

NATIONAL WEATHER SERVICE INSTRUCTION 1-708

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***Administrative and Management
Administrative Controls NWSP 1-7***

NATIONAL WEATHER SERVICE PERSONAL PROPERTY PROGRAM

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This instruction supersedes the NWSI 1-708, *National Weather Service Personal Property Program*, dated October 25, 2007

The changes are as follows: Due to the amount of changes since 2007, the content and format of this document have been completely changed.

signed
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Chief Financial Officer/Chief
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12/15/2014

Date

National Weather Service Personal Property Program

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1. Introduction: This procedure follows Department of Commerce (DOC) and National Oceanic Atmospheric Administration (NOAA) policies and procedures for Personal Property Management, and provides guidance to National Weather Service (NWS) employees/contractors/all users of government owned accountable assets/Property Accountability Officers (PAOs), Property Custodians (PCs), Property Points of Contact (POC) and Supervisors. All accountable property assets must be recorded and tracked in the official property management system (referred to as Sunflower as the current system). All DOC/NOAA policies and procedures must be adhered to.

1.1. Purpose. The purpose of this document is to institute standard operating procedures for the management, inventory, and protection of NOAA Personal Property within the NWS.

1.2 Scope. The scope of this document is specific to the NWS and addresses all phases of personal property management from acquiring the assets to the retirement of assets in accordance with DOC/NOAA Personal Property Management Branch (PPMB) policies, procedures, and guidance. In addition, the NWS have implemented additional procedures and guidance as internal controls to ensure adherence to DOC/NOAA policy and procedures as outlined within this document.

1.3 Policy. The information within this document is consistent with the guidelines set forth by the NOAA Personal Property Handbook, and the policies and procedures found on the NOAA PPMB website: <http://www.pps.noaa.gov> Further guidance may be obtained on NOAA's PPMB website, and/or by contacting the NOAA Personal Property Management Branch (PPMB) Line Office Representatives (LORs), the PAO, or the NWS Property Manager.

The Department Personal Property Management Manual, dated October 2007 (currently under revision) is located at:

http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/Final_DOC_PPMM.pdf.

A list of what is considered accountable personal property and/or Capitalized assets can be found on the NOAA PPMB website at:

http://www.pps.noaa.gov/forms_guides/guides_aids_tools/accountable_property_and_object_class_codes.html

Property Custodians must maintain accurate inventory records using the official personal property management system (currently Sunflower) on all accountable personal property within their custodial area of responsibility, including nationally funded sub-assembly accountable assets to main systems. Custodians and their POCs are to be notified in writing of all changes to the status of all personal property accountable assets within the custodial area, including advance notice of equipment purchases and the arrival of newly acquired assets. Disposals must be arranged through the Property Custodian (PC) and pre-approved by the PC, PAO, and NOAA disposal staff electronically in Sunflower prior to the recycling or disposing of accountable property assets. Guidance regarding transferring and

disposing of accountable assets can be found at:

http://www.pps.noaa.gov/excess_disposal_board_of_review/NNDP-Update_Ver_5- MAR_2013.pdf

2. Roles and Responsibilities:

Roles:

- Property Accountability Officer (PAO) NWS Employee at a GS13 and above
- Property Custodian (PC) NWS Employee at a GS 9 and above
- User (including all employees, IT/Electronics staff, contractors, students, volunteers)
- Supervisor

Roles and Responsibilities can be found on the NOAA PPMB website at:

<http://www.pps.noaa.gov/responsibilities.html>

Each office supervisor should determine who are best suitable for these roles and who will fulfill the responsibilities set forth by NOAA, meeting all NOAA requirements and any additional NWS requirements mentioned in this document. Contractors may not be appointed as a PAO or a PC. Contractors may assist the PAO and/or PC, however they are not the responsible appointed person for the assets within the custodial area.

Procedures and specific requirements for delegating the property roles can be found in NWSI 1-205, Procedures for Delegation of Authority

2.1 The Property Accountability Officer (PAO) is an individual appointed by their supervisor, the NWS Property Manager, and the NOAA Property Management Official (PMO) and is responsible for the effective administration and maintenance of the property control and accountability system within the accountability area for which he/she have been assigned. The PAO oversees and ensures correct property management procedures and ensures that NOAA Personal Property policies are carried out, and:

- assigns (with the supervisor) new custodians by submitting a Property Custodian Certification form to the NWS Property Manager and ensures that new custodians complete mandatory training before appointment, and refresher training annually thereafter (training information – refer to section 2.5)
- tracks the annual mandatory training for established custodians within their PAO areas to ensure that training does not expire (courses listed in section 2.5) and that 100% completion of annual mandatory refresher training is accomplished by the due date set forth by the NWS Property Manager
- collects, reviews and ensures all annual mandatory inventory criteria and requirements are met, certifies and submits the annual property inventories within their PAO area, in accordance with DOC/NOAA

policy and procedures and ensures the instructions are followed and time frames issued by the NWS Property Manager are met

- frequently reviews (at least twice a month) the Unreconciled Payments Reports (UPR) for assets acquired whereas payments were made through the Commerce Business Systems (CBS) applied to a 31 object class code (equipment), addresses issues to resolve the UPR for their PAO area in a timely manner (Guidance for UPR is found in Section 3.8)
- may sign the Property section of the CD-126 Separation Clearance Form for separating employees, upon verification of the assets assigned to them, once the custodian have signed the clearance form (refer to section 3.15 for guidance on separation clearances)
- prepares Board of Review and Special Board of Review (BOR/SBOR) packages for lost/stolen/missing, unaccounted for assets, or assets improperly disposed of lacking all required disposal documentation. (refer to section 3:16 for preparing the BOR/SBOR package).

2.2 The Property Custodian (PC or custodian) is an individual who have the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area. Responsibilities include the following:

- performs and reports annual physical wall-to-wall inventory in accordance with the instructions provided by the NWS Property Manager and NOAA procedures, within the established time frames (refer to section 3. Inventory Management)
- adds new assets successfully to inventory, following NOAA Personal Property Policy and the NOAA Create and Maintain Asset Guide found on the NOAA Property website at: <http://www.pps.noaa.gov/>
- affixes barcode identifiers to new assets, in a timely manner, obtaining all required purchasing and supporting documentation required for adding assets to the inventory (refer to section 3. New Equipment Acquired/Received)
- tracks all movements of accountable assets within the custodial area, updating user names and locations in the official property management system (currently Sunflower)
- reviews Unreconciled Payments Reports (UPR) routinely, resolving issues regarding the UPR for each line item showing on the report within their custodial area (refer to section 3.8)

- accepts transfers of assets into the custodial area appropriately, and transfers assets out of the custodial area when needed (refer to section 3.9 – 3.10 Vendor Returns and Equipment Transfers – in or out of the custodial area)
- processes requests for Loaned Property (Refer to section 3.11 Loaned Equipment)
- tracks all equipment movements within the custodial area recording username changes and location changes to assets within their custodial area
- obtains and retains Hand Receipts, signed by non-bargaining unit users for each asset assigned to them for their use listed on their inventory, and for newly acquired assets (Refer to section 3.2 Hand Receipts), obtaining Hand Receipts from all who take assets off-site regardless of bargaining unit status
- signs Separation Clearance forms in the property section upon verifying assets assigned to the separating user, signing the returned section of the Hand Receipt for that user, and updating the property management system accordingly;
- performs wall-to-wall physical inventory of the entire custodial area of responsibility with another designated employee annually at a minimum requirement (in accordance with the NOAA annual inventory procedures and NWS instructions provided by the NWS Property Manager), and may perform inventories for their area, spot check specific types of assets, and/or randomly check inventory line items as often as they need to in order to maintain accuracy
- performs a physical inventory with another designated staff member in advance of separating from the custodian role
- resolves inventory discrepancies prior to separation from the custodian role
- takes prompt action to resolve inventory discrepancies
- reassigns the assets to another user obtaining new Hand Receipt signatures, and updating the username and/or location changes of the assets in the Sunflower Property Management System

