

**NATIONAL WEATHER SERVICE INSTRUCTION 1-708**  
**September 22, 2017**

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

**NATIONAL WEATHER SERVICE PERSONAL PROPERTY**  
**MANAGEMENT PROGRAM**

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

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**SUMMARY OF REVISIONS:** This directive supersedes the NWSI 1-708, *National Weather Service Personal Property Program*, dated December 24, 2014. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Due to the amount of changes since 2007, the content and format of this document have been completely changed.

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09/08/2017

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Date

## National Weather Service Personal Property Program

<b>Table of Contents</b>	<b>Page</b>
1. Introduction .....	4
1.1 Purpose .....	4
1.2 Scope .....	4
1.3 Policy.....	4
2. Roles and Responsibilities.....	5
2.1 Property Manager Role .....	5
2.2 Property Accountability Officer Role .....	7
2.3 Property Custodian Role .....	7
2.4 User Responsibility .....	9
2.5 Supervisor Responsibility .....	10
2.6 Separation of PAO/PC Role.....	11
3. Initial Appointment and Training Requirements .....	11
4. Inventory Management and Annual Physical Inventory .....	13
4.1 Maintaining Inventory Records .....	13
4.2 Hand Receipts – NOAA Form 37-40 and Sunflower Generated .....	15
4.3 New Equipment Acquired/Received.....	16
4.4 Accountable Assets and Object Class Codes .....	17
4.5 Required Documentation for Purchases made with Purchase Card.....	18
4.6 Required Documentation for Purchases made with Purchase Order/Contract .....	18
4.7 Timeliness for Entering Assets in Sunflower.....	19
4.8 Unreconciled Payments Reports (UPR) and CWIP UPR Reports .....	19
4.9 Equipment Relocation and Transfers – In or Out of the Custodial Area .....	20
4.10 Returns to Vendor and Vendor Exchanges.....	21
4.11 Leased Equipment .....	21
4.12 Loaned Equipment Outside of NOAA, within the USA.....	22
4.13 Shipping Equipment to Foreign Countries .....	22
4.14 Equipment No Longer in Service or Needed/Disposals.....	24
4.15 Separation Clearances.....	26
4.16 Reporting Lost/Stolen/Missing Equipment/Accountable Property Assets.....	26
4.17 Board of Review and Special Board of Review Procedures .....	27
5. Heritage Assets .....	27
6. Government Vehicles .....	28
APPENDIX A – Web links to NOAA Personal Property Management Branch .....	29

APPENDIX B – Object Classification Codes for Accountable Property..... 32  
APPENDIX C – Board of Review Criteria..... 34  
APPENDIX D – Relocation Acknowledgement Form..... 36

## **1. Introduction**

This Instruction follows Department of Commerce (DOC) and National Oceanic Atmospheric Administration (NOAA) Personal Property Management Branch (PPMB) policies and procedures for the management of accountable personal property, and provides guidance to National Weather Service (NWS) employees, contractors, all NWS users of Government-owned accountable property, NWS Property Managers (PM), NWS Property Accountability Officers (PAOs), NWS Property Custodians (PCs), NWS Property Points of Contact (POC) and NWS Supervisors. All accountable property assets must be recorded and tracked in DOC's official property management system (Sunflower). All DOC/NOAA policies and procedures must be strictly adhered.

### **1.1 Purpose**

The purpose of this document is to institute standard operating procedures for the management, accountability, and protection of NOAA Personal Property within the NWS Property Accountability and Custodial Areas.

### **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 PPMB policies, procedures, and guidance. In addition, the NWS has 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 PPMB Line Office Representatives (LORs), the PAO, or the NWS PM. The Department Personal Property Management Manual, dated October 2007 is located at:

[http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/Final\\_DOC\\_PPMM.pdf](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](http://www.pps.noaa.gov/forms_guides/guides_aids_tools/accountable_property_and_object_class_codes.html).

PCs must maintain accurate inventory records using Sunflower on all accountable

personal property within their custodial area of responsibility, including nationally-funded sub-assembly accountable assets to main systems. PCs 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 PC and pre-approved by the PC, PAO, and NOAA PPMB 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.pdf](http://www.pps.noaa.gov/excess_disposal_board_of_review/NNDP.pdf).

