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

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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 #003, FY 2012

SUBJECT: Printing Excess Receival Forms

EFFECTIVE DATE: December 12, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The NOAA Brandywine Warehouse Team began using a scanner to process Excess Receival requests when picking up excess assets to reduce manual data entry. To facilitate this change, the property custodians must print out the Excess Receival Form and attach it to the asset for scanning prior to the excess asset being picked up.

PURPOSE: The purpose of this bulletin is to inform the property custodians of changes to the National Capital Region Excess Process.

PROCEDURES: Step-by-step procedures to generate an Excess Receival form are documented in the attachment.

REFERENCES: Attachment – Generate Excess/Inactive Receival Form

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

WAREHOUSE MANAGEMENT BRANCH: Nicole Proctor, Lead, Warehouse Management Branch, 301-372-2925 ext. 104, Nicole.Proctor@noaa.gov

Attachment

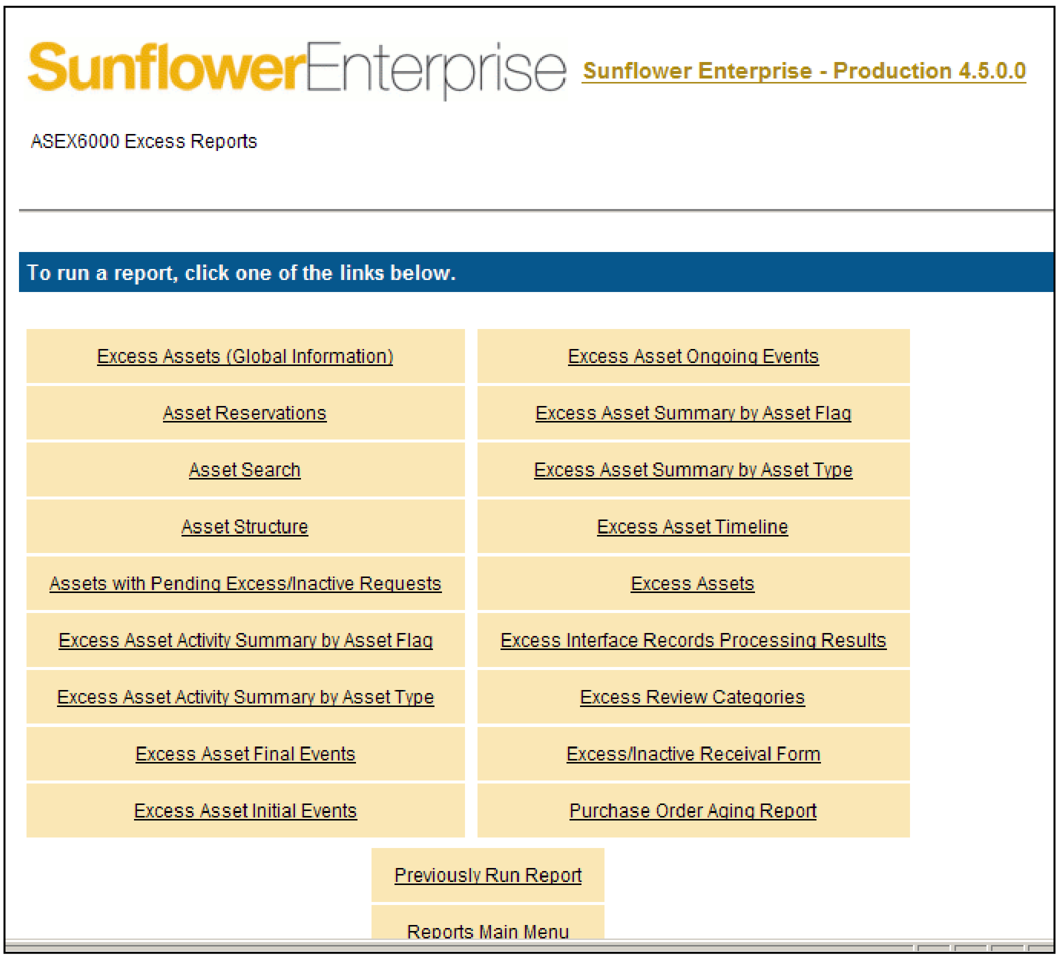
Generate Excess/Inactive Receival Form

This job aid will walk you through generating an Excess Receival Form for each asset that has an open Excess Receival Request. Place the printed form on the asset that will be picked up by the NOAA Brandywine Warehouse team for excess.