- excesses/recycles/locally disposes of equipment no longer in use or no longer needed, in accordance with NOAA Policy and Procedures and the NOAA National Disposal Plan, obtaining prior written approvals (refer to section 6f. Equipment no longer needed).
- ensures hard drives and PDAs are sanitized and the NWS Hard Drive/PDA Sanitization Form is to be signed by the appropriate office's ISSO or designated IT staff, Property Custodian, and Property Accountability Officer, as part of the required disposal documentation.
- safeguards assets not in use in a secured location, and arranging for timely disposals in accordance with DOC/NOAA policy and procedures
- reports lost, stolen, missing assets and follows proper reporting procedures (Appendix A), with explanation of circumstances (refer to section 3.15. Reporting Lost/Stolen/Missing Equipment)
- tracks Heritage Assets within their Custodial Area or Heritage Assets assigned to their custodial area, if any

2.3 Users are responsible for the equipment assigned to them, as follows:

- reports immediately to their supervisor and their property custodian assets that are damaged or discovered missing, lost, or stolen, and follow the Department's guidance on the immediate reporting of missing, lost, or stolen government owned assets assigned to them (Section 3.6)
- observes management's rules regarding the use of the equipment and in accordance with NOAA and DOC policy, and exercising proper care of assets assigned to them for their use
- ensures that all changes, additions, removal of assets assigned to them are reported immediately to their property custodian, including equipment installed or removed by IT staff
- signs a Hand Receipt (NOAA 37-40 form or Sunflower generated) - All Users (Bargaining Unit status or not Bargaining Unit status) are to sign Hand Receipts (NOAA 37-40 form or Sunflower generated) for all assets that can be taken out of the facility (such as laptops, PDAs, iPhones, iPads, Smartphones, etc.).

- All Users, unless they are of Bargaining Unit status, are to sign Hand Receipts for all government owned accountable property assets assigned to them (refer to section 5b. Hand Receipts). Although Bargaining Unit staff are not to sign a Hand Receipt, they are still responsible for the equipment assigned to them for their official use.
- notifies their Property Custodian, in advance of their leaving/transferring out of the custodial area, and the accountable assets assigned to them are to be inventoried and verified by the Property Custodian or their delegate
- Ensures separation clearance forms are to be signed by the Property Custodian after a verification of assets have been conducted by the custodian and another designated staff member, before an employee transfers out of the agency or retires

2.4 Supervisors are to take an active role in enforcing the roles and responsibilities of property personnel and all users of government owned accountable assets and ensure that DOC and NOAA Personal Property policy is being followed by all users. Supervisors and employees will take an active role to ensure that all property is reported to the Property Custodian when acquired, and that purchasers apply the correct object class codes to equipment purchases. Supervisors are to ensure that:

- all assets no longer in use or needed are stored in a limited access secured area , and ensure that property is disposed of in accordance with DOC/NOAA policies and procedures, as defined in the NOAA Disposal Plan and the CD-52 Retirement of Assets User Guide, found on the NOAA PPMB website: <http://www.pps.noaa.gov/>
- the appropriate staff are designated for the PAO and PC roles, meeting NOAA requirements. Supervisors are to:
 - review the grade level requirements and critical element language and ensure that the appropriate language is added to the PAO and PC performance plans (language and grade level requirements - see Appendix A for NOAA PPMB website link)
 - ensure that PAOs and PCs are to have a minimum of 15% property responsibility either in a stand-alone element, or within an existing element, and/or within the performance plan, and meet all training requirements, even if temporarily assigned the role
 - Refer to NWSI 1-205 for guidance in delegating custodial roles
- property staff and users separating from the division return all assets to the custodian before separation clearances are signed. (Refer to section 2.7 if the custodian is separating from the agency or from their property role)

- all acquired property is accounted for and recorded in an accurate and timely manner
- custodians are notified in advance of equipment purchases, and will instruct purchasers and program managers to consult with property custodians as to the appropriate and correct object classification codes prior to assigning the object class code to the purchase
- purchaser promptly provide all required purchasing documentation to custodians, to ensure accountability of government owned assets from the date of receipt (Section 3)
- assets that are drop shipped for later distribution or use are promptly recorded in the official personal property management system regardless as to whether the assets have been inspected, installed, tested, and put into service (unless they are Capitalized over \$200K, consult with NOAA PPMB staff)
- ALL assets, deemed accountable by DOC/NOAA definition, are barcoded and recorded immediately upon receipt of assets and all required documentation
- when assets are distributed to other custodial areas, the assets are transferred electronically in Sunflower to the appropriate custodians
- policies and procedures are followed when equipment is to be shipped to foreign countries (Section 3)
- provide support to the property custodians in enforcing all policies and procedures regarding personal property management
- reassign the property roles as needed

2.5 Initial Appointment Training Requirements

All newly assigned PAOs and PCs must take mandatory training and must submit copies of their training completion certifications along with their PAO or PC certification appointment letter in order to be established in Sunflower as a PAO or Custodian. All training completion certificates must have the name and date printed on them to be valid, and dates of completion are to be within the current fiscal year from the 1st day of October to the 15th day of August. Refer to NWSI 1-205 for appointment and mandatory training criteria.

- UPR Training: <http://learning.doc.gov/index.htm>

- CD-50 Training: <http://learning.doc.gov/index.htm>
- CD-52 Retirement of Assets User Guide Review
- General Counsel's Government Ethics:
<http://www.commerce.gov/os/ogc/ethics-law-and-programs-division>,
scroll down to the bottom of the page and click on "Property
Managers" in the Ethics Training section (use Internet Explorer to
access the course)
- Sunflower Lessons 1 - 14: <http://learning.doc.gov/index.htm>
- Property Management Concepts: <http://learning.doc.gov/index.htm>

In addition the NWS requires the following for new PAOs/PCs/POCs:

- PAO Area Personal Property Inventory Management and Procedures
- Review of the NOAA National Disposal Plan
- Review of the most current version of this document (NWSI 1-708)
- Signed/Dated Acknowledgment of having reviewed the CD52 User Guide, PAO Area Property Inventory Management and Procedures, NOAA National Disposal Plan, and the NWSI 1-708 NWS Property Management Procedures

The PAOs are to enter the dates of completion onto a Google Docs spreadsheet provided by the NWS Property Manager and the dates entered are to be taken from the training completion certificates. Copies of training completion certificates are to be provided promptly upon request.

2.6 Annual Refresher Training Requirements

PAOs and PCs will be required to complete one of the following courses annually within the current fiscal year from the 1st day of October to the 15th day of August, and provide copies of their training completion certificates to their PAOs. PAOs enter the training dates in the spreadsheet provided by the NWS Property Manager. POCs are to meet the same training requirements as the PC, and their training completion certificates are maintained by their property custodian at their local office/duty station. DOC/NOAA Mandatory Annual Refresher Training Requirements can be found at:

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

Sunflower Lessons 1 – 14 – CLC (one module only of the separate 14 lessons), or

- Property Management Concepts – CLC

The NWS Property Manager may impose other training requirements, identifying if there are various deficiencies on performance, errors, number of Board of Reviews for unaccounted for assets within a custodial area, etc.

2.7 Separation of PAO/PC Role

There must be a PAO and a PC appointed to each custodial area at all times. When a PAO leaves the role, another must be appointed even if temporarily until a permanent replacement can be appointed.

When a PC leaves their role, they are to perform a physical inventory with another designated staff member to verify all assets within their area of responsibility, and to annotate and begin actions to resolve all inventory discrepancies beforehand receipting the inventory over to the temporary custodian or permanent replacement custodian (whenever possible). This is to avoid a new custodian inheriting unaccounted for assets discovered at the time of the next annual inventory.

Separation clearances should not be signed for property, until the inventory have been verified and hand receipted to a designated temporary custodian or the permanent replacement custodian for the area of responsibility.

3. Inventory Management and Physical Annual Inventory

A physical inventory is to be performed annually by each custodian and one other designated staff member by sight/touch verification and 100% validation of all assets within the custodian's area of responsibility (refer to section 3.1).

