

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

**Attendees and Telecom Participants**

NOAA HQs:

Judy Mickens-Murray – Branch Chief, PPMB  
Joy Taylor – PMO, Deputy Director, Logistics Division  
Edwin Lewis                      Melissa Nelson  
Tom Deckard                      Robin MacMillian  
Ken Morrow                      Holly Turri  
Larry Oates                      Ken Morrow  
Michelle Ross                      Obadiah Aguliar

AGO                      John Abbott  
CAO                      Cynthia Burley  
CFO  
CIO                      Theresa Ferguson  
GC                      Gina Jackson  
NESDIS                      Bernadette Foreman  
OMAO                      Beth Downs                      Candi Myers  
NMFS                      Rhonda Perry-Burgess  
NOS                      Sloane Strother  
NWS                      Jan Evans  
OAR                      Marie Covard  
USAO  
WFM

Finance:                      Heather Potter                      Mark Miller

BranCore Technologies:

Paul Myers                      Teresa Butler  
Ryland Pine                      Anne Marquez  
Jeff Ocampo                      Lisa Duszynski  
Dominic Brakey                      Jacqui Poindexter  
Kelera Tale                      Rocelyn Ocampo

Cotton & Co:

Ralph Newsome  
Meg Gardner

**Agenda:**

- 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 – 1<sup>ST</sup> and 2<sup>ND</sup> QTRs
- SUNFLOWER SERVER MOVE UPDATE DATES

**Action Items:**

1. Candi requested that the requirements and the due dates be posted onto a yearly NOAA calendar on the Property web site. Judy asked Meg to carve out the schedule for the Property Branch from the master schedule she is assembling for the Logistics Division.
2. The web site does not currently have accurate instructions for the excess process. Judy made note of the fact that the excess instructions on the web site will be updated.

**Meeting Minutes:**

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

**A-123 AUDIT CALENDAR**

Audit testing has been started. For the next Line Office meeting, Judy will provide the PMs insight into what they have provided her for the sampling if the results are available from the auditors.

**OPEN CWIP PROJECTS**

The slides presented in the Line Office meeting had been sent out by Meg for review by the activity managers. The activity managers were asked whether they were going to procure additional assets or whether they were done. Understanding that the Activity Managers were not focused on budgetary matters, it was PPMB's intent to get a clearer picture concerning the timing of the entry into Sunflower and that all costs associated with the asset are included.

Next month these slides will be revised to a format that was used in prior years. It seems to be a more acceptable format for reviewing the status of anticipated projects.

Candi asked why the last column contains the Capitalized Amount. The CWIP report contains three fields; the undelivered orders, the uncapitalized and the total amount. If the first two columns need to be zeros to be able to capitalize an asset, why ask for the total Capitalized Amount?

Judy wants to be able to resolved funds that remain on the book. The Line Office may feel that the asset has been completed and the activity Manager has been trying, unsuccessfully, to get the residual amount off the books. Judy expressed that this resolution should be a matter between the Line Office and Finance to remove the UDO. .

Candi explained that the remaining UDO funds could be de-obligated or accrued onto a 37-6. Judy explained that PPMB would like to know if another 37-6 is not going to be submitted. It is the responsibility of the Line Office to notify Finance if the project type has changed – that's the only way a project will drop off the CWIP report.

## BUBBLE CHART – DEPARTMENT OF COMMERCE

The inclusion of the property evaluation into the critical elements of the performance review was raised at the beginning of the year. The reason it was then discussed again at the end of the year was because no one responded. Going forward, the Bubble Chart will display the date when the items are due to DOC.

Candi requested that the requirements and the due dates be posted onto a yearly NOAA calendar on the Property web site. Judy asked Meg to carve out the schedule for the Property Branch from the master schedule she is assembling for the Logistics Division.

Regarding the training item on the Bubble Chart:

At the PMO meeting Joy and Judy attended, it was stated that NPMA courses could be used to satisfy the eight hours of annual Property training requirements. They also said that DOC would review and approve and training developed by NOAA (which Michelle Ross is currently working on.) If there are other suggestions for training, they should be run by DOC for approval.

