

**NOAA Corrective Actions  
on  
DOC's FY 2009 Audited Financial Statements**

- **Title of Management Letter Comment:**

Controls Over Personal Property Should be Improved (NFRs 1 and 5)

- **Contract Auditor's Recommendation:**

1. Continue steps underway to ensure that all asset deletion requests submitted by Line Offices, including those identified during the annual property certification, are removed from Sunflower in a timely manner.

2. Continue to remind Line/Staff Offices through training, procedures memos, and other communication, of the need to use correct OCC coding, reconcile payments appearing on the UPR, and submit purchased addition paperwork in a timely manner.

3. Take more pro-active steps and enforcement actions to research payments that appear on the UPR, obtain information and missing paperwork from Line/Staff Offices, suppress mis-coded payments, research and determine the appropriateness of all payments that Line Offices request to be suppressed, and record capitalized purchases in Sunflower in a timely manner.

- **Actions Taken or Planned:**

In response to the recommendations, the NOAA Personal Property Management Branch (PPMB) will execute the following actions to strengthen controls over Personal Property:

- a. Identify capitalized assets to be disposed through annual inventory review and inform the NOAA warehouse so those excess requests can be prioritized for timely processing.

- b. Develop specific instructions for the Form CD-509 to ensure correct information is provided and agrees to the information on the NF 37-6.

- c. PPMB will provide feedback through monthly meetings with Project Managers on common errors, corrective actions, and identify training needs. Meetings are ongoing and minutes of meetings will be maintained by PPMB.

- d. PPMB will establish guidance to reconcile payments appearing on the UPR and require Line Offices to submit the necessary supporting documentation to support any reconciling UPR payments.

- **Projected Completion Date:**

- a. February 28, 2010/Ongoing
- b. March 31, 2010 /Ongoing
- c. February 28, 2010/Ongoing
- d. March 31, 2010/Ongoing

**Responsible Party:**

Ms. Judy Mickens-Murray, (301) 713-0804 x 122

- **Updates to Corrective Actions, March 5, 2010**

- a. 100% complete (February 25, 2010 /ongoing). PPMB followed up with NOAA warehouse monthly on all excessed capitalized assets identified through FY 2009 annual inventory review; PPMB sent an email to request an update for the excessed asset since February 25, 2010 and will continue following up with NOAA warehouse monthly . In addition, PPMB informed NOAA warehouse of the excessed assets once an excess request for a capitalized asset is received.
- b. 50% complete. PPMB revised the CD-509 Form and developed specific instructions for the CD-509 Form on January 26, 2010. PPMB is finalizing the revised CD-509 form and instructions and will publish the revised CD-509 form and instruction upon completion.
- c. 100% complete (January 7, 2010 /ongoing). PPMB conducted the monthly Line Office meeting and provided feedback through monthly meetings with Project Managers on common errors, corrective actions, and identify training needs. Meetings are ongoing and minutes of meetings will be maintained by PPMB.
- d. 50% complete. PPMB drafted a property bulletin regarding Guidance on Suppressing Payments Appearing on the Unreconciled Payments Report (UPR) and Requirements for Supporting Documentation on February 19, 2010. PPMB is in the process of finalizing the property bulletin.

**NOAA Corrective Actions  
on  
DOC's FY 2009 Audited Financial Statements**

- **Title of Management Letter Comment:**  
Controls Over Monitoring CWIP Projects Should be Improved (NFR 4)
  
- **Contract Auditor's Recommendation:**  
8. PPMB strengthen their monitoring of personal property CWIP projects, by maintaining a tracking log of:
  - All open CWIP personal property projects codes.
  - Expected project completion date (updated regularly, at least quarterly, based on feedback from CWIP activity managers).
  - Details of interaction between PPMB personnel and CWIP activity managers, including the dates of the most recent interaction and notes on the project status.
  - The status of NF 37-6 forms, for projects nearing or at their completion date.
  
- **Actions Taken or Planned:**  
In response to the recommendation B8 above, the NOAA Personal Property Management Branch (PPMB) will execute and continue the following actions.
  - a. PPMB will utilize the CWIP database reports obtained monthly from NOAA Finance to monitor open CWIP projects. This database already contains expected completion date, cost, names of the CWIP activity and project manager so duplication is not necessary.
  - b. PPMB will request project updates at the monthly Line Office meetings and, at the same time, ask for the status of any project nearing acceptance or accepted until the 37-6 arrives.
  - c. PPMB will continue efforts in the CWIP Working Group to address untimely personal property CWIP reporting.
  
- **Projected Completion Date:**
  - a. March 31, 2010/Ongoing
  - b. March 31, 2010/Ongoing
  - c. Ongoing
  
- **Responsible Party:**  
Ms. Judy Mickens-Murray, (301) 713-0804 x 122
  
- **Updates to Corrective Actions, March 5, 2010**

- a. 100% complete (March 4, 2010 /ongoing). PPMB utilizes the CWIP 306B report obtained monthly from NOAA Finance to monitor open CWIP projects. The CWIP 306B report contains expected completion date, cost, names of the CWIP activity and project manager.
- b. 100% complete (March 4, 2010 /ongoing). PPMB conducts a monthly Line Office meeting; the March 2009 Line Office meeting agenda includes the project updates of all open CWIP activities by Line Offices. PPMB planned to start in February 2009 Line Office meeting; the meeting is however cancelled due to snow emergency.
- c. 100% complete (June 11, 2009 /ongoing). PPMB continues efforts in the CWIP Working Group to address untimely personal property CWIP reporting.