Inventory management involves complete oversight of the custodial area accountable assets, new or in use, stored, or in need of disposal throughout the life cycle of each asset. The custodian is responsible for maintaining 100% accuracy of the inventory assigned to them and should be in a position of authority, and/or gain full support of their supervisor for enforcing DOC/NOAA Personal Property Management policies and procedures. Annual inventory loss rates are only tolerated for unavoidable circumstances at less than 2%.

3.1 Maintenance of Current Inventory :

Purchasers are to report all equipment orders to the custodian in advance of the receipt of assets and consult with the custodian as to the correct object class code (section 3.4) to use for the specific type of equipment being ordered.

Purchasers are to provide the custodian with all required purchasing documentation (sections 3.5 and 3.6) as immediately as possible, and work with

the custodian answering any questions they may have regarding the purchased equipment.

Custodians will accurately and successfully barcode all accountable assets in NOAAs official property management system (Sunflower) in a timely manner within 45 days from the date of receipt of assets.

Custodians will track all changes to the inventory in Sunflower, updating usernames, locations, performing transfers in and out of the custodial area, and obtaining approvals for local disposals, or transfers out of the agency, as needed and in accordance with DOC/NOAA policies and procedures.

Users will report all movement/relocation of accountable assets to the custodian, preferably in advance as to ensure that policies are being followed accurately.

Employees will be notified in advance when mandatory annual property inventories will occur. Employees will bring to work NOAA equipment assigned to them for off-site use, for physical inspection and inventory. If the size and nature of the function of the equipment does not allow for sight verification, a remote verification can be reported to the custodian, in a manner that ensures the custodian that the property matches the Sunflower records and whether or not the asset is in use (or status of the condition of the asset). Hand Receipts will be updated (Refer to section 3.2 for Hand Receipt guidance), and Property Passes will be updated.

In addition to the annual physical inventories of the custodial area property, the custodian may perform reviews of all or any inventory assets for the custodial area on a random basis. Discrepancies will be investigated and resolved as soon as possible, when detected.

Annual Inventory instructions are disseminated by the NWS Property Manager prior to the begin date of the official inventory process. Instructions and procedures may change from year to year, therefore the annual instructions for the inventory year are to be carefully reviewed and followed.

Updates to the inventories should be requested by the custodians as changes occur. A preliminary review of the inventory and actions should be requested to resolve inventory discrepancies on an ongoing basis and at one month in advance of the official inventory start date, in preparation for the NWS fiscal year second quarter inventory process. This will allow for inventory adjustments to be approved in order to correct any discrepancies in advance of the annual inventory start date.

Annual inventories are to be performed by another designated staff member and the custodian to ensure that all assets are properly accounted for and verified

correctly (by barcode, item description, make/model, s/n of the physical asset and cross checked against what is recorded in Sunflower).

IT Staff and other users will notify custodians of the relocation, repair, or need for disposal of accountable assets in writing (email). All transfers out of the area and all disposals of assets must be coordinated in advance through the Property Custodian and DOC/NOAA policies and procedures must be followed regarding transfers in and out of the custodial area.

Employees will not loan equipment to anyone within the agency, unless prior approved by the supervisor and the Property Custodian, following loaned equipment policies and procedures (. If assets are to be loaned within the agency, it is preferred that they are transferred to the gaining area's custodian instead of lending the asset to them to ensure asset control. Otherwise, a hand receipt is to be signed and a return date is to be noted on the form and follow up to ensure the equipment is returned in a timely manner.

If equipment is to be loaned outside the agency, refer to section 3.12 for DOC/NOAA policies and procedures that must be complied with. Employees will not accept, as loan or otherwise, any equipment from organizations outside of the agency without prior approval from the supervisor and the property custodian.

For loaning or shipping assets outside the U.S., review and adhere to the policies and procedures noted in section 3.13.

Employees will report missing or damaged equipment to the supervisor and the custodian immediately upon noticing the situation. Supervisors will also make sure the custodian is notified of the situation so further investigation and reporting can occur. When required, employees, users, and supervisors will assist the property custodian with questions during inventories and/or reported losses or damaged assets, and will assist in locating any equipment unaccounted for that was in their care. If assets are unaccounted for, all locked and unlocked areas are to be inspected, and assets that are off-site are to be verified.

3.2 NOAA Form 37-40 Hand Receipts or Sunflower Generated Hand Receipts NOAA Personal Property policy and procedures requires Hand Receipts (NOAA Form 37-40 – Appendix A, or Hand Receipts downloaded from Sunflower DOC Reports) signed by users for all government-owned equipment assigned to them for their use (see exception next paragraph).

Original signature Hand Receipts are mandatory and are considered official documents, and are generated and retained by the Property Custodian. Property Accountability Officers are to ensure that all assets have affiliated Hand Receipts signed by non-Bargaining Unit staff, and signed by a designated person in place of the Bargaining Unit staff for the assets assigned to them for their use. Centrally located and common use equipment is to be signed for by either the custodian or the supervisor, or another staff member designated by the supervisor within the division/area.

NWS Bargaining Unit employees are currently exempt from signing Hand Receipts, in which case it is recommended that in order to fulfill NOAAs mandatory Hand Receipt requirement, the supervisor, custodian, or a staff member designated by the supervisor is to sign a Hand Receipt taking the responsibility of the assets assigned to their bargaining unit staff. If a hand receipt is not signed, the custodian is the default responsible person for the asset(s).

Accountable assets taken off location: All users (Bargaining Unit, Non-Bargaining Unit employees, contractors, any user) that take equipment off-site are to sign Hand Receipts. This have been (or should have been) a practice in place at all times for security reasons, therefore is not considered a change in work conditions.

The signed Hand Receipts are maintained by the PC. Employees/users should maintain a copy of the signed Hand Receipt and should ensure that the Hand Receipt is accurate at all times, reporting changes to the custodian, so that the official property records in Sunflower can be updated by username and location.

Upon separating from the custodial area and/or the agency, or upon authorized permanent removal of assigned assets, the hand receipt should be signed in the receipt section by the custodian relieving the user of their responsibility for assets no longer assigned to them.

Employees/users should not surrender or allow equipment to be moved by anyone without proper approval and notations/signatures to the original Hand Receipt by the PC indicating who is now in possession of the equipment. This includes equipment moves by technical support staff. Equipment must be accounted for at ALL times.

The property custodian holds the original signed Hand Receipt which will be used for damaged, lost/stolen/missing equipment investigations if needed. Hand

Receipts are to be updated by gaining custodians and reviewed / updated during inventory periods to ensure accuracy.

3.3 New Equipment Acquired/Received

All newly acquired government-owned assets for accountable inventory are to be assigned a barcode and entered into Sunflower Personal Property Management System within 15 days and no later than 45 days (where purchasing documentation is not yet available) of payment through Commerce Business Systems (CBS), regardless of distribution, warehouse storage prior to installation, or any other circumstance or installation and testing arrangement. NOAA Procedures for acquiring property can be found on the NOAA Personal Property website:

http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf

Equipment valued at over \$200K is to be reviewed by NWS Project Managers and NOAA Personal Property Management staff for Construction-Work-In-Process (CWIP) determination prior to generating a contract. CWIP policies and procedures can be found at:

<http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Other accountable property assets with an acquisition value over \$200K, or software over \$25K are considered Capitalized Personal Property Assets.

Guidance regarding Capitalized Assets can be found on the NOAA website:

http://www.pps.noaa.gov/financial_policies/capitalized-personal-property-policy.html

The receiver of the assets will coordinate with the PC to ensure that the equipment have a Barcode affixed, or assigned to the equipment in a timely manner. The PC will enter the equipment into the Sunflower Personal Property System attaching all the appropriate required documentation. Once the equipment is added to the Sunflower inventory, the purchase will be reconciled against the Unreconciled Property Report (UPR) automatically. A hand receipt is to be signed by the user of the equipment (see section b. Hand Receipts)

Main System Sub-Assembly Accountable Assets – All sub-assembly assets accountable by DOC/NOAA policy definition must be barcoded and recorded in Sunflower in a timely manner. The barcode is linked to the main system barcode through notification to the NOAA Line Office Representative.