## **2. Roles and Responsibilities**

Roles:

- PAO NWS Employee at a GS-13 grade and above;
- PC NWS Employee at a GS-9 grade and above;
- POC NWS Employee all grades and Contractors-- see requirements for Contractors Serving as Property Contacts located at:  
[http://www.pps.noaa.gov/personal\\_property\\_policies\\_procedures/Property\\_Bulletin\\_001\\_FY2016.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Property_Bulletin_001_FY2016.pdf);
- User (including all employees, IT/Electronics staff, contractors, students, volunteers); and
- Supervisor/Federal Manager.

These roles and their responsibilities can be found on the NOAA PPMB website at:

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

Each office supervisor should determine who is best suited for these roles to fulfill the responsibilities set forth by NOAA, and meet all DOC and NOAA requirements and any additional NWS requirements described in this document. Contractors may not be appointed as a PAO or a PC. Contractors may be assigned as POCs to assist the 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 Property Manager Role**

PMs are the individuals assigned to coordinating all NWS property management activities, including, but not limited to:

- Providing guidance to property officials to ensure that purchases of accountable property and acceptance of transferred accountable property are recorded timely in Sunflower;

- Submit the monthly Unreconciled Payments Report (UPR) Certification to NOAA Property Management Officer (PMO);
- Respond to NOAA Personal Property Management Branch (PPMB) data calls as required (i.e. Spare Parts, Deferred Maintenance, Heritage Assets, etc.);
- Assist NWS personnel in reconciling open UPR matters;
- Attend mandatory Monthly UPR Meeting with PMO in person or by conference call;
- Assist the PAOs and PCs with any Document Level Adjustment (DLA) requests;
- Coordinate and ensure Physical Inventories are completed with less than 2% loss variance;
- Process Inventory Certifications in a timely manner;
- Oversee the submission of Board of Review (BOR)/Special BOR packages for lost, missing, or stolen assets;
- Ensure that BOR/Special BOR packages are correct and in compliance with PPMB policy;
- Assist Construction Work In Progress (CWIP) managers to ensure capitalized property is reported as soon as possible after the asset is placed in service;
- Provide guidance in the drafting and preparing of Congressional Notification Letter(s) for the disposal of capitalized assets;
- Ensure PAOs and PCs are informed on PPMB policies, procedures, training, and current events;
- Request assignment of new PAO and PC areas for the line office in writing;
- Maintain PAO and PC appointment letters;
- Provide guidance to PAOs and PCs on property certifications and refresher training requirements;
- Maintain training records for all personal property officials;
- Provide supervisor with dashboard information to assist in evaluating PAOs and PCs performance;
- Coordinate the annual validation of property official's critical elements in performance plans;
- Assist PAOs and PCs with the disposal of excess property;
- Assist PAOs and PCs with loaning of property;
- Attend Quarterly Property Management Officer meetings in person or by conference call;
- Collaborate with assigned Line Office Representative (LOR) to manage NWS in accordance with the PPMB policies and procedures;
- Attend weekly LOR meetings in person or by conference call.

## 2.2 Property Accountability Officer Role

The PAO is an individual appointed by their supervisor, the NWS PM, and the NOAA Property Management Officer (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 has been assigned. The PAO oversees and ensures adherence to NOAA PPMB established property management policies and:

- Assigns (with the supervisor) new PC by submitting a PC Certification form to the NWS PM and ensures that new custodians complete all required training within 30 days of appointment, and refresher training annually thereafter. Training information can be found in section 3 of this document;
- Tracks the annual required training for established custodians within their PAO areas to ensure that training does not expire (course list provided in section 3 of this document) and that 100% completion of annual mandatory refresher training is accomplished by the due date set forth by the NWS PM;
- Collects, reviews and ensures all annual 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 due dates established by the NWS PM are met;
- Frequently reviews 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 (31-OCC) (equipment), addresses issues to resolve the UPR for their PAO area in a timely manner. Guidance for UPRs can be found in section 4.8 of this document;
- 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 custodians have signed the clearance form. Guidance on separation clearances can be found in section 4.15 of this document; and
- 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. Guidance for preparing the BOR/SBOR package can be found in section 4.16 of this document.

