



Approved for Release
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Date

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OFFICE OF CHIEF ADMINISTRATION OFFICER
REAL PROPERTY, FACILITIES AND LOGISTICS OFFICE
LOGISTICS OPERATIONS DIVISION
PERSONAL PROPERTY MANAGEMENT BRANCH

PROPERTY BULLETIN #005, FY 2010

SUBJECT: Timeliness Requirement for Reporting Personal Property Additions

EFFECTIVE DATE: May 23, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Supersedes Property Bulletin #005, FY 2010, effective on July 7, 2010

BACKGROUND: NOAA currently requires that "immediately after the property has been received, inspected, and accepted, or within 15 days after **payment** has been recorded in CBS, a bar code label must be attached to the personal property and reported by way of the web-based CD50 Create New Asset online form"¹. For accountable assets acquired using a Department of Commerce purchase card, the property custodian cannot enter the asset into Sunflower until the transaction number is identified, which is not available until the purchase card reconciliation is completed. The NOAA Property Management Officer (PMO) recognized that the timeline for recording the personal property additions into the personal property management system, Sunflower, was not definitive enough and should be further clarified to include consistency for all accountable assets, regardless of acquisition method.

PURPOSE: The purpose of this bulletin is to establish specific timelines for Line, Staff, and Corporate Offices (L/CO) and Personal Property Management Branch (PPMB) to record accountable and capitalized personal property in Sunflower.

PROCEDURES: Timelines for reporting additions in Sunflower will vary based on the type of personal property:

- Accountable Personal Property – within 45 calendar days of **receipt, inspection, and acceptance**, the property custodians must complete the web-based CD 50, *Create New Asset*, online form and upload supporting documentation at the same time. PPMB line office representatives must review and approve the transaction in Sunflower within 3 business

¹ Acquiring New Property, Recording the Acquisition in the Personal Property System

days of the CD 50 form and supporting documentation being completed and uploaded in the Edit Interface in Sunflower.

- Capitalized Personal Property (Non-CWIP) – within 30 business days of **receipt, inspection, and acceptance** the property custodians must complete the NF 37- 509, *Property Transaction Request*, complete the web-based CD 50, *Create New Asset*, online form and upload NF 37- 509 and all supporting documentation in Sunflower. PPMB representatives must review the form and supporting documentation and record the property in Sunflower within 15 business days. The entire process should not exceed 45 business days after acceptance date.
- Capitalized Personal Property (CWIP) – Please refer to timeline requirement set forth in *CWIP Policy and Procedures, June 2010, Section 10.0 Transferring the Assets from CWIP to PP&E*.

REFERENCES: Acquiring New Property, http://www.pps.noaa.gov/New_menu/acquire.htm
CWIP Policy and Procedures,
<http://www.corporateservices.noaa.gov/~finance/CWIP%20Policy%20and%20Procedures.pdf>

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