judy Mickens.

Joy disclosed to the group that she was reviewing the current policy that requires property to be submitted to the Sunflower System within 15 days of receipt. She is concerned that it isn't

enough time and she may get in touch with Property Managers to get their input on the matter. PPMB needs to ensure that any changes being considered do not violate other established policy.

Jan Evans thanked Joy for making this effort because that it is difficult to deal with written policy procedures that were not reasonable. Debbie Pickerign suggested that the policy may have resulted from discussions with Finance and recommended that they be consulted over proposed changes.

Line Office personnel can view the new PPMB website being developed at the following URL:
http://www.corporateservices.noaa.gov/facmd/facilities_logistics/personalproperty/index.html

Candi raised the issue of reinstating the role of Property Contacts in Sunflower. Many of the Custodians are too busy to do the data entry task, which is usually relegated to a lower-level employee. While the responsibility for the property Management task should remain with the Custodian (and be part of their performance plan), it isn't practical to have Senior-level personnel doing the clerical duties.

Judy said that it is not a forgotten issue and that she and Joy are going to raise the topic at a meeting of the CFOs next week.