



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 #006, FY 2010

SUBJECT: Guidance for Recording Personal Property Related to the Deepwater Horizon Spill Response

EFFECTIVE DATE: September 23, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: NOAA has incurred costs to acquire personal property in response to the Deepwater Horizon Spill Response (hereafter, "Deepwater"). These costs will be reimbursed if they fall within two categories of activities – Response or Natural Resource Damage Assessment (NRDA). For the Response activity, the United States Coast Guard (USCG) has established a Pollution Removal Funding Authorization (PRFA) with NOAA that authorizes and provides reimbursement for specific scientific support services. For NRDA activities, costs are reimbursed through a cooperative funding agreement with the responsible party and/or through the Oil Spill Liability Trust Fund (OSLTF).

PURPOSE: The purpose of this bulletin is for the Personal Property Management Branch (PPMB) to provide guidance to Line, Staff, and Corporate Offices (L/S/CO) for recording personal property acquired for Deepwater.

PROCEDURES: Property custodians are responsible for ensuring that any personal property¹ that is acquired for Deepwater, and is reimbursable, is entered into Sunflower in a timely manner. These assets, which will all be treated as accountable personal property regardless of acquisition cost, should be entered into Sunflower within 15 business days of receipt, inspection, and acceptance.

¹ These assets entered into Sunflower should meet the definition of accountable personal property, which consists of assets costing \$5,000 or more or sensitive assets, regardless of costs.

Property custodians must complete the web-based form CD-50, *Create New Asset*, and upload supporting documentation at the same time. Supporting documentation should include such items as invoice, purchase order and receiving report, bank card statement, contract, etc. Property custodians should follow the step-by-step instructions in the attachment to this bulletin when completing the CD-50 for Deepwater assets.

PPMB Line Office Representatives should review the record and supporting documentation in Sunflower, and upon determination of the information being accurate and complete, enter the record into the "Agreement" module in Sunflower.

REFERENCES: Department of Personal Property Management Manual, http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/PPMM_9-26-2007.pdf;
Object Classification Codes, <http://www.corporateservices.noaa.gov/~finance/objectclasses.html>;
Technical Operating Procedures for Resource Documentation under The Oil Pollution Act of 1990, http://www.uscg.mil/npsc/docs/PDFs/urg/Ch2/NPFC16451_2.pdf;
Deepwater Horizon Financial Training;
Creation of an Asset Acquired for Deepwater Horizon Spill Response (attachment)

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Creation of an Asset Acquired for Deepwater Horizon Spill Response

A CD-50 request for the creation of a new asset should be submitted no later than 15 business days after receipt, inspection and acceptance of the asset. Please attach all documents that are readily available.

From the CD 50/52 Transaction Menu, click the button next to “to request creation of an asset” to display the Create New Asset form.

Click to request a change of asset detail
Click to request creation of an asset
Click to request an excess receival
Click to request retirement of asset
Click to maintain comments
Click to maintain pictures/attachments

Click to accept/deny a change of asset detail request
Click to accept/deny excess receival request
Click to accept/deny retirement of asset

Completing the CD-50 Form

Create New Asset

Custodial Area	<input type="text"/>	
User Identifier	<input type="text"/> Name <input type="text"/>	
Property Accountability Office	<input type="text"/>	
Region	<input type="text"/>	
Manufacturer	<input type="text"/>	
Model Number	<input type="text"/>	
Description	<input type="text"/>	
Activity Type	<input type="text"/>	
Activity Status	<input type="text"/>	
Condition Code	<input type="text"/>	
Acquisition Date	<input type="text"/>	
Responsibility Begin Date	<input type="text"/>	
Initial Event	<input type="text"/>	

Number of Asset Value Component lines

Asset Value 1 <input type="text"/>	Fiscal Year	<input type="text"/>	Project	<input type="text"/>
	Fund Code	<input type="text"/>	Program	<input type="text"/>
	Organization	<input type="text"/>	User Code	<input type="text"/>
	Object Class Code	<input type="text"/>	Task	<input type="text"/>
	Bureau	<input type="text"/>	Adjust depreciation from	<input type="text"/>
	Document Type	<input type="text"/>		
Storage Type	<input type="text"/>	Document #	<input type="text"/>	
Document Custodial Area	<input type="text"/>			

Refresh Global UDF

Save

The fields listed below must be completed. After each name is a brief explanation of its necessity and purpose.

