

**NOAA Personal Property
Status Meeting with Line, Staff, and Corporate Offices
January 5, 2012
Attendees and Telecom Participants**

NOAA HQS

Joy Taylor - PMO

Kenneth Morrow - Branch Chief, PPMB (Chaired meeting)

PPMB

Larry Oates, Edwin Lewis, Katrina Williams, Obadiah Aguilar, Melissa Nelson, Theresa Marzett, Lorenzo Brown, Derrick Battle, Saysha Johnson,

PPMB Call-Ins

Sheila Hensley

Jamison Professional Services (JPS)

Teresa Butler, Beverly Mitchell

Jamison Professional Services (JPS) Call-Ins

Joseph Vincent, Michelle Williams, Lisa Canter, Kelera Tale, Sandra Bell, Kym Awkard, Shannon Hinson

Cotton & Company

Maryam Sheikh, Brandon Clark, Lu Zhao

Sunflower

Lana El Ryan (Call-in), Allen Rezaei, Ahmed Sharaf

LINE OFFICES

NMFS - Carol Ciufolo

NOS - Sloane Strother

NWS - Janice Evans

USEC - Danyale Little (Call-In), Ellis Rauch (Call-In)

WFMO – Gail Perry

OMAO – Harrie Cherry, Beth Downs

OAR – Marie Covard WHS – Nicole Proctor

CAO – Lydia Kenlaw, Michael Dukes

AGENDA

- PMO Calendar
- Open CWIP Projects
- Capitalized Assets To Be Disposed
- Capitalized Assets To Be Added In Sunflower
- Non-Capitalized Assets Greater Than \$200K
- Adds Edit Interface Processing Time
- GSA Leased Vehicles

- FY12 Physical Inventory Schedule – 1st Qtr
- BOR and SBOR
- UPR Updates
- Reminders

ACTION ITEMS

Page 3 – PMO Calendar

We currently have one package for the BOR meeting scheduled for January 18th

Page 4 – Open CWIP Projects

Ken: The Property Managers may want to contact the activity managers to see if they can close out some of the assets that can be closed.

Page 5 – Open CWIP That Have Outstanding UCO and or CWIP Cost

Ken: We still have some projects that need to be cleared by CWIP as well

Larry: Action required by Adrian Lewis was sent out which is due back by January 2006

Joy: Asked Beth to provided a projection as to when we can expect these dates to be completed

Beth: OMAO has not been commissioned yet, unable to provide a date

Katrina: Asked Mark to please advise since the dates indicated are passed and the work has not been completed

Mark – Send an email to Janice Harbor, the dates need to be changed/adjusted accordingly

Page 6 – Capitalized Assets to be Disposed (Excess Assets)

Ken: Asked the status of NMFS assets

Carol/Tom: Will be providing an update later today

Page 7 – Capitalized Assets to be Disposed (Final Event Assets)

Ken: asked Marie to provide status on OAR, Marie stated she would have to follow-up with Melissa and provide a report later OMAO will be updated sometime later this month

Page 8 – Assets to be Capitalized in Sunflower

Ken: Asked Katina what date the assets pertain to

Katina: We will be contacting Marty, who will provide additional information regarding reconciliation

Page 9 – Non-Capitalized Assets Greater than 200K

Reviewed with no discussion

Page 10 – FY 2012 Adds Edit Interface PPMB Processing Time

Ken: after briefly reviewing the slides he noticed that WFM had a barcode that was not processed within the 3 day processing time. He will research to see what the problem was and report back to us

Jan: Thanks to Edwin and the people who work with him on the great job of processing so many claims in the amount of time given

Edwin: Thanked Teresa Butler and the JPS staff on job well done

Page 11 – GSA Leased Vehicles as of 1 January 2012

Ken: Just wanted everyone to know we have done a good job thus far in getting the required information into Sunflower, but we still have some outstanding vehicles in NMFS that still need to be entered. We have passed the required date of 10 November 2011.

Joy: Emails to several individuals have been sent out requesting them to enter these assets into Sunflower. We are trying to ensure that we are in compliance with the PPMB policies. It is really important that these vehicles get entered with the proper documentation. DOC has indicated that they will revoke credit cards if these vehicles have not been entered in the time requested, it is not her (Joy) intent to enforce this, but if these delays continue she (Joy) will not have a choice. Please comply with all agency owned vehicle mandate, they must be entered into Sunflower once received.

Ken: Again, thanks to JPS for getting these vehicles processed.

Page 12 – FY 2012 Physical Inventory Number of Certifications 1st Qtr

Ken: Inventories for the most part are paperless. Thanks to Larry for providing the new instructions/job aide

Page 13 – Board of Review and Special Board of Review

Larry: Its approximately 120 assets that still need to be submitted to the BOR

Page 14 – Aged UPR as of 12/12/11

Sloane: Asked about any updates to help improve the processing of on the NOAA-Link assets,

Ken & Joy: responded: it's being worked on and we will provide updates within the coming weeks

Page 15 – FY12 UPR Numbers of Records

Joy: We have less than 500 records in Sunflower. We will review the policy and communicate with whose involved to see what positive measures can be taken. We look to 2012 as a positive year!

Page 16 – FY12 UPR Dollar Value

Ken: we want everyone involved to reduce these amounts

Page 17 – FY12 UPR Certification Process

Joy: It looks as though all were certified, "good job" we appreciate the time and effort put in completing the task.

Page 18 – Reminder

Ken: asked Ahmed to briefly explain the Final Event request not processed within 90 calendar days.

Ahmed: Anything over 90 days will expire, you will have to start over again. We currently have 54 requests over 60 days. A list will be available for view, and an email will be sent out to the custodian once the time has expired.

Beth: stated that there was unfinished business between OMAO and PPMB..... much discussion took place regarding the adjustment policy and performance plan.