Excess Clerk/Inventory Clerk

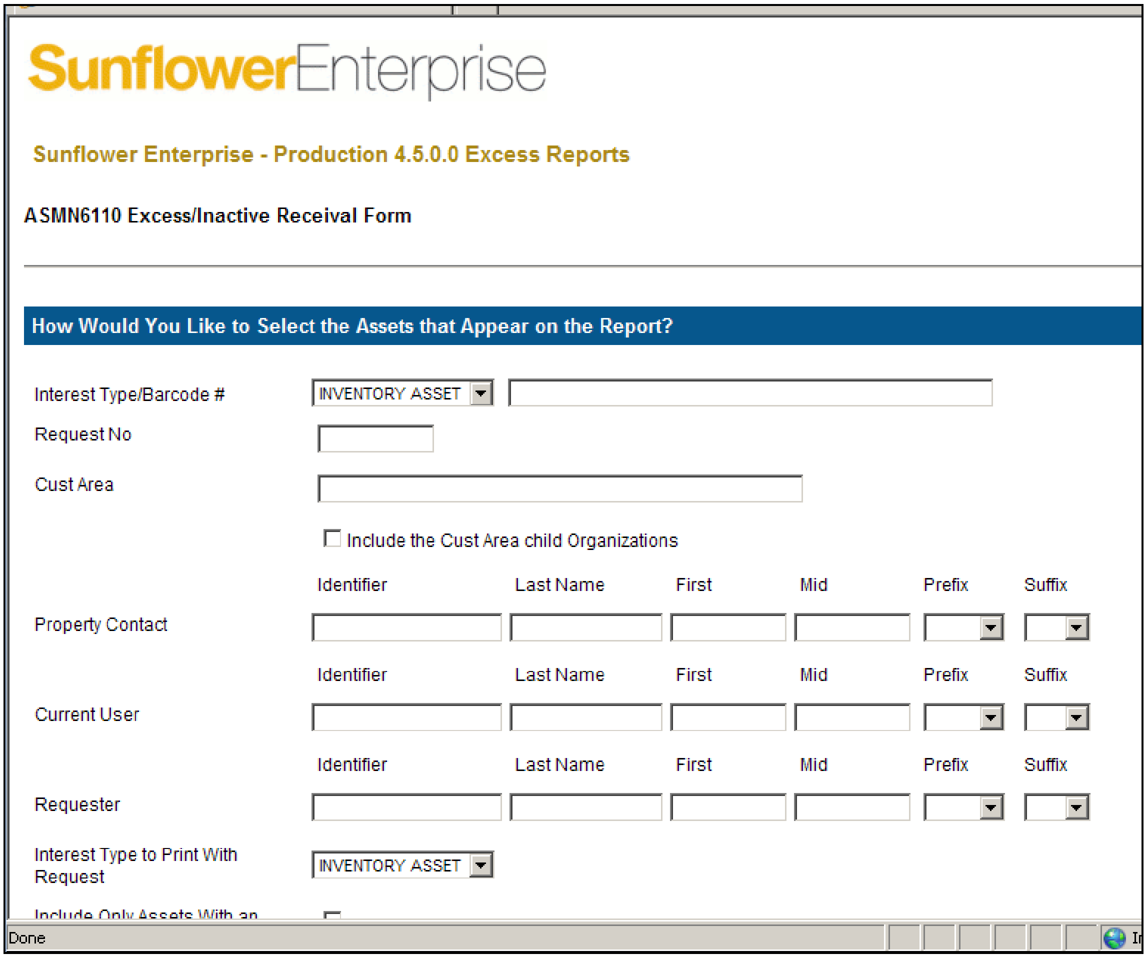
Enterprise Reports > Excess Reports > Excess/Inactive Receival Form