Core Information

1. **Custodial Area** - The 9-character Custodial Area identifier. All NOAA Custodian codes begin with "54". An example would be 54014N321.
2. **User Identifier and Name** - The NOAA employee who has the item in his/her possession or uses the equipment.
3. **Property Accountability Office** - The code for the Accountable Property Office - the first six characters of the Custodial Area ID#; such as 54014N.

4. **Region** - The NOAA Region or Bureau in which the item is assigned. Enter NOAA-% to list and select from the possible NOAA Regions. A possible entry would be NOAA-Seattle. It is important that this field gets completed accurately so that the record gets placed into the group of records reviewed by the Property staff assigned to that Region. The NOAA Region is tied to the sixth character of the Property Accountability Office (e.g., 54020E). That is, if the six-character is an E, the region is NOAA-Norfolk, if it is an M, the region is NOAA-Boulder, if it is a W, the region is NOAA-Seattle, and if the final character is an N, the region is NOAA-Headquarters/Silver Spring.
5. **Manufacturer** - A field which must match an existing entry in the Sunflower Catalog. To pull down a list of options, enter the first few letters of the name and a percentage sign to list similar entries in the table. Do not select ANY entry that has an (END) before or after the name; that name is inaccurate and is being removed from the catalog. If the entry has an (OLD) suffix, it is active, but belongs to a manufacturer that is no longer in operation. Older gear may still exist in the database that was acquired from that manufacturer.
6. **Model** - Select the asset model from the drop down list.

Note: If the Manufacturer or Model is not listed in the Sunflower Catalog, a Sunflower Catalog Management Form must be submitted to the DOC Sunflower Help Desk via email to sunflowerhelpdesk@doc.gov, and copy your PPMB Line Office Representative. The form can be found at the following link: http://www.pps.noaa.gov/New_menu/forms.htm .
7. **Description** - The Description will be populated based on the Manufacturer and Model Number combination selected. You cannot enter data in this field.
8. **Activity Type** - Describes the ownership status of the asset. Pick from the drop-down list. Usually this will be Agency Owned.
9. **Condition Code** - Pick from the drop-down list. Remember that Condition Code 1 means that the item has never been used. Most items will be described as Condition Code 4.
10. **Acquisition Date** - The date when the item was received by NOAA. It must be entered in an mm/dd/yyyy format. You must enter all four digits for the year.
11. **Initial Event** - When creating a new asset, the initial event is always a PURCHASE, unless you acquired it through some other means. Never use Purchase card, or purchase order (reoccurring) or Purchase-Doc.

Accounting Information

12. **Number of Asset Value Component Lines** - The default is 1. If more than one line of accounting was used when procuring the item, select the number of lines from the drop-down list (up to 10). Once you do this, the screen will refresh and present you with the number of blocks requested for entering the accounting information.

Number of Asset Value Component lines 1 ▾

Asset Value 1	Fiscal Year		Project	
	Fund Code		Program	
	Organization		User Code	
	Object Class Code		Task	
	Bureau		Adjust depreciation from	
Document Type				

13. **Asset Value 1** - The acquisition cost paid for each individual item using the accounting to be entered in the fields to the right of this field. Enter a number with two decimal places, e.g., 999.99 do NOT enter a dollar sign or commas. If you indicated that there was more than one line of accounting, you will enter the cost for the individual items associated with the other lines of accounting in Asset Value 2, Asset Value 3, etc. in the blocks below. If you have multiple assets with the same manufacturer and model number to enter, always enter the amount of the single item so that this will replicate to the other assets that are entered. Do not enter the entire amount of the acquisition document in Asset Value 1 when there are multiple assets.

