

FY 2012 1st QTR Property Management Officer Calendar

REMINDERS

NOAA Electric Forms

NOAA Form (NF) 37-509 “Property Transaction Request”: Use the form to request capitalized asset additions, deletions, change asset information and transfer. <http://www.corporateservices.noaa.gov/~noaaforms/eforms/NF37-509.pdf>

NF 37-6 “Report of Property Constructed”: Use the form to request for transferring from CWIP to PP&E. <http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Form CD-52 “Report of Review of Property”: Use the form to request for final event assets; e.g.: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property. http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/index.htm

Upcoming Events & Due Dates:

External (KPMG) Audit	Prepared By Client (PBC) request: http://www.corporateservices.noaa.gov/~finance/audit.html Capitalized personal property financial reports for Q5: October 4, 2011 Monthly Adds file for the 3 months ending September 30, 2011: October 4, 2011 Heritage Assets report as of September 30, 2011: October 4, 2011 UPR detailed excel file with detailed transactions as of September 30, 2011: October 4, 2011 Excel download of all assets as of September 30, 2011: October 6, 2011
Inventories	1 st Quarter Annual Wall to Wall Inventory WFM, OCAO, OCIO, OCFO, AGO, USEC and NESDIS; Inventory certifications from Line Offices are due on December 9, 2011 .
Heritage Asset Certification	PPMB will request the 1 st quarter data call for Heritage Asset Certifications on November 1, 2011 and the due date for the certifications from Line Offices is December 1, 2011 .

October 2011

October 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Run Depreciation	4 Financial Reports due to Finance PBC Items are due to KPMG Auditor Special BOR Meeting	5 UPR Cert. Due from PM	6 LO Meeting PBC Item is due to KPMG Auditor	7	8
9	10	11	12 PMO HCHB Meeting	13	14 PBC Item is due to KPMG Auditor	15
16	17 Cut-off date for October Financial Reports	18 CWIP Meeting Run Depreciation	19 BOR Meeting	20	21	22
23	24 Financial reports due to Finance	25	26	27	28	29
30	31					

November 2011

November 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Special BOR Meeting Heritage Asset Cert. Request to LO	2 UPR Cert. Due from PM	3	4	5
6	7	8	9	10	11	12
13	14	15 CWIP Meeting Cut-off date for Nov. Financial Report	16 BOR Meeting Run Depreciation	17	18	19
20	21	22	23 Financial Reports due to Finance	24	25	26
27	28	29	30			

December 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Heritage Assets Cert. Due from LO	2	3
4	5	6 Special BOR Meeting	7 UPR Cert. Due from PM	8	9 1 st Qtr. Inventory Due Date	10
11	12 Cut-off date for December Financial Reports	13 Run Depreciation	14 PMO HCHB Meeting	15	16 Financial reports due to Finance	17
18	19	20 CWIP Meeting	21 BOR Meeting	22	23	24
25	26	27	28	29	30	31