Excess Reports



1. Select **Excess/Inactive Receival Form.**

   Result: The **Excess/Inactive Receival Form** parameters window displays:



2. Check the **Include Barcode** box.

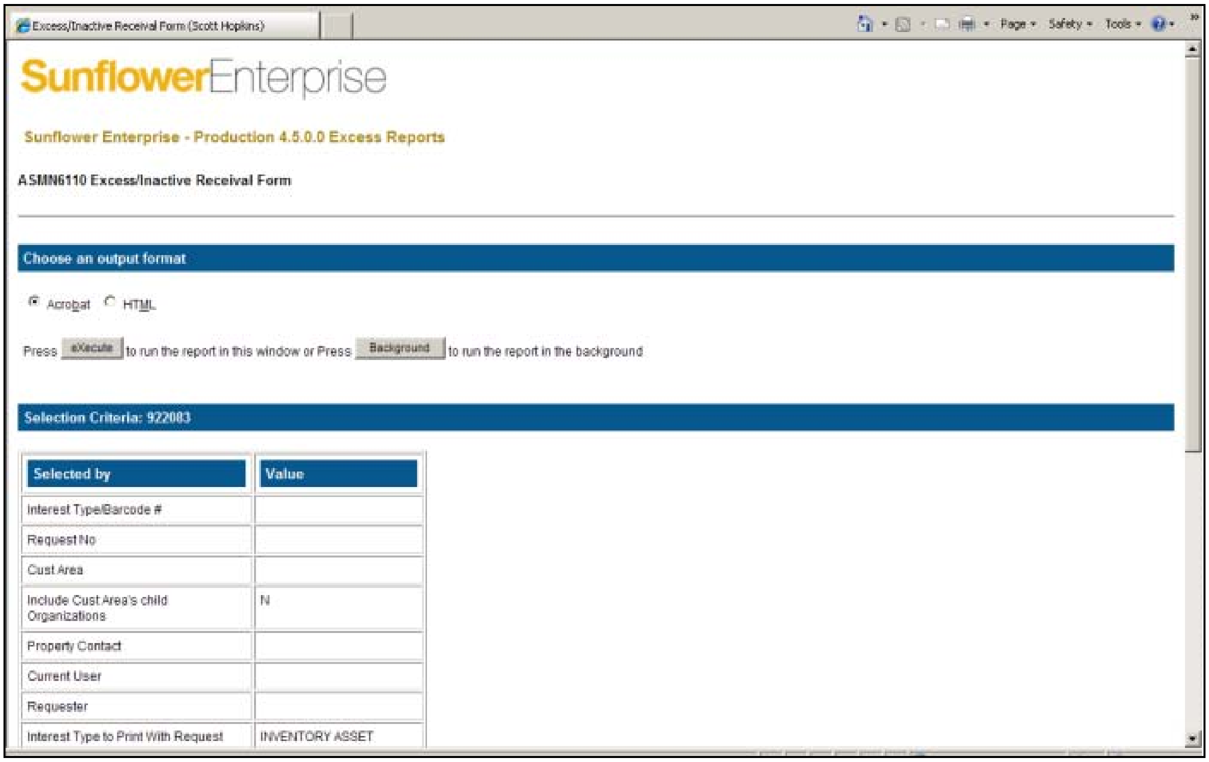
3. Enter the appropriate **Pick-Up Location** to determine which assets have been requested for Excess in your location.