14. **Fiscal Year** - (YYYY) The fiscal year of the money that was used to acquire (procure) the property.

15. **Project** - The code in CBS assigned to the **Deep Water Horizon/BP Oil Spill Response** operational initiative for which this item is purchased:

Response Reimbursable (17K3NQ8) or NRDA Reimbursable (17K3EM6)

16. **Fund Code** -The code in CBS which identifies the appropriation or fund within the appropriation.

17. **Program** - The seven character code (99-99-99-999) in CBS that is used to identify the Activity (first two digits), Sub-activity (next two digits), Line Item (next two digits) and a User defined code (last three digits) that may be used to track the Strategic Plan.

18. **Organization** - (99-99-99-9999-99-99-99-AA9999) - The CBS Organization Code which identifies the organization which paid for the item. The first two digits represent the Bureau ('54' = NOAA). The last six characters after the asterisk are the equivalent FIMA Organization Code.

It is possible to query for the organization code based on the CBS Organization Code by entering the first few characters of the organization code followed by a '%' sign and pressing <TAB>. It is also possible to query for the organization code based on the old FIMA Organization Code, if you know it, by entering a '%' sign followed by the FIMA Code and pressing <TAB>.

Organization

Search for values like...

54-09%

Press the [Tab] key to show all values with a search pattern like the above

54-09-00-0000-00-00-00-00**PA0000
54-09-00-0001-00-00-00-00**PA1000
54-09-00-0002-00-00-00-00**PA2000
54-09-00-0002-01-00-00-00**PA2010
54-09-00-0002-02-00-00-00**PA2020
54-09-00-0003-00-00-00-00**PA3000
54-09-00-0003-01-00-00-00**PA3100
54-09-00-0003-02-00-00-00**PA3200
54-09-00-0003-03-00-00-00**PA3300
54-09-00-0003-04-00-00-00**PA3400
54-09-00-0004-00-00-00-00**PA4000
54-09-00-0005-00-00-00-00**PA5000
54-09-01-0000-00-00-00-00**PB0000
54-09-01-0001-00-00-00-00**PB1000
54-09-01-0001-01-00-00-00**PB1100
54-09-01-0001-02-00-00-00**PB1200
54-09-01-0002-00-00-00-00**PB2000
54-09-01-0002-01-00-00-00**PB2100
54-09-01-0002-02-00-00-00**PB2200
54-09-01-0002-03-00-00-00**PB2300

Select

Cancel

Organization

Search for values like...

%PD3200

Press the [Tab] key to show all values with a search pattern like the above

54-09-03-0003-02-00-00-00**PD3200

.....End of List (1 Choice(s))

Select

Cancel

To eliminate data entry errors, it's highly recommended that you click the icon on the right of the field to select the organization code from the drop down box; do not free-type the organization code entry.

19. **User Code** - The last part of the accounting code in a CBS transaction. Usually, this is simply six zeros (**000000**).
20. **Object Class Code** - (99-99-99-99) The code which defines the budget category into which this item falls. For the BP Oil Spill Response reimbursable purchases use one of the following:
 - **31-50** – Property purchased for another entity under a reimbursable agreement (excludes ADP and telecommunications equipment) including purchases for another entity under a reimbursable agreement other than ADP and telecommunications equipment.
 - **31-51** – ADP equipment purchased for another entity under a reimbursable agreement including purchases of ADP equipment for another entity under a reimbursable agreement.
 - **31-52** – Telecommunications equipment purchased for another entity under a reimbursable agreement including purchases of telecommunications equipment for another entity under a reimbursable agreement.
21. **Task** - (P99) - Within the project, this is the task assignment. It is the three-character CBS code which follows the project number, separated by a dash. An example would be P60. Note that the character “P” is capitalized.
22. **Bureau** - (99 - two digits) The code to identify NOAA is **14**.
23. **Adjust depreciation from** - Leave blank.

