

**OFFICE OF CHIEF ADMINISTRATIVE OFFICER (OCAO)
 LOGISTICS MANAGEMENT BRANCH CORRECTIVE ACTION PLAN
 FY 12 EXCESS & DISPOSAL CONTROL REVIEW
 AS OF MARCH 31, 2013**

INTERNAL CONTROL DEFICIENCY	CORRECTIVE ACTIONS TO BE TAKEN	RESPONSIBLE PARTY AND PHONE NUMBER	ESTIMATED COMPLETION DATE	PERCENTAGE OF COMPLETION	ACTUAL COMPLETION DATE
1. NNDP out of date, flowcharts are incorrect processes have outdated information	1. Update NNDP to include the flowcharts 2. Correct all outdated information	Michelle Ross 206.526.6393	Oct 1, 2012	90% complete *See note below 100%	Mar, 15, 2013
2. DOC forms are confusing to use for NOAA Excess & Disposal process	1. Produce NOAA Forms with clear instructions 2. Add to website and email to Line Office PMs for distribution	Michelle Ross 206.526.6393	Oct 1, 2012	100% and posted Enclosed	Sept 15, 2012
3. PPMB website difficulty finding forms and information	1. Update website 2. Add new forms to the Excess & Disposal link 3. Remove outdated information	Michelle Ross 206.526.6393	Nov 1, 2012	1. 100% 2. 100% 3. 100% **See note below	Oct 1, 2012

4. Lack of training on NNDP and new excess procedures	1. Produce updated training on Excess & Disposal 2. Provide training either by Webinar or classroom	Michelle Ross 206.526.6393	March 1, 2013	95% 100%	Mar 15, 2013
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*Due to process and procedure changes with GSA the updated NNDP will not be posted until March 1, 2013

FORMS

NF 37-45 NOAA Computer/Hard Drive Sanitization Validation

NF 37-50 NOAA Excess & Disposal

**Website information

http://www.pps.noaa.gov/excess_disposal_board_of_review

Mar 30, 2013

ATTACHED:

NNDP UPDATE

TRAINING SLIDES FOR EXCESS & DISPOSAL