4. Optionally enter your Custodial Area in the **Cust Area** field to show all assets with an open Excess Receival Request for your Custodial Area. Or you can simply enter a Barcode in the **Barcode #** field if you only need to run this for one asset.

5. Uncheck the **In-Place Request** boxes.

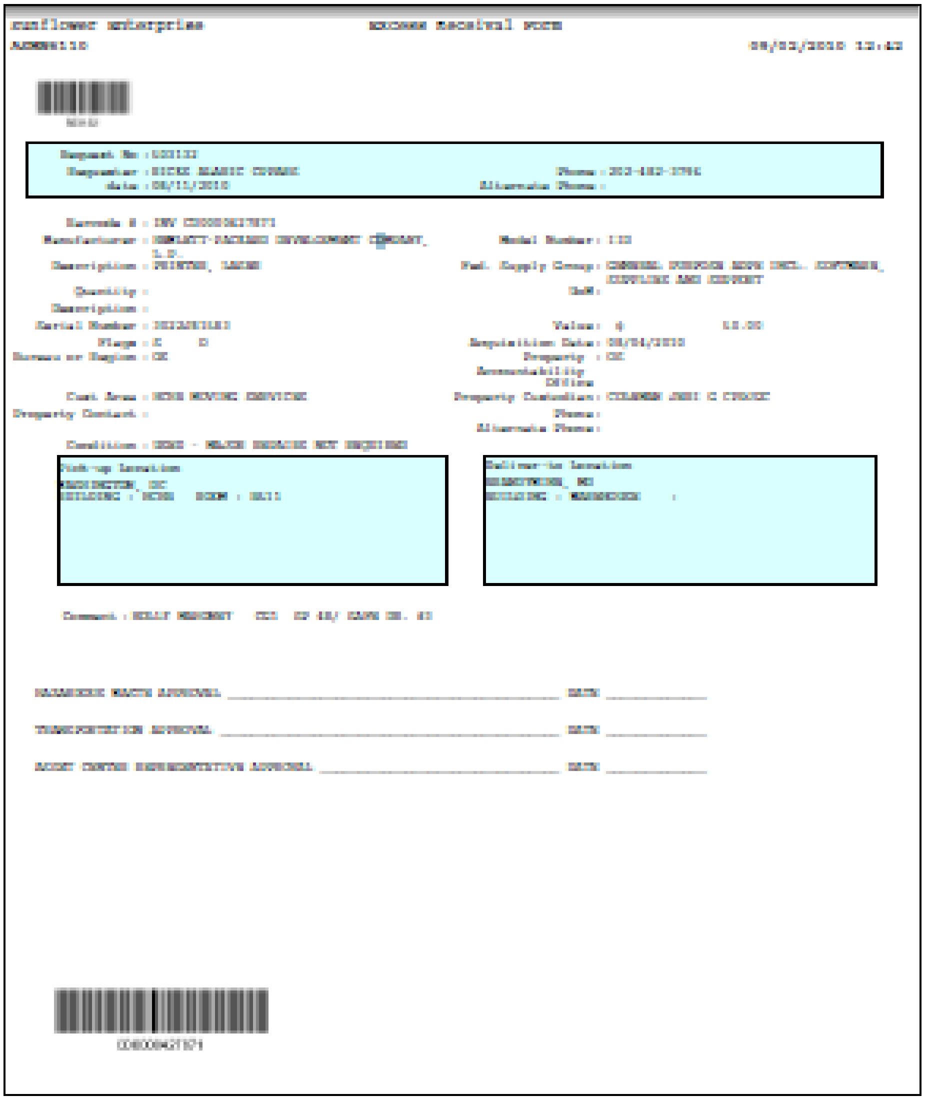
6. Select the **Submit** button.

   Result: A window displays that allows you to review the report parameters:



7. Review your parameters and select the **eXecute** button.

<u>Result</u>: A report is opened in a separate window.



<u>Note:</u> You only need to print the pages with the bar codes.

End of activity.