Guidance on Establishing Parent-Child Relationship in Sunflower can be found on the NOAA PPMB website at:

http://www.pps.noaa.gov/personal_property_policies_procedures/032911_parent_child_relationship.pdf

The shipping, transferring, disposing of accountable sub-assembly assets must follow all DOC/NOAA Personal Property policies and procedures.

3.4 Object Classification Codes (OCC) for accountable property/equipment purchases: When equipment is purchased via the Bankcard, the purchase should be assigned Object Class 3120, 3123, or 3124.

The following information regarding Object Classification Codes can be found at the NOAA PPMB website:

http://www.pps.noaa.gov/forms_guides/guides_aids_tools/accountable_property_and_object_class_codes.html

Object Classification Codes see APPENDIX B

Summary of Accountable Object Class Codes:

ACCOUNTABLE PROPERTY COSTING LESS THAN \$200,000.00 (Non-capitalized)

- **3120 Non-Capitalized Equipment** – Includes all other non-capitalized equipment not purchased or issued from inventory, e.g. monitor, video camera, digital camera, trailer, agency owned vehicles, hand-held scanners, televisions, projectors, video cassette recorder and player, graphic tablets. (Office furniture costing less than \$5,000.00 is classified under object class 2625)
- **3123 ADP and Telecommunications Equipment** – Includes purchase or lease-to-purchase ADP and telecommunications equipment, e.g. desktop scanners, printers, copiers, laptop and desktop computers, computer servers, PDA's, GPS devices, external hard and disc drives, smartphones and tablets (e.g. iPad and iPhone), fax machines, etc.
- **3124 ADP and Telecommunications Software** – Includes charges for internally developed, or off-the-shelf software purchases from \$25,000.00 to \$199,999.99. Also, includes software costing \$200,000.00 or more developed internally for internal use which is not capitalized. All other software purchases of \$200,000.00 or more are classified under OCC 3119.

Consult with the NOAA Personal Property Management Branch Line Office Representative for guidance in the appropriate use of object class codes in advance of a purchase as to avoid errors that are labor intensive and time

consuming to correct. Purchasers should consult with property personnel before they apply object class codes to equipment purchases.

3.5 Required Documentation for Purchases made with the Purchase Card: The Purchase Cardholder must notify the custodian when a purchase is made, expected to arrive, and when assets are received, and submit the following documentation to the PC as immediately as possible:

- Copy of the Invoice/Receipt with Date of Receipt of Supplies/Services stamped on the Receipt
- Copy of the Bankcard Statement
- Copy of the Cardholder Report (BC704) generated in CPCS after reconciling the purchase in the CBS/CPCS system

Purchasing documentation requirements can be found on the NOAA Personal Property Management website at: NOAA Procedures for acquiring property can be found on the NOAA Personal Property website:

[http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring Personal Property.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf)

3.6 Required Documentation for Purchases made with the Purchase Order/Contract: If the equipment (31 object class) is purchased via a Purchase Order, the custodian is to be notified to expect assets for inventory, and the receiving staff must notify the custodian when assets are received, and purchasers/Task Managers are to submit the following documentation to the PC as immediately as possible:

- Copy of the Invoice/Receipt with Date of Receipt of Supplies/Services stamped on the Receipt
- Copy of the Contract
- Copy of any modifications to the Contract

The Contracting Officer or Task Manager should supply the custodian with a copy of the contract and contract modifications where a 31 object class code is applied to the purchase. Otherwise, the COTR needs to provide the contract copy and invoice/receipts as immediately as possible.

Purchasing documentation requirements can be found on the NOAA Personal Property Management website at: NOAA Procedures for acquiring property can be found on the NOAA Personal Property website:

[http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring Personal Property.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf)

3.7 Timeliness in Entering Assets in the official property management system (Sunflower). All accountable property assets must be recorded in Sunflower within 15 days of payment to the vendor. Exceptions are when required purchasing documentation is not available, in which case NOAA provides a period of 45 days to obtain the documentation and enter the asset accurately in Sunflower. Timeliness guidance can be found on the NOAA Personal Property Management website at: NOAA Procedures for acquiring property can be found on the NOAA Personal Property website:
http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf

3.8 Unreconciled Payments Reports (UPR) and CWIP UPR Reports

An Unreconciled Payment occurs when equipment is purchased and payment is made to a vendor with a 31 object classification code (OCC), and there is no corresponding record by document number format, accounting code, and acquisition value, acquisition date in the official personal property system, Sunflower. It is therefore Unreconciled and needs to be resolved as immediately as possible and within 45 days from the last payment date on the report.

It is the property custodian's responsibility to research the UPR showing on the report for the organization code affiliated with their custodial area of responsibility. If the item does not belong to the affiliated custodian, the custodian must research which custodian should have the responsibility of entering or reconciling the UPR line item and follow through until resolved.

The UPR and CWIP UPR reports are downloaded by the NWS PM usually in the last week of each month prior to the UPR report month (e.g., download 4/28 for the May report) monthly for certification of actions taken to resolve and status of those actions.

The report is disseminated to PAOs along with due dates for their certification packages, and instructions for responding to the monthly UPR certification and assembly of the package.

All monthly UPR certifications must meet requirements and must be submitted to the NWS Property Manager on time.

Line items near or over 90 days old require a Corrective Action Memo from the Director explaining the circumstances, actions taken to resolve, and what corrective action is in place to avoid future similar circumstances.

The memo is to be on NWS letterhead, signed and dated, disseminated via email attachment to their appropriate staff involved in the circumstances, and submitted via email attachment to the NWS Property Manager promptly upon request along with a copy of the email showing the distribution of their corrective action memo.

Each PAO is responsible for responding to all line items on the monthly UPR/CWIP UPR reports and annotate the action taken to resolve, the date the action was taken, and any barcode numbers, or any other information regarding the line item and the current status of actions taken.

The status report is certified by the PAO and provided to the NWS PM in the format established by the NWS PM within the time frame provided each month by the NWS PM. The PM provides instructions for the monthly reporting of the status of the UPR/CWIP UPR.

PAOs are to enter the status on a Google Docs spreadsheet for each line item regardless of how new or old the UPR line item is. The PAO provides the information to their Director along with a Director's routing slip, the beginning of the month's base UPR report, and a current UPR and CWIP UPR report for show of progress, highlighting issues the Director should be aware of.

3.9 Equipment Relocation and Transfers

Equipment Relocations / Moving of Accountable Assets:

All users of government owned accountable assets are to report to their property custodian and their POC (if one is assigned) the barcode number and location of the assets when they are moved from one location to another within the custodial area.

It is recommended that the Relocation Acknowledgment Form (Appendix D) be used for reporting equipment relocations to the PC/POC, especially when transfers/shipments occur out of the custodial area, within NWS. Email may be used as a form of written notification as long as it contains all the necessary information for the custodian to properly transfer assets, change usernames and locations, and to gain pre-authorizations for assets slated for disposal or transfers out of the agency.

Transfers Into or Out of the Custodial Area:

Approved transferred equipment will be accepted to the Division inventory after the "giving" PC enters a transfer request into the Sunflower system and the

“accepting” PC physically, or if necessary remotely verifies that the equipment is in their possession and is under their control, in order to accept the transfer in the Sunflower Personal Property Management System. No property will be accepted into the PC’s inventory unless the equipment is verified to be physically or remotely verified as in the possession of and under control of the PC. This includes off-site equipment verified by one who signs a Hand Receipt accepting responsibility for assets maintained off-site, yet assigned to the custodial area of responsibility. Remote verification may include photographs of the item, barcode label, serial number, make and model number. Custodians may request that photographs be provided at their discretion.