## 2.3 Property Custodian Role

The PC Role is an individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area. Responsibilities required of this role note that the PC:

- Performs and reports annual physical wall-to-wall inventory in accordance with the instructions provided by the NWS PM and NOAA PPMB procedures, within the established time frames. Guidance on inventory

management can be found in section 4 of this document. Note that PCs 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;

- Creates new asset records into the DOC asset management system of record for newly acquired personal property, following NOAA Personal Property Policy and the NOAA PPMB Create and Maintain Asset Guide found on the NOAA PPMB 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 asset management system of record. Guidance for the management of new equipment acquired/received can be found in section 4.3 of this document;
- Tracks all movements of accountable assets within their custodial area, updating user names and locations in Sunflower;
- Reviews UPR routinely, resolving issues regarding the UPR for each line item showing on the report within their custodial area. Guidance regarding UPRs can be found in section 4.8 of this document;
- Accepts transfers of assets into the custodial area appropriately and in a timely manner, and transfers assets out of the custodial area when required. Guidance for vendor returns and equipment transfers (in or out of the custodial area) can be found in sections 4.9 and 4.10 of this document;
- Processes requests for Loaned Property using NOAA PPMB established procedures and documentation. Guidance on loaned equipment can be found in section 4.11 of this document;
- Obtains and retains Hand Receipts signed by all NWS employees (bargaining and non-bargaining unit) for all assets assigned, and for newly acquired assets. Guidance on hand receipts can be found in section 4.2 of this document;
- 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;
- Prior to relinquishing duties as PC, performs a joint physical inventory with incoming PC to verify existence of all assets assigned to custodial area;
- 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 Sunflower;



- 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 required approval from NOAA PPMB. Guidance on equipment that is no longer needed can be found in section 4.14 of this document;
- Ensures hard drives and PDAs are sanitized and the NWS Hard Drive/PDA Sanitization Form NF 37-45 is signed by the appropriate office's ISSO or designated IT staff, PC, and PAO, as part of the required disposal documentation;
- Safeguards assets not in use in a secured location, and arranges for timely disposals in accordance with DOC/NOAA policy and procedures;
- Reports lost, stolen, or missing assets and follows proper reporting procedures (located in Appendix A of this document), with explanation of circumstances outlined in section 4.15 of this document; and
- Tracks Heritage Assets (HA) within their Custodial Area or HAs assigned to their custodial area, where applicable.

## **2.4 User Responsibility**

User Responsibility is for all Government Furnished Equipment (GFE) issued and assigned to them, as follows:

- Reports immediately to their supervisor and their PC regarding assets that are damaged or discovered missing, lost, or stolen, and follows the Department's guidance on the immediate reporting of missing, lost, or stolen government owned assets assigned to them. Guidance for reporting missing assets can be found in section 4.6 of this document;
- Observes management's rules regarding the use of the equipment in accordance with NOAA and DOC policy, and exercises proper care of assets assigned to them for their use;
- Ensures that all changes, additions, or removal of assets assigned to them are reported immediately to their PC, including equipment installed or removed by the Office of the Chief Information Officer (OCIO) staff;
- Obtains a signed Optional Form 7 (OF-7) from Property Custodian Property Pass for all assigned assets being taken out of NOAA facilities (such as laptops, PDAs, iPhones, iPads, Smartphones, etc.);
- All Users are required to sign Hand Receipts (NOAA 37-40 form or Sunflower generated) for all government owned accountable property assigned to them. Guidance on hand receipts can be found in section 4.2 of this document;
- Notifies their PC, in advance of their separation or retirement from the Agency. The accountable assets assigned to them are to be inventoried and verified by the PC or their delegate; and
- Ensures separation clearance forms are signed by the PC after a verification

of assets has been conducted by the PC and another designated staff member, before an employee transfers out of the Agency or retires.

## 2.5 Supervisor Responsibility

Supervisors are to take an active role in enforcing the roles and responsibilities of property officials (PCs and PAOs) and all users of government-owned accountable property 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 PC when acquired, and that purchasers apply the correct object class codes (OCC) 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 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 is 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 (for 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; and
  - Refer to NWSI 1-205, Delegation of Authority for Property, for guidance in delegating custodial roles;
- Property officials and users separating from the organization return all assets to the PC before separation clearances are signed. Guidance for separation from the agency or property roles can be found in section 2.6 of this document;
- In accordance with IAW, all acquired property is accounted for and recorded in an accurate and timely manner. IAW NOAA PPMB timeliness requirements can be found here: [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);
- PCs 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 OCC prior to assigning the OCC to the purchase;
- The purchaser promptly provides all required purchasing documentation to custodians, to ensure accountability of government owned assets from the

date of receipt. Guidance on necessary documentation can be found in section 4 of this document;

