

**NOAA Personal Property
Status Meeting with Line, Staff, and Corporate Offices
April 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, Michelle Ross

Jamison Professional Services (JPS)

Teresa Butler, Beverly Mitchell

JPS Call-Ins

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

Cotton & Company

Maryam Sheikh, Brandon Clark, Lu Zhao

Sunflower

Lana El Ryan, Allen Rezari

LINE OFFICES

OAR – Marie Covard

NOS - Sloane Strother

OMAO – Beth Downs

NWS - Janice Evans (Call-In)

NESDIS – Bernadette Foreman (Call-In)

WFMO – Gail Perry

WHS – Nicole Proctor (Call-In)

OMAO – Candi Myers

AGENDA

- PMO Calendar
- Open CWIP Projects

- Bubble Chart – Department of Commerce
- 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
- FY 2012 Physical Inventory – 1st Qtr
- FY 2012 Physical Inventory – 2nd Qtr
- FY 2012 Physical Inventory Schedule – 3rd Qtr
- BOR and SBOR
- FY 2012 Q2 Deferred Maintenance and Repairs
- Reminders

Action Items

Page 3 – PMO Calendar

The next BOR meeting is scheduled for April 18th 2012. We are currently seeking a new chairperson due to the retirement of Carol Ciufolo.

Page 4 – Open CWIP Projects

Ken: All appear to be updated. Ken asked for an update from OMAO/Beth Downs. Beth stated we are currently on target but will provide additional details after this meeting.

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

Ken: Asked Bernadette Foreman for a status on the open projects. Bernie stated the projects have been capitalized. Brian Brown the CWIP Coordinator is working with Adrienne Lewis. Bernie met with Wayne Blackwood on 04/04/12 to discuss something that was obligated and wanted to know if there were going to be any changes in the property system. Mr. Blackwood assured Bernie of no changes. Bernie also reminded him that these assets have been unresolved and have been outstanding for quite some time.

Page 6 - CY Bubble Chart

Ken: The next data call will be June/July. CLC recently uploaded a new course for Sunflower.

Marie Covard: Asked if this is a replacement course.

Ken: No- an addition, he will provided additional information regarding the training to those concerned in the next few weeks.

Page 7 – Capitalized Assets to be Disposed (Excess Assets)

Ken: Asked for an update on NMFS assets, Tom Deckard was not available to provide the current status. Joy stated she would follow-up with Tom.

Page 8 – Capitalized Assets to be Disposed (Final Event Assets)

Ken: Asked Marie Covard when will be expecting the package- she responded by next week.

Joy: Asked Edwin Lewis the status of his two Final Events, Edwin responded that he just received both 37-509's on 04/04/12.

Page 9 – Assets to be Capitalized in Sunflower

Ken: We have quite a few in OCFO that needs to be addressed.

Ken: Asked Marie Covard the status of OAR. Marie stated she was uncertain of this asset and will have to research- Brandon Clark of Cotton & Company stated he was checking on a correct acceptance date.

Page 10 – Non-Capitalized Assets Greater than \$200K

Bernie: NESDIS is pending for CWIP project- an action is out that is due 07/25

Theresa Marzett: The two assets for NMFS are still pending information/status she requested from Tom Deckard she will follow up with once she leaves this meeting.

Joy: Asked Maryam Sheikh to add a gift to these slides for next month

Page 11 – Non-Capitalized Assets Greater than \$200K – Con't

Ken: OMAO has two assets that were accepted on the 25th of March

Page 12 – FY 2012 Adds Edit Interface PPMB Processing Time

Ken: The processing time has been met for this quarter- keep up the good work

Page 13 – GSA Leased Vehicles as of 03/26/12

Ken: NMFS has 77 vehicles to be entered- Ken asked Theresa Marzett has she heard from Tom Deckard as to when he expects to have these vehicles entered. Theresa said she would follow-up with Tom.

Joy: We almost have all of the vehicles entered. As stated we have 976 entered- we may see some duplications but please provide a note as to the current status of the vehicle.

Page 14 – FY 2012 Physical Inventory 1st Qtr

Joy: By now everyone should know the condition in which we accept the inventory. The UPR must be clear.

Page 15 - FY 2012 Physical Inventory 2nd Qtr

PPMB is still awaiting submission of complete inventory packages.

Page 16 – FY 2012 Physical Inventory Schedule 3rd Qtr

Inventories are to be completed and returned by June 12, 2012

Page 17 – Board of Review and Special Board of Review

For March SBOR NWS has one barcode deferment

Page 18 – Aged UPR as of 03/12/12

Ken: Would like to encourage everyone to work harder and to improve the 61-90 days

Joy: will be briefing Mr. Horton on the UPR- he may sign a memo directed to the AA's

Beth Downs: Is there a difference between a digital signature and an electronic signature for found certification?

Ken: Yes there is a difference- at this time we are not accepting either to process assets into SF. Ken will get back with OMAO to further discuss

Page 21 – FY 2012 UPR Certification Process

Ken: we are still missing several offices that did not certify

Page 22 – FY 2012 Q2 Deferred Maintenance and Repairs

Ken: OCFO and OCIO did not submit a response to the data call

Page 23 – Reminder

Beth Downs /OMAO is waiting for Katrina to further discuss bulletin 004

Nicole Proctor: reminded everyone to have the Model number, serial number and manufacture to match the asset being picked-up. If it does not match the asset will not be picked-up