The requirements to take the Sunflower and Ethics training courses still exist. The question was asked whether individuals are exempt from the annual refresher training during their first two years. Judy replied that this fact was not stated at the meeting.

## UPR

The number of items on the UPR is going down and the Line Offices are to be congratulated on their efforts. Property management is a collaborative effort between PPMB and the Line Office personnel and the reduction in the UPR is a testament to the success of that effort.

The submission of the certification of the UPR is due the first Wednesday of the month. It is the responsibility of the Line Office Rep to deliver the certification to Meg by that day.

The UPR reports that the certifications are based upon will be generated and distributed the Tuesday before the Line Office meeting.

## CAPITALIZED ASSETS TO BE DISPOSED

This table is intended to let the Line Office personnel know where PPMB is in the excess process.

## CAPITALIZED ASSETS IDENTIFIED FOR BOARD OF REVIEW

There is an on-going problem with requests for final events submitted to the Board of review that are not properly documented. They repeatedly get refused, re-submitted, and add to the backlog that is bogging down the disposal process. This slide identifies some outstanding Capitalized Assets remaining in front of the BOR that need Corrective Action Plans or substantiating documentation.

Problems with identified with the current process:

1. Packages are being submitted directly from the PAO/PC to PPMB without the knowledge of or interaction with the Property Manager.
2. Part of the problems with missing documentation is related to the age of the actions. Documentation simply is not available to substantiate activities that occurred eight or ten years ago.
3. Another problem has been attributed to the use of the term "Corrective Action Plan". Some of the operation personnel don't feel they have done anything wrong and are reluctant to submit a plan for "corrections".

There is a new BOR process flow developed by Ken. When the requests for a Corrective Action Plan are distributed, the Property Managers are cc'd on the email. Going forward, he will make sure that incomplete documentation packages will be returned to the Line Office Property Manager.

The web site does not currently have accurate instructions for the excess process. Judy made note of the fact that the excess instructions on the web site will be updated.

If the Property Managers are having problems getting their personnel to cooperate using normal channels, they should contact Joy or Judy to discuss how PPMB can help get the management support necessary to affect a solution.

## FINANCIAL ASSET ADDITIONS

This table identifies the financial assets that PPMB is in the process of adding to Sunflower. They are presented so that the PM can review and validate the items that are in process.

## ADDS EDITS INTERFACE PROCESSING TIME

The results for March look good.

## PHYSICAL INVENTORY – 1<sup>ST</sup> and 2<sup>ND</sup> QTRs

Third quarter inventory guidance went out early this week. Hopefully, NOAA will be finished by the end of June.

Extensions would come from Joy, the PMO. The request must be made to Joy in a timely manner and the need must be reasonable.

The CFO will be contacted by the PMO if the Line Office personnel are not being responsive to the inventory requirements.

There was a question concerning the definition of “Delinquent” status. Does this include inventories that are submitted with errors? The answer was that these inventories will be included in the status “Received but incomplete.” Delinquent will identify only those inventories that have not been received and who have not been responsive with information concerning the delay.

## MONITORS

Obadiah reviewed the current status of the task to add monitors to Sunflower that were submitted by spreadsheet. An updated status report will be sent out to the Property Managers today.

## SUNFLOWER SERVER MOVE UPDATE DATES

The Sunflower Personal Property Management System will be unavailable beginning Thursday, May 6, 2010 at 7:00 p.m. Eastern time until Tuesday, May 11, 2010 at 8:00 a.m. Eastern time, due to the server migration to Oklahoma.

## OTHER

Michelle Ross advised the Line Offices that if they have to add an ARRA automobile (received from GSA) to Sunflower, they should contact their Line Office rep for specific instructions.

Candi Myers asked about the status of the off-site meeting that was to be scheduled for the Property Managers. Judy said that it is her task to complete, but that the meeting will probably be conducted on-site.

Candi also asked about the review of the requirement to add items to Sunflower within 15 days. The revision of that requirement is still under review.

## NEXT MEETING

The next meeting is scheduled for 11:00 on 6 May.