- Assets purchased and received 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 acquisition supporting documentation;
- When assets are distributed to other custodial areas, the assets are transferred electronically in Sunflower to the appropriate PC;
- Policies and procedures are followed when equipment is to be shipped to foreign countries. Guidance on procedures for sending equipment abroad can be found in section 4 of this document;
- Provide support to the PC in enforcing all policies and procedures regarding personal property management; and
- Reassign the Property Official roles as appropriate.

## **2.6 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 joint 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 PC or permanent replacement PC (whenever possible). This is to avoid a new PC inheriting unaccounted for assets discovered at the time of the next annual inventory.

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

## **3. Initial Appointment and Training Requirements**

All newly-assigned PAOs and PCs are required by DOC to take mandatory training and 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 PC. 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 1<sup>st</sup> day of

October to the 15<sup>th</sup> day of August. Refer to NWSI 1-205, Delegation of Authority for Property, for appointment and mandatory training criteria. Required training consists of:

- 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 "PMs" in the Ethics Training section (use Internet Explorer to access the course);
- Sunflower Lessons 1 - 14: <http://learning.doc.gov/index.htm>; and
- 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, NWSI Personal Property Program); and
- 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 PM 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.

#### **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 1<sup>st</sup> day of October to the 15<sup>th</sup> 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 PM. 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/](http://www.pps.noaa.gov/training_and_education/);
- Sunflower Lessons 1 – 14 – Commerce Learning Center (CLC) (one module only of the separate 14 lessons); or

- Property Management Concepts – CLC.

The NWS PM 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.

#### **4. Inventory Management and Annual Physical Inventory**

A physical inventory is required to be performed annually by each PC and one other designated staff member by sight/touch verification and 100% validation of all assets within the PC's area of responsibility. Guidance on maintaining inventory records can be found in section 4.1 of this document.

Inventory management entails complete oversight of the Custodial Area's accountable assets, new or in use, stored, or in need of disposal throughout the life cycle of each asset. The PC 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.

##### **4.1 Maintaining Inventory Records**

Purchasing officials must report all orders for accountable property to the PC in advance of the receipt of assets and consult with the PC as to the correct OCC to use for the specific type of equipment being ordered. Guidance on this process can be found in section 4.4 of this document. An NWS Object Classification Codes Determination Tool is located at: <https://goo.gl/forms/nWinWeZPjY93H8ug2>.

Purchasing officials must provide the PC with all required purchasing supporting documentation as immediately as possible and provide any additional information the PC may require to create an accurate asset record for the accountable property. Guidance for required purchasing documentation can be found in sections 4.5 and 4.6 of this document.

PC must barcode and create corresponding asset records for all accountable assets in Sunflower in a timely manner within 45 days from the date of receipt of assets.

PC 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 disposal, or transfers out of the agency, as needed and in accordance with DOC/NOAA policies and procedures.

Users must report all movement/relocation of accountable assets to the PC, preferably in advance as to ensure that asset records are updated to reflect new location.

PCs will notify employees/Users within their Custodial Area when mandatory

annual property inventories will be conducted. Employees must make available for physical inventory all GFE assigned to them. 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 and Property Passes will be updated. Guidance on hand receipts can be found in section 4.2 of this document.

In addition to the annual physical inventory of the Custodial Area property, the PC 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 PM 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.

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 the PC and at least one other designated staff member to ensure that all assets are properly accounted for and verified (by barcode, item description, make/model, serial number, User, and physical location of the asset and compared against what is recorded in Sunflower).

IT Staff and other Users will notify PC of the relocation, repair, or need for disposal of accountable assets in writing (via email). All transfers out of the area and all disposal of assets must be coordinated in advance through the PC 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 NOAA, unless prior approval is received by the NOAA PMO and the PC, following loaned equipment policies and procedures. If assets are to be loaned within NOAA, it is preferred that they are transferred to the gaining area's PC 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 DOC/NOAA policies and

procedures that must be complied with which can be found in section 4.12 of this document. Employees will not accept, as loan or otherwise, any equipment from organizations outside of the agency without prior approval from the supervisor and the PC.

