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 #002, FY 2010

SUBJECT: Clarification of Procedures for Disposal of Personal Property

EFFECTIVE DATE: June 22, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: Line Offices have utilized local disposal and vendor recycling programs to dispose of personal property. Supporting documentation, however, was not provided to the Personal Property Management Branch (PPMB) consistently in order to process the deletions. These disposal actions may impact PPMB ability to properly and timely update Sunflower to reflect the changes in property. This was also noted by the auditors in the past.

PURPOSE: The purpose of this bulletin is to reinforce proper personal property disposal procedures to all Line, Staff and Corporate Offices (L/S/CO). All property custodians should follow the excess instructions if the property is in excess, or the final event procedures if the property is transferred, lost, missing, stolen, damaged or destroyed. Property custodians must request in advance approval to use other disposal methods not in accordance with PPMB instructions.

PROCEDURES: All actions to dispose of personal property must be submitted to PPMB for processing in Sunflower. For a retirement of an asset, the property custodian must complete the web-based form CD-52, *Request Retirement of Asset*, and upload all supporting documentation (i.e. police reports, trade in documentation, or other pertinent documentation that supports the request). The PPMB Line Office Representatives reviews and approves the request based on sufficient justification and documentation. If the request is denied, the PPMB representative must ask for clarification of justification and/or additional documentation. If the representative recognizes that the request should be submitted to the Board of Review or a Special Board of Review, due to incidents of loss, theft, damage, destruction, or other condition adversely affecting property, they must request a corrective action plan from the line offices through the Property Manager.

For an excess receival request, the property custodian must complete the web-based form CD-50, *Request an Excess Receival,* and follow the applicable PPMB instructions from the list below:

- Accountable Property Excess and Disposal Instructions for Eastern Region
- Boulder Property Excess and Disposal Instructions
- Western Region Property Excess and Disposal Instructions
- Procedures for Processing Vehicles Under the American Recovery and Reinvestment Act (ARRA) for 2009
- Sensitive Items Excess and Disposal Instructions

If the property custodian utilizes a local disposal program, a vendor recycling program, or some other method of disposal not in accordance with PPMB instructions, approval must be requested in advance to the PPMB Line Office representatives. A hard copy of CD-50 must be completed and signed by the Property Custodian and the Property Accountable Officers before submitting to the PPMB representative for report number and signature. Upon completion of disposal, the property custodian must complete the web-based form CD-52, *Request Retirement of Asset*, and upload all supporting documentation into Sunflower. PPMB representatives process the final event request in Sunflower.

REFERENCES: Excess /Final Event Instruction, http://www.pps.noaa.gov/.

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