



Approved for Release
Joy D.D. Taylor
Director, Logistics Operations Division
NOAA Property Management Officer

12/2/2010
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 #003, FY 2011

SUBJECT: Recording Owned/Leased Vehicles in Sunflower

EFFECTIVE DATE: December 2, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: It has been noted that not all owned/leased vehicles, which are accountable assets per the Department Personal Property Management Manual, are recorded in Sunflower. In addition, information that is maintained in Sunflower is not sufficient to properly manage vehicle assets. The NOAA Property Management Officer (PMO) has determined that clarification should be made regarding the requirements for recording owned/leased vehicles and maintaining pertinent information.

PURPOSE: The purpose of this bulletin is to establish requirements for Line, Staff, and Corporate Offices (L/S/CO) to record the owned/leased vehicles in Sunflower.

PROCEDURES: All vehicles (NOAA owned, GSA leased, or commercial leased) should be recorded in Sunflower; NOAA owned vehicles should be recorded as inventory assets and leased vehicles (GSA or commercial) should be recorded as agreement assets in Sunflower. In addition to the standard information that is already required to be entered into Sunflower, the following mandatory fields must be completed when the CD-50 Add-Creation of a New Asset is created in Sunflower:

- Vehicle ID Number (VIN)
- Vehicle Weight
- Vehicle Fuel Type
- Fuel Tank Size (gallons)
- Model Year
- Body Style
- Number of Cylinders
- Vehicle Color

REFERENCES: Department Personal Property Management Manual,
http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/PPMM_9-26-2007.pdf

LOGISTICS OPERATIONS DIVISION: Joy Taylor, Director of Logistics Operations Division, NOAA
Property Management Officer, 301-713-3531 ext. 154, joy.taylor@noaa.gov

PERSONAL PROPERTY MANAGEMENT BRANCH: Judy Mickens-Murray, Chief, Personal Property
Management Branch, 301-713-0804, judy.g.mickens@noaa.gov