Source Document Information

Bureau		Adjust depreciation from	
Document Type	<input type="text"/>		
Storage Type	<input type="text"/>	Document #	<input type="text"/>
Document Custodial Area	<input type="text"/>		<input type="button" value="↓"/>
Document Type	Barcode #	Serial Number	Site

24. **Document Type** - The type of document which was used to acquire the item (e.g. purchase order, purchase card or contract). Do not use any entry which contains the term (END).
25. **Storage Type** - It refers to where the documentation is stored. If the document is paper and is stored outside of Sunflower, choose External from the drop-down list. If the document is stored electronically as an attachment inside of Sunflower, choose Internal.

26. **Document #** - The Identifier field in the Document area is for the document number, not for the property's barcode number. For contracts or purchase orders, this is the number which appears on the documentation. No hyphens are used. For bankcards, this is the last six digits of the bank card number, plus the seven-character transaction number, and the 3-digit terminal number. The format of the entry is a string broken into three parts; six, seven, and three characters separated by dashes, e.g. 026241-0220489-022. All fields are filled with zeros to the left to complete the field's proper length. Click <http://www.pps.noaa.gov/Guide/DocFormat.html> to see how other document numbers are formatted.
27. **Document Custodial Area** - The Region or Bureau with responsibility for the custody of the document.

Unique Data/Location Information

Interest Type	Barcode #	Serial Number	Site
INVENTORY ASSET			
BUILDING			TRACK NUM

28. **Interest Type** - use the dropdown button to select “**AGREEMENT ASSET**”.
29. **Barcode #** - the 12-character bar-coded identification number assigned to the item (e.g. CD0009999999).
30. **Serial Number** - the unique number assigned to the item by the manufacturer
31. **Site** - The city and state of the purchasing organization. Enter the first letter of the city to search the table entries.
32. **Building Label** - this defines the type of facility of the purchasing organization, usually “Building”.
33. **Building Entry** - the building code assigned to the facility of the purchasing organization (e.g. SSMC4)
34. **Secondary Location Label** - (In the graphic above, the next field to the right with the TRACK NUM entry), this field defines the type of secondary location of the purchasing organization. The user will normally change this entry to “Room”.
35. **Room Entry** - the number assigned to the room of the purchasing organization. (Ignore the down arrow for this field. Simply type the room number.)

Submitting the Form

It is important that you attach any documentation that you have to the entries which you have created; this will assist PPMB in processing your request in a timely manner.

It is important that you make a print of the form NOW. Once you've clicked the "Save" button to submit the form, and the form is accepted by Sunflower, you will lose access to this information. When you click "Save", you will immediately see a page that reads "Created". (If you click "Reset", all of your entries in the web form will be erased, leaving a blank form.)

After clicking on the "Save" button at the bottom of the CD-50 web form, you may enter an additional 10 identical items being purchased at the same time using the same source document. If you are entering items that are not identical, after clicking on the "Save" button, you will need to change the information at the top of the Create New Asset form.

This form must be as complete and accurate as possible. If an error occurs which causes Sunflower to reject your form, the record will not be saved when you close your system. Correct and resubmit the form. Once it has been saved in the interface table, errors can only be corrected by the property team.

To see if the new asset you requested was actually accepted and created by PPMB, log in to Sunflower and then go to the Sunflower Enterprise Reports area and select the Agreement Asset Timeline under Agreement Reports. There you would enter the Agreement Asset Barcode Identifier number. This report will display the history of the asset with the most recent change shown at the top of the report along with information about who created the asset and who made any changes to the asset since it was added in Sunflower.

If you identify an error, or collect additional information for the record, email the information to the Property Representative. Corrections can be made while the item is being reviewed, prior to entry into the Sunflower system.