Shipments of accountable personal property (including sub-assembly assets affiliated with main systems) to and from the National Reconditioning Center and National Logistics Supply Center in Kansas City, MO are to be transferred from the current custodian to a gaining custodian within the NWS. Failure to obtain required approvals and receipt signatures, as well as improperly transferring and/or disposing of government owned accountable assets may result in financial liability and/or disciplinary action. Monitors that are at a current day value of \$300 or less no longer needed or in need of repair are not to be shipped to NRC. They are to be locally disposed of following DOC/NOAA property disposal procedures.

Transfers/Donations of assets to a Foreign Country, see section 3.13.

3.10 Returns to Vendor

Inventory assets that are barcoded and recorded in Sunflower, and returned to the vendor for replacement of the same make/model no. are to be retagged with the assistance of the NOAA PPMB LOR.

3.11 Leased Equipment

There are instances when renting/leasing property/equipment is more advantageous to DOC than purchasing. Effective planning considers alternate delivery options, including those that reduce the need for DOC ownership of personal property. Ownership may not always be the optimal solution, and advantages to an alternative method may include:

- increased flexibility;
- reduction for large capital expenditures; and
- decreased risk

Per DOC Personal Property Management Manual Chapter 3.201, Accountable Personal Property, “all borrowed or leased personal property” is considered accountable property, and must be entered into the Sunflower system of accountability. Guidelines for evaluating lease agreements for personal property

in lieu of purchases are provided in the Federal Acquisition Regulation (FAR), Part 7.4, "Equipment Lease or Purchase."

Types of Leases: There are several types of lease categories; for budgetary (Capital, Operating, and Lease-Purchase), and accounting requirements (Capital, and Operating). Acquisitions Officials must refer to the NOAA Acquisition and Grants Office (AGO) Personal Property Lease Handbook when completing the Lease Determination Worksheet to identify the appropriate lease type.

Lease Determination Worksheets (LDWs) are ***only required*** when the total lease payments over the life of the lease (including option years) are \$200,000 and greater. Provide NOAA PPMB with the payment schedule and payment terms for all assets in order to process the asset in Sunflower. Guidance for leased assets can be found on the NOAA PPMB website at:

[http://www.pps.noaa.gov/personal_property_policies_procedures/Leased Property Policy and Procedures 29MAY2013.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Leased_Property_Policy_and_Procedures_29MAY2013.pdf)

3.12 Loaned Equipment

The NOAA 37-19 Form is used for loaning equipment outside of DOC/NOAA. NOAA Personal Property (except motor vehicles) may be loaned on a temporary basis within the Department of Commerce and other Federal agencies when approved by the NOAA Property Management Officer (PMO) or their designee. The loan must not impair NOAA's mission. The guidance for loaning equipment outside of DOC can be found on the NOAA Personal Property website at:

[http://www.pps.noaa.gov/personal_property_policies_procedures/Loaning Personal Property.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Loaning_Personal_Property.pdf)

There are provisions that must be reviewed and followed in advance of loaning government assets outside DOC and they are to be adhered to. All requests for loaning out assets must be submitted through the NWS Property Manager, and may not exceed one year. Request for deviation from the one year loan limitation requires a letter from the NWS Assistant Administrator using the fillable NOAA 37-19 form can be found at:

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-19.pdf>

Equipment loaned outside the U.S. must follow all policies and procedures for Export Control (Section 3.13)

3.13 Shipping Equipment to Foreign Countries

Guidance for shipping equipment outside the US can be found on the NOAA PPMB website, and all policies and procedures must be followed. Approvals from the NWS Deemed Export Point of Contact must be obtained in writing (email is sufficient, after you have researched the ECCN Number and License or

No License requirement for the equipment and any software, and embargo status of the country. Failure to follow policy and procedures for shipping items out of the country can result in a serious violation.

[http://www.pps.noaa.gov/personal_property_policies_procedures/CAO's Guidance for Export Shipping Outside US final SIGNED Jan 2014.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/CAO's_Guidance_for_Export_Shipping_Outside_US_final_SIGNED_Jan_2014.pdf)

The Deemed Export Point of Contact for NWS is currently Jeffrey Stuart (Jeffrey.stuart@noaa.gov)

Export control laws apply to all NOAA employees but most directly affect those employees who: (1) ship or send items (i.e., NOAA property) outside the borders of the U.W. for NOAA programmatic purposes (e.g., research, NOAA projects, etc.), even if temporarily; (2) share property with, or transfer surplus property to, foreign countries in accordance with other agreements; (3) assist NOAA employees with shipping documentation and paperwork for items subject to U.S. export controls; or (4) assist NOAA employees with export control matters (e.g., Controlled Technology Coordinators and Deemed Export Points of Contact).

Regardless of the purpose or intention, shipping items outside of the U.S. constitutes an export and may require a license. Each NOAA employee is responsible for ensuring shipments, even for property surplus purposes, are completed in accordance with applicable U.S. laws and regulations.

In addition, NOAA property shipped outside of the U.S. must be documented in accordance with NOAA Property Management Official (PMO) Bulletin #001, "Recordkeeping and Accounting for Accountable Personal Property." Policy for the recording and the accountability of assets is located on the PPMB website: <http://www.pps.noaa.gov/>

Most NOAA exports will be "subject to the EAR" (Export Administration Regulations) but will fall under either a License Exception (15 C.F. R. Part 740) found at:

http://www.bis.doc.gov/index.php/forms-documents/doc_download/743-740 or under a determination that no license is required (NLR). A shipper must know the rationale supporting the applicable License Exception or the reason the export is classified NLR. The country to which an item will be exported factors into the applicability of any License Exceptions and NLR. Manufacturers often classify their items; however, items modified after they were obtained from the

manufacturer will not automatically retain their original Export Control Classification Number (ECCN).

If items fall under U.S. Department of Commerce jurisdiction and are not on the Commerce Control List (CCL), it is designated as EAR99 and likely requires no license. However, a license may be required to export an EAR99 item to an embargoed country or to an end-user of concern.

- If an EAR/CCL item needs to be shipped out of the U.S., refer to the following link for information on whether you need an export license or qualify for a License Exception or “No License Required.” This link also contains links for ITAR and OFAC guidance.
 - http://deemexports.noaa.gov/resources/Guidance_for_Shipping_Government_Property_out_of_the_U.S.docx
 - The DOC Bureau of Industry and Security (BIS):
<http://www.bis.doc.gov/index.htm>
<https://www.bis.doc.gov/index.php/about-bis/contact-bis>
 - Outreach and Educational Services Division at 202-482-4811 or the Western Regional Office at 949-660-0144
 - NOAA Line Office and Corporate Office Controlled Technology Coordinators: <http://deemedexports.noaa.gov/contact.html>

The policies and procedures for Export Control must be followed. The Deemed Export Point of Contact for NWS is to approve the export in advance of shipment, transfers, sharing, after the custodian have researched all criteria and have provided the results to the Deemed Export POC. Approvals are to be in writing (email is sufficient) with the researched ECCN number and License or No License Required supported by documentation. The approval and support documentation is to be attached with the SF122 Transfer Out of the Agency form in Sunflower in the Final Event Request screen, prior to shipping. Do not ship until the custodian receives electronic approvals in Sunflower from the PAO and the NOAA PPMB Disposal staff. Proof of delivery and receipt of delivery are to be retained in Sunflower so that the item can be removed from the active inventory.

3.14 Equipment No Longer Needed

DOC/NOAA Disposal policies and procedures must be followed, and can be found on the NOAA Personal Property Management website:

http://www.pps.noaa.gov/excess_disposal_board_of_review/060111_noaa_national_disposal_plan.pdf

At no time are government owned accountable assets to be disposed of or transferred out of the agency or shipped out of the country without strict adherence to policies and procedures. The custodian must account for all assets assigned to their custodial area inventory or purchased for their custodial area, at all times. When in question regarding disposals or transferring assets within or out of the agency, contact the NOAA PPMB Disposal Team staff and/or the NOAA Line Office Representative, or the NWS Property Manager.

