



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 #001, FY 2012

**SUBJECT:** Change of Asset Detail Request for Capitalized Assets

**EFFECTIVE DATE:** October 5, 2011

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** Property custodians can request a change of asset details for both accountable and capitalized assets in Sunflower. Detail changes for some capitalized assets, however, may have a financial impact and therefore should be thoroughly reviewed. The NOAA Property Management Officer (PMO) has determined that clarification should be made regarding the processing and review of supporting documentation for asset detail changes related to capitalized assets.

**PURPOSE:** The purposes of this bulletin are to clarify the process and emphasize the need to review supporting documentation for a change of asset detail for capitalized assets in Sunflower.

**PROCEDURES:** Property custodians can request a change of asset detail for a capitalized asset by either using the CD 50/52 Transaction Menu in Sunflower or by submitting a hard copy NOAA Form 37-509, depending on the type of change of asset details.

Change Request through CD 50/52 Transaction Menu

This method should be used for the following types of asset detail changes:

- Custodial Area
- Property Accountability Office
- Region
- Manufacturer
- Model Number
- Description
- Activity Type
- Activity Status
- Condition Code
- Responsibility Begin Date

Property custodians should submit the request and upload any necessary supporting documentation. After submission, the respective line office representative will review the request and accept or deny it. Changes to the manufacturer or model number will also affect the catalog information. The useful life and salvage value of an asset are determined by the Sunflower catalog information and thus may result in a change to accumulated depreciation. The property custodian, therefore, must ensure that the change request is accurate and justified.

Change Request via Hardcopy NF 37-509

This method should be used for the following types of asset detail changes:

- Acquisition Date<sup>1</sup>
- Acquisition Cost
- Useful Life or Salvage Value

Property custodians should complete the NF 37-309 (NF 37-6 for CWIP) and submit supporting documentation to support the change to the respective line office representative for approval. The line office representative will review the supporting documentation, determine if the change should be made retroactively, and process the change accordingly in the Finance Module in Sunflower.

**REFERENCES:** Departmental Personal Property Management Manual,  
<http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/Final%20DOC%20PPMM.pdf>

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<sup>1</sup> Though a change to acquisition date or acquisition cost can be requested through CD 50/52 Transaction Menu, PPMB request a hard copy to ensure the completeness and accuracy of supporting documentation.