



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 #005, FY 2011

SUBJECT: Requirement for Timely Processing of Final Event Requests in Sunflower

EFFECTIVE DATE: November 17, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Supersedes Property Bulletin #005, FY 2011, effective on June 14, 2011

BACKGROUND: In January 2011, NOAA had established specific requirements for timely processing of both final event and excess assets in Sunflower by issuing the property bulletin #005, FY 2011. The fiscal year 2011 financial statement audit and A-123 review, however, continued to note findings related to the untimely processing of asset disposals. The NOAA Property Management Officer has determined that the property bulletin should be superseded by the issuance of two new property bulletins where the responsibilities for timely processing of final event requests and excess assets are addressed separately for more emphasis.

PURPOSE: The purpose of this bulletin is to address the responsibilities for timely processing final event requests.

PROCEDURES: PPMB Line Office representatives should review the final event request and supporting documentation submitted by the property custodian, request additional documentation (to be added to the request) if necessary, accept or deny the request. Final event request must be processed in Sunflower within 90 calendar days of the request date. If the PPMB Line Office representatives reject the request due to incomplete and inaccurate documentation, the property custodian should submit a new final event request with complete and accurate documentation.

Final event requests for Lost, Missing or Stolen assets will be submitted to the Board of Review or Special Board of Review for approval of disposal. The property custodian should complete and submit the Board of Review package within 30 calendar days of the final event request being created in Sunflower.

REFERENCES: NOAA National Disposal Plan for Personal Property Management,
http://www.pps.noaa.gov/060111_noaa_national_disposal_plan.pdf

CD 52, *Retirement of an Asset* – Attaching Supporting Documentation in your Sunflower Request,
<http://www.pps.noaa.gov/policies/cd52-retirement-of-an-asset.html>

Department of Commerce personal property management manual, Section 3.900 Property Board of Review System, <http://www.pps.noaa.gov/policies/doc-personal-property-management-manual.pdf>

Final Event Board of Review Process,

http://www.pps.noaa.gov/excess_disposal_board_of_review/051311_board_of_review_process_final.pdf

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