Timeliness procedures for final events in Sunflower can be found on the NOAA website at:

http://www.pps.noaa.gov/personal_property_policies_procedures/requirement_for_timely_processing_of_final_assets_in_sunflower.pdf

Custodians and their POCs are to be notified in writing of all changes to the status of all personal property accountable assets within the custodial area, including advance notice of equipment purchases and the arrival of newly acquired assets throughout the life cycle of the asset until disposed of properly.

Disposals must be arranged through the Property Custodian (PC) and pre-approved by the PC, PAO, and NOAA disposal staff electronically in Sunflower prior to the recycling or disposing of accountable property assets, as well as transferring assets out of the agency.

Equipment that is no longer used or needed is to be reported by the employee to the supervisor and the custodian in a timely manner (also for equipment that is relocated). If reusing the equipment within the Division is not required, the supervisor and/or custodian should immediately secure the equipment and the PC should begin the process for local disposal following the NOAA National Disposal Plan (found on the NOAA PPMB website) and the CD52 Sunflower User Guide, in accordance with DOC/NOAA policies and procedures.

Unused equipment is often abandoned and is more likely to turn up missing. Upon property approvals, unused equipment should be excessed by the PC and removed from the inventory as soon as possible for effective management of the custodian's property inventory.

The PC will promptly follow the DOC/NOAA Disposal procedures to remove the equipment. Hard Drive Sanitization Form NF37-45 is required for specific types of assets requiring the Hard Drive status. The completed and signed NF37-45 is to match the records entered in the CD50/52, and is to be attached in the Sunflower CD50/52 Final Event screen.

At no time is equipment to be removed, recycled, or disposed of without the custodian obtaining electronic approvals in the Sunflower CD50/52 screen from the PC, PAO, and NOAA Disposal Team Staff, and overseeing the disposal.

Equipment that is to be removed will be entered into the official property management system (Sunflower) in CD50/52 Retirement of Assets, following the CD52 Guide and the NOAA National Disposal Plan. All final event requests in Sunflower must be electronically approved by the PC and PAO within 15 days of date entered, and must have an electronic approval by the NOAA Disposal Team staff.

Upon receipt of all approvals in Sunflower, the disposal may be arranged through UNICOR or an accredited local recycling center. Recycling arrangements are not to be made until all approvals in Sunflower are obtained.

Only the assets listed on the approved request are to be disposed of and the custodian or a designated staff member is to ensure that only the assets listed on the CD50/52 form are released to the vendor, and at that time they are to obtain a receipt signature and date, with the vendor's name legibly printed name on the form in the required receipt block. If a vendor will not sign the form, the assets may not be released to the vendor. They will need to be returned to the local office site custodian, and another recycling center will need to be contacted for coordinating the disposal, where a receipt signature can be obtained.

Shipments of accountable personal property (including sub-assembly assets affiliated with main systems) to and from the National Reconditioning Center and National Logistics Supply Center in Kansas City, MO are to be transferred from the current custodian to a gaining custodian within the NWS. Transfers to outside agencies (regardless of agreements) must comply with DOC/NOAA policies and procedures and the SF122 form must be approved by the PC, PAO, and the NOAA Disposal Team staff electronically in Sunflower, in advance of the transfer. Failure to obtain required approvals and receipt signatures, as well as improperly transferring and/or disposing of government owned accountable assets may result in financial liability and/or disciplinary action.

Cannibalization is the removal of serviceable components or parts from otherwise unserviceable Government property to extend the useful life of other property. It is permissible only when the property to be cannibalized is inoperable and is no longer useful or economical to repair. Appropriate cannibalization of federal personal property can be advantageous to the Government by reducing the need for new procurement, maximizing the use of property by using components and parts from items that are unserviceable, and extend the life cycle of property that would otherwise be unserviceable.

Decisions to cannibalize Government personal property have an effect on the accuracy of property records. The inappropriate cannibalization can negatively affect the availability of excess property for reuse and increase rather than reduce

federal spending. The request to cannibalize property must be processed through PPMB using a CD 52 and approved in advance by the PMO.

Sunflower procedures for entering final event requests can be found in the CD-52 Retirement of Assets Guide (also on the NOAA PPMB website). Training for CD-52 procedures is available on the Commerce Learning Center (CLC) website.

Final Event Requests unresolved expire within 90 days of the date initially entered. Approved disposals must be acted on in a timely manner as to avoid loss and expired final event requests. If a Final Event Request (CD52) expires, it needs to be re-entered as a new request, and go through the approval process.

3.15 Separation Clearances (CD-126 forms) are signed after physical verification of the assets assigned to those separating from the custodial area (including verification of assets provided to contractors), assets are reassigned, hand receipts are signed in the returned to the custodian section (Guidance for Hand Receipts can be found in Section 3.2), new hand receipts are signed when the assets are re-issued, usernames and locations of assets are updated in Sunflower. When a property custodian separates from their custodial role, they are to perform a wall-to-wall physical inventory with a designated staff member, annotate inventory discrepancies, and begin actions to resolve the discrepancies (whenever possible), before separation.

3.16 Reporting Lost/Stolen/Missing Equipment/Property Assets

It is the responsibility of all users of government-owned assets to report lost/stolen/missing equipment upon discovery to their supervisors and to the property custodian assigned to their division, as well as the IT incident reporting team, and if stolen a police report must be filed – all with consistent detailed accounts of the incident.

Refer to the Department of Commerce/NOAA policy and guidance on employee and supervisor responsibility for use of government-owned equipment and reporting lost/stolen/missing accountable property assets, and consult with the NWS Property Manager for current guidance on reporting procedures.

Users discovering lost/stolen/missing government-owned property assets are to contact their supervisor and their Property Custodian. If the lost asset is a Laptop or PDA or a PII sensitive device, the loss needs to be reported immediately through the IT Security online NOAA 47-43 form found at:

https://www.csp.noaa.gov/V3_Form/

3.17 Board of Review Procedures

In order to resolve unaccounted for assets and have them removed from the active accountable inventory, a Board of Review package and/or a Special Board of Review package must be submitted to the NWS Property Manager for review and for presentation to the BOR/SBOR. The NOAA PPMB staff cannot approve final events for unaccounted for (lost/stolen/missing) assets, or assets disposed of improperly (lacking all required documentation), until the BOR/SBOR approves them.

For the specific criteria of submitting BOR/SBOR draft memos and completed packages, please refer to Appendix C. Do not rely on previous methods, as the criteria may change on occasion. For the most current procedures, consult with the PAO.

4. Heritage Assets

The NOAA Property Office, NOAA Preserve America Initiative and each line and staff office administer the policies and procedures for Heritage Assets. A NOAA Heritage Asset (HA) is any property, plant and equipment (PP&E) that is designated as a unique and intrinsic part of the history, culture or mission of NOAA with the concurrence of the Chief, Library and Information Services Division, NOAA Central and Regional Librarian (NOAA Central Library, Chief Librarian); and is retained by the Agency for one or more of the following reasons:

- Historical or natural significance
- Cultural, educational, or artistic (e.g., aesthetic) importance
- Significant architectural characteristics.

Heritage Asset Policy and Procedures and criteria can be found at:

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

All NWS Heritage Assets are to be assigned to the Property Custodian closest to the asset, and are now listed in a Heritage Asset module in Sunflower for tracking purposes, and currently maintained by NOAA PPMB staff. Quarterly inventories of Heritage Assets are performed by the custodians and changes are reported to the NWS Property Manager via the NOAA 37-41 Form. The NOAA 37-41 form is used to add, delete, transfer Heritage Assets, and are to be processed through the PC, the PAO, and the NWS Property Manager. The NOAA 37-41 Form can be found at:

http://www.pps.noaa.gov/heritage_assets/noaa_form_37_41.pdf

5. Government Vehicles

It is a requirement that all vehicles leased or owned are to be appropriate in size and fuel efficiency to meet the needs of the mission for which the vehicles are used .

