



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 2010

**SUBJECT:** Timeliness Requirement for Reporting Personal Property Additions

**EFFECTIVE DATE:** July 7, 2010

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** NOAA currently requires that “immediately after the property has been received, inspected, and accepted, or within 15 days after **payment** has been recorded in CBS, a bar code label must be attached to the personal property and reported by way of the web-based CD50 Create New Asset online form”<sup>1</sup>. The NOAA Property Management Officer (PMO) recognized that the timeline for recording the personal property additions into the personal property management system, Sunflower, was not definitive enough and should be further clarified.

**PURPOSE:** The purpose of this bulletin is to establish specific timelines for Line, Staff, and Corporate Offices (L/S/CO) and Personal Property Management Branch (PPMB) to record accountable and capitalized personal property in Sunflower.

**PROCEDURES:** Timelines for reporting additions in Sunflower will vary based on the type of personal property:

- Accountable Personal Property – within 15 business days of **receipt, inspection, and acceptance**, the property custodians must complete the web-based CD 50, *Create New Asset*, online form and upload supporting documentation at the same time. PPMB line office representatives must review and approve the transaction in Sunflower within 5 business days of the CD 50 form and supporting documentation being completed and uploaded in the Edit Interface in Sunflower.

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<sup>1</sup> Acquiring New Property, Recording the Acquisition in the Personal Property System

- Capitalized Personal Property (Non-CWIP) – within 30 business days of **receipt, inspection, and acceptance** the property custodians must complete the CD 509, *Property Transaction Request*, and submit it along with supporting documentation to the PPMB line office representatives. PPMB representatives must review the form and supporting documentation and record the property in Sunflower within 15 business days upon receipt of the support.
- Capitalized Personal Property (CWIP) – Please refer to timeline requirement set forth in *CWIP Policy and Procedures, June 2010, Section 10.0 Transferring the Assets from CWIP to PP&E*.

**REFERENCES:** Acquiring New Property, [http://www.pps.noaa.gov/New\\_menu/acquire.htm](http://www.pps.noaa.gov/New_menu/acquire.htm)  
CWIP Policy and Procedures,  
<http://www.corporateservices.noaa.gov/~finance/CWIP%20Policy%20and%20Procedures.pdf>

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