



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 2011

SUBJECT: Requirement for **Timely** Processing of Final Event Assets in Sunflower

EFFECTIVE DATE: January 31, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: NOAA had not established specific requirements for timely processing of final event assets in Sunflower. In addition, prior year's financial statement audit and A-123 review noted a finding for the Personal Property Management Branch (PPMB) regarding untimely processing of asset disposals. The NOAA Property Management Officer has determined that requirements are needed to improve the timely processing of transactions in Sunflower.

PURPOSE: The purpose of this bulletin is to establish the requirement for timely processing of final event requests in Sunflower and to enforce timely disposal of personal property.

PROCEDURES: The PPMB Line Office representatives should review the final event request and supporting documentation submitted by the property custodian; request additional documentation if necessary, accept/deny the request; and then process the final event in Sunflower within 60 calendar days of request date. If the PPMB Line Office representatives reject the request due to incomplete and inaccurate documentation, the property custodian should request the final event with complete and accurate documentation again and the final event should be processed in Sunflower within 30 calendar days of the second request date.

The NOAA Warehouse team should process the final event for Excess Assets in the Sunflower Excess module within 60 calendar days after the final event requests are created.

REFERENCES: CD 52, *Retirement of an Asset* – Attaching Supporting Documentation in your Sunflower Request, <http://www.pps.noaa.gov/policies/cd52-retirement-of-an-asset.html>

Department of Commerce personal property management manual, Section 3.900 Property Board of Review System, <http://www.pps.noaa.gov/policies/doc-personal-property-management-manual.pdf>

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