Policies and guidance regarding vehicle management can be found at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/vehicle_management/

All GSA, Government-owned, leased, and commercial vehicles are to be recorded in a separate module in Sunflower. Instructions can be provided by the NOAA Line Office Representative (LOR) for NWS, or by the NOAA Fleet Manager, or Fleet Center, or refer to NOAA Property Bulletin No. 003, dated 12/02/10:

http://www.pps.noaa.gov/personal_property_policies_procedures/120210_recording_owned_leased_vehicles_in_sunflower.pdf

Monthly reporting of mileage and fuel for government owned-vehicles is the responsibility of the PAO and PC upon request of the NWS Property Manager by the due date provided. Annual vehicle costs for government owned, GSA leased, and commercial vehicles are reported annually. Fleet card expenditures are to be reconciled and approved monthly by designated persons.

The NWS Property Manager will provide a monthly spreadsheet via Google Docs to the PAOs and their designated vehicle points of contact a monthly fuel and mileage report (upon receipt of the report from NOAA). The annual report requires fields listed below are to be filled in completely in Google Docs by the due date established by the NWS Property Manager. The annual information requested include the following:

- Law Enforcement Vehicle (is the vehicle used for law enforcement Yes or No)
- Beginning of the Month Miles
- End of the Month Miles
- Total [Month] Miles Driven
- Total Gallons of Fuel Purchased
- Total Cost of Fuel Purchased
- Direct Cost – Total Amount Spent on Maintenance
- In-Direct Cost – Total Spent on Miscellaneous Items (Car Wash, Tow, Accident Repairs, Garage/Storage, etc.)

Vehicles returned or replaced are to be final evented in Sunflower in a timely manner. For procedures for the retirement of vehicles, acquiring vehicles, adding vehicles in Sunflower, please consult with the NOAA vehicle management POC (currently Susan Bloomer) at 301-713-3530 x 142 or susan.bloomer@noaa.gov.

APPENDIX A

References:

NOAA Personal Property weblink (NOAA Personal Property policies and procedures, and posted Property Bulletins)

<http://www.pps.noaa.gov>

NOAA 37-40 Hand Receipt Form

<http://www.wrc.noaa.gov/forms/SEA20006F-NOAA%20Hand%20Receipt%20Form%2037-40%20r1.pdf>

NOAA Loaned Property Policy

http://www.pps.noaa.gov/personal_property_policies_procedures/Loaning_Personal_Property.pdf

NOAA 37-19 Loaned Property Agreement Form

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-19.pdf>

Reporting Lost/Stolen/Missing IT Equipment (e.g., Laptops/PDAs)

<https://www.csp.noaa.gov/noaa/ncirt/itsecreport.xhtml>

http://www.pps.noaa.gov/board_of_reviews/cao-memo.pdf

Online NOAA Form 47-43 IT Security Incident Reporting Form

https://www.csp.noaa.gov/V3_Form/

(Provide copies to the property custodian)

User Responsibility for Reporting Lost/Stolen/Missing equipment:

<http://www.pps.noaa.gov/>

<https://www.csp.noaa.gov/policies/manual/212-1301-V4-2-final.html> (part 10 End Users Responsibility)

Department of Commerce Personal Property Management Manual (PPMM)
CH 1.206

<http://www.pps.noaa.gov/Training/FactSheet.htm>

Property Custodians – reporting lost or missing assets for removal from inventory

http://www.pps.noaa.gov/New_menu/lost.htm

http://www.pps.noaa.gov/board_of_reviews/cao-memo.pdf

Guidance regarding the required Critical Elements for both 5 tier and 2 level performance plans for Property Custodians and Property Accountability Officers can be found at:

<http://www.pps.noaa.gov/DOC%20Mandatory%20Critical%20Elements%20for%20Property%20Officials%20NOAA%20WFM.pdf> – Note: NWS does not (in most cases) have stand-alone critical elements for PAOs/PCs . Property roles and responsibilities are mentioned within a critical element and must equate to no less than 15%.

PAO/PC Mandatory Initial Appointment Training Courses and PAO/PC Appointment Letters

- UPR Training: <http://learning.doc.gov/index.htm>
- CD-50 Training: <http://learning.doc.gov/index.htm>
- CD-52 Retirement of Assets User Guide Review: http://www.pps.noaa.gov/Documents/CD_52_Retirement_User_Guide.pdf
- General Counsel's Government Ethics: <http://www.ogc.doc.gov/ethics.html>
- Sunflower Lessons 1-14: <http://learning.doc.gov/index.htm>
- Management Concepts for Property Custodians: <http://learning.doc.gov/index.htm>

***PAO/PC Mandatory Annual Refresher Training Courses**

http://www.osec.doc.gov/oas/Documents/OCS/Property_Bulletins/Property%20Bulletin%20FY13-2,%20Acceptable%20Refresher%20Training%20Courses%20for%20FY2013%20and%20Beyond.pdf

Choose ONE course from the following:

- Property Management Concepts (CLC) or,
- Sunflower Lesson (choose one of the lessons 1 – 14)

Object Class Codes

<http://www.corporateservices.noaa.gov/~finance/OCC%20Revision%2010-18-07.pdf>

List of Accountable Property and Object Class Codes

<http://www.pps.noaa.gov/acctobj.htm>

List of Accountable Property Assets Object Class Codes

http://www.pps.noaa.gov/forms_guides/guides_aids_tools/accountable_property_and_object_class_codes.html

Document Number Format

http://www.pps.noaa.gov/forms_guides/aids_tools/document-number-format.pdf

Acquiring Personal Property

http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf

Leased Assets:

http://www.pps.noaa.gov/personal_property_policies_procedures/Leased_Property_Policy_and_Procedures_29MAY2013.pdf

NOAA National Disposal Plan

http://www.pps.noaa.gov/excess_disposal_board_of_review/060111_noaa_national_disposal_plan.pdf

Hard Drive and PDA Sanitization:

http://www.pps.noaa.gov/excess_disposal_board_of_review/sanitization-of-pdas-and-cellphones.pdf

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-45.pdf>

CD-52 Retirement of Assets User Guide

http://www.pps.noaa.gov/Documents/CD_52_Retirement_User_Guide.pdf

Board of Review Process: Consult with NWS Property Manager for current procedures.

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

CWIP Policy and Procedures

<http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Heritage Assets:

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

NOAA 37-41 Form:

http://www.pps.noaa.gov/forms_guides/forms/nf37-41B.pdf

Government Vehicles:

http://www.pps.noaa.gov/personal_property_policies_procedures/120210_recording_owned_leased_vehicles_in_sunflower.pdf

APPENDIX B

Object Classification Codes

Accountable Property Consists of: EQUIPMENT COSTING \$5,000 and over with a normal life expectancy exceeding one year; self-contained unit; that is not consumed in use; does not lose its identity when put to use. Component parts of major equipment (computer), such as key boards, internal drives, etc., are NOT separately accountable under the inventory system.

Sensitive Property (Regardless of Cost)

That can easily be converted to private use or that have high potential for theft. The following sensitive items include, but are not limited to:

- Firearms
- Monitors (all monitors regardless of cost or function)
- Desktop and Tower Computers
- Laptop, Notebook, and other Portable Computers
- Hand-held Computers | Personal Data Assistants (PDA's)
- All external printers other than label printers
- Desktop Plotters
- Graphic Tablets
- All external disk drives including CD and DVD disk drives<
- Desktop Scanners
- Hand-held Scanners
- Digital Cameras
- Video Cameras
- Televisions
- Video Cassette Recorders and Players
- Fax Machines
- Multi-purpose Fax, Printer, Copy Machines
- Global Positioning System (GPS) Devices
- Photocopy Machines

Summary of Accountable Object Class Codes:

ACCOUNTABLE PROPERTY COSTING LESS THAN \$200,000.00 (Non-capitalized)

- **3120 Non-Capitalized Equipment** – Includes all other non-capitalized equipment not purchased or issued from inventory, e.g. monitor, video camera, digital camera, trailer, agency owned vehicles, hand-held scanners, televisions, projectors, video cassette recorder and player, graphic tablets. Office furniture costing less than \$5,000.00 is classified under object class 2625
- **3123 ADP and Telecommunications Equipment** – Includes purchase or lease-to-purchase ADP and telecommunications equipment, e.g. desktop

scanners, printers, copiers, laptop and desktop computers, computer servers, PDA's, GPS devices, external hard and disc drives, smartphones and tablets (e.g. iPad and iPhone), fax machines, etc.

