Approved for Release
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Date

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OFFICE OF CHIEF ADMINISTRATION OFFICER
REAL PROPERTY, FACILITIES AND LOGISTICES OFFICE
LOGISTICS OPERATIONS DIVISION
PERSONAL PROPERTY MANAGMENT BRANCH

PROPERTY BULLETIN #001, FY 2010

SUBJECT: Recordkeeping and Accounting for Accountable Personal Property

EFFECTIVE DATE: June 16, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: There have been instances where activities related to accountable property have not been updated or revised in Sunflower due to lack of notification to Personal Property Management Branch (PPMB). Notifications should be given to PPMB for all transactions related to changes to accountable property. For example, when accountable property items are traded in for similar items, the corresponding deletion and addition transactions should be recorded in Sunflower. In addition, custodian area information should be updated to reflect the proper location when an accountable property items are sent to a vendor for maintenance and repair. By not providing such notification to PPMB, information in Sunflower may not be in accordance with the requirements set forth in the Department of Commerce (DOC) Personal Property Management Manual (PPMM).

PURPOSE: The purpose of this bulletin is to reiterate the requirements in the DOC Personal Property Management Manual to all Line and Corporate Offices (L/CO). All accountable property items should be accurately reported and recorded in Sunflower. Once the asset is recorded into Sunflower, the property custodian must maintain accountability for the property until it is properly excessed and disposed of. Therefore, all transactions affecting personal property accounts and records should be adequately documented and recorded in a timely manner.

PROCEDURES: The property custodian must create a new asset in Sunflower for accountable property immediately after the item has been received, inspected and accepted. The property custodian must complete the web-based CD50 (Create New Asset) online form and upload all supporting documentation (i.e. purchase order, contract, invoice, receipting report, bank statement, "found certification", etc.). The PPMB Line Office Representatives must review and approve the entry and the supporting documentation for accuracy and completeness. If the entry is denied, the representative should request additional documentation prior to approval for entry.

The property custodian is held accountable for property items upon the receipt and must maintain the accountable property through transfer, excess and final disposition. All actions affecting this responsibility and accountability should be supported by appropriate authorized transaction documents and properly recorded in Sunflower. Such actions include transfers between property custodians and removing the property from the custodian area for maintenance, repairs, trade-in, excess, disposals, and etc. The property custodian should submit the appropriate supporting documentation (i.e. CD-50, SF-122) to PPMB to ensure proper recording of transactions in Sunflower.

REFERENCES: Department Of Commerce NOAA Personal Property Manual Policy, http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/PPMM_9-26-2007.pdf

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