- **3124 ADP and Telecommunications Software** – Includes charges for internally developed, or off-the-shelf software purchases from \$25,000.00 to \$199,999.99. Also, includes software costing \$200,000.00 or more developed internally for internal use which is not capitalized. All other software purchases of \$200,000.00 or more are classified under OCC 3119.

Do consult with the NOAA Personal Property Management Branch Line Office Representative for guidance in the appropriate use of object class codes in advance of a purchase as to avoid errors that are labor intensive and time consuming to correct. Purchasers should consult with property personnel before they apply object class codes to equipment purchases or equipment leases.

Accountable personal Property Costing \$200,000.00 or more (*Capitalized*)

- 31-11-00-00 | **Satellites**
- 31-12-00-00 | **ADP Equipment**
- 31-13-00-00 | **Aircraft**
- 31-14-00-00 | **Ships & Small Craft**
- 31-15-00-00 | **Motor Vehicles**
- 31-16-00-00 | **Telecommunications Equipment**
- 31-17-00-00 | **Other Capitalized Property** (not otherwise classified)
- 31-18-00-00 | **Capitalized Trade in Allowance**
- 31-19-00-00 | **ADP and Telecommunications Capitalized** (costing more than \$200,000.00)

Under Capital Lease

- 31-11-10-00 | Satellites Under Capital Lease
- 31-12-10-00 | ADP Equipment Under Capital Lease
- 31-13-10-00 | Aircraft Under Capital Lease
- 31-14-10-00 | Ships & Small Craft Under Capital Lease
- 31-15-10-00 | Motor Vehicles Under Capital Lease
- 31-16-10-00 | Telecommunications Under Equipment Capital Lease
- 31-17-10-00 | Other Capitalized Property (not otherwise classified)
- 31-19-10-00 | ADP and Telecommunications Capitalized (costing more than \$200,000.00)
- 31-30-00-00 | Capital Lease (Excluding ADP and Telecommunications Equipment)
- 31-31-00-00 | Capital Lease-To-Purchase ADP Equipment
- 31-32-00-00 | Capital Lease-To-Purchase Telecommunications Equipment

APPENDIX C

Instructions and Criteria for NWS BOR and SBOR Package Submissions updated 11/18/2013

Unaccounted for Assets that are NOT Laptops/PDAs/iPhones/iPads:

Board of Review packages must include (in the order listed, and no other documents than what is listed):

- Memorandum to the Chairperson of the NOAA Board of Review From and signed by the PAO and Director .
 - Memo must state:
 - What specific efforts were made to locate the item
 - Where was it seen last, who was the last known user
 - Was a hand receipt signed, who is responsible for the asset
 - Was the employee counseled as to procedure and responsibility
 - What specific corrective actions are in place to avoid similar losses
 - When were the corrective actions disseminated to staff
 - Are the corrective actions stated in the PAO Area Property Inventory Management and Procedure Plan
 - Questions regarding BORs/SBORs – contact your PAO for questions and there is no Through line.
- Corrective Action Memo to staff (specific actions to avoid similar losses in the future)
- Copy of the Email showing the Corrective Action Memo along with the Property Accountability Officer's (PAOs) Property Inventory Management and Procedure Plan was distributed to staff
- Open Final Event Request Report showing the final event approvals of the PAO and the property custodian. All final event requests must be current and not expired or about to expire. All unaccounted for assets should have a final event type of: lost/stolen/missing. Final events not approved by PC/PAOs in Sunflower expire in 30 days. Unresolved Final Events (BORs) expire in 90 days from date entered.
- All other pertinent documentation to support statements made in the memo are not to be included in the BOR/SBOR package submission. These documents are to be attached in the final event screen in Sunflower. If statements are made in the memo that conflict with information attached in the final event screen, the Board of Review will defer or reject the package. All statements need to be consistent and clearly stated as briefly as possible.

Board of Review packages are to be scanned as one .pdf document. **Only one package per PAO area can be reviewed each month.** Therefore if there are multiple custodial areas involved, all assets are to be listed in the memo grouped by circumstance. The list of assets must include the acquisition date/cost.

Send scanned packages to the NWS Property Manager. Memos are not to be sent in draft format for review. Full packages meeting the criteria will be forwarded to the NOAA

Personal Property Management Branch (PPMB) for submission to the following month's BOR. Follow up with PAO until resolved.

Unaccounted for Laptops/PDAs/iPhones/iPads:

Special Board of Review packages must include (in the order listed – check list is not a part of the package):

- Memorandum for the Record from the Director and/or PAO – use the Confidential Memo template provided (from the subject line down) - Memos must state the same as what is listed for BORs
- Corrective Action Memo to staff. Send in .pdf as part of the package, and as Word. Doc separately.
- Copy of the Email showing the Corrective Action Memo along with the PAO area procedure plan was distributed to staff
- NCIRT copy (and police report if stolen)
- Open Final Event Report showing PAO and property custodian approvals – current/not expired
 - All unaccounted for assets should have a final event type: lost/stolen/missing
- Questions regarding BORs/SBORs – contact your PAO.

The SBOR package is to be scanned as one .pdf file and submitted to David.Murray@noaa.gov with a cc: to Janice.Evans@noaa.gov, along with a Word Document file of the Memorandum for the Record. The Confidential Memo is generated at HQs from the memo for the record.

Please work with your PAO and/or those who assist the PAOs to complete your BOR/SBOR packages.

For Regular BORs – only one PAO package is to be compiled with all the custodial area's unaccounted for assets. One memo from the PAO, One Corrective Action Memo, One Final Event Report. SBORs are submitted separately in the SBOR format.

Board of Review: http://www.pps.noaa.gov/excess_disposal_board_of_review/

All government owned accountable assets are to be promptly and accurately recorded in the official personal property management system (currently Sunflower) within 15 days of receipt. Purchasers are to provide custodians with all required purchasing support documentation in a timely manner. When required documentation is not available within 15 days, which occurs with some purchase card purchases, NOAA allows a 45 day period from the date of payment to the vendor to record assets in the official property management system, currently Sunflower.

APPENDIX D

(The fillable worksheet is provided by the NWS Property Manager and/or the NWS PAO)

Equipment Relocations/Transfers Notification

All equipment moves are to be communicated to the local office property custodian and their point of contact for tracking and performing actions in Sunflower and for notifying NOAA PPMB staff of updates, linking/unlinking assets that have Parent barcode to Child barcode relationships.

The method of communicating equipment relocations, shipments to NRC, shipments received from NLSG, newly acquired assets, and so forth is to be via email to the custodian with a cc: to the point of contact in the following format:

<input type="checkbox"/>	Transferred or Shipped Out of the Local Office / Custodial Area	<input type="text"/>
<input type="checkbox"/>	Transferred or Received into the Local Office / Custodial Area	<input type="text"/>
DATE:	<input type="text"/>	<input type="text"/>
Asset Barcode:	<input type="text"/>	
Main System Barcode:	<input type="text"/>	
Item Description (as it is in Sunflower):	<input type="text"/>	
Make/Model:	<input type="text"/>	
Serial Number:	<input type="text"/>	
Moved From Location:	<input type="text"/>	
Moved or Shipped To Location:	<input type="text"/>	
Received From:	<input type="text"/>	
Reason:	<input type="text"/>	

NOTE:
MONITORS \$300.00 AND UNDER IN CURRENT ASSET VALUE IN NEED OF REPAIR OR DISPOSAL ARE TO BE LOCALLY DISPOSED OF (DO NOT SHIP TO NRC).