For loaning or shipping assets outside the U.S., review and adhere to the policies and procedures noted in section 4.13 of this document.

Employees must report missing or damaged equipment to their Supervisor and PC immediately upon discovery. Supervisors will also make sure the PC is notified of the situation so further investigation and reporting can occur. When required, employees, users, and supervisors will assist the PC 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.

#### **4.2 Hand Receipts – NOAA Form 37-40 and Sunflower Generated**

NOAA Form 37-40 Hand Receipts or Sunflower Generated Hand Receipts NOAA Personal Property policy and procedures requires Hand Receipts (NOAA Form 37-40 can be found in Appendix A of this document, or Hand Receipts downloaded from Sunflower DOC Reports) to be signed by users for all Government-owned equipment assigned to them for their use.

Original signature Hand Receipts are mandatory and are considered official documents, and are generated and retained by the PC. PAOs are to ensure that all assets have affiliated Hand Receipts signed by all NWS employees, including Bargaining Unit and non-Bargaining Unit staff.

Centrally-located and common use equipment is to be signed for by either the PC or the supervisor, or another staff member designated by the supervisor within the office/Custodial Area.

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 PC, 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 PC, 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 PC maintains the original signed Hand Receipt which will be used for damaged/lost/stolen/missing equipment investigations if needed. Hand Receipts are to be reviewed and updated during inventory periods to ensure accuracy.

Removing accountable property from workplace: All NWS Users, including Bargaining Unit, Non- Bargaining Unit employees, and Contractors, that take equipment off-site are required to obtain a Property Pass, OF-7 from their PC prior to removing accountable property from their Government worksite. Security personnel are authorized to require NOAA employees to present a Property Pass for the equipment and will be prohibited from removing the equipment from the premises without a valid pass.

PCs are responsible for issuing Property Passes for all portable equipment, e.g. laptops, tablet computers, smart phones, to all Users in their Custodial Area. Property Passes are valid for a maximum of 1 year and should be renewed annually. Property Pass Forms are located at:

[http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/PPM\\_TD\\_Forms/OF%2007.pdf](http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/PPM_TD_Forms/OF%2007.pdf).

#### **4.3 New Equipment Acquired/Received**

All newly-acquired Government-owned accountable equipment must be assigned a barcode and affixed to the equipment, and a corresponding asset record created in Sunflower immediately upon receipt of equipment, but no later than 45 days of acquisition date recorded by payment date recorded in CBS, regardless of whether equipment is for immediate issuance and use or going into storage for future use. NOAA PPMB policy and procedures for acquiring personal 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).

Equipment valued at over \$200K is to be reviewed by NWS Project Managers and NOAA PPMB staff for Construction-Work-In-Progress (CWIP) determination prior to generating a Purchase Order. 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 Assets. Guidance regarding Capitalized Assets can be found on the NOAA PPMB website:

[http://www.pps.noaa.gov/financial\\_policies/capitalized-personal-property-policy.html](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 has a Barcode affixed or assigned to the equipment in a timely manner. The PC will enter the equipment into Sunflower attaching all the appropriate required documentation. Once the equipment is added to the Sunflower inventory, the purchase will be reconciled against the UPR automatically. A hand receipt is to be signed by the user of the equipment.

#### 4.4 Accountable Assets and Object Class Codes

OCCs for accountable property/equipment purchases: Proper accountability of accountable personal property begins at the requisition and procurement phases. It is vitally important that appropriate OCC be used to identify accountable property during the requisition process. Refer to the NWS Object Classification Codes Determination Tool located at:

<https://goo.gl/forms/nWinWeZPjY93H8ug2>.

For a list of OCCs within this document, see APPENDIX B of this document.

Commonly Used Accountable Property OCCs:

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.

Refer to the NWS Object Classification Codes Determination Tool located at: <https://goo.gl/forms/nWinWeZPjY93H8ug2>. Consult with the NOAA PPMB 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 OCC to equipment purchases.

#### **4.5 Required Documentation for Purchases made with Purchase Card**

The Purchase Cardholder must notify the PC 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; and
- Copy of the Bankcard Statement; or
- 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 and 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).

#### **4.6 Required Documentation for Purchases made with Purchase Order/Contract**

If the equipment (31 OCC) is purchased via a Purchase Order, the PC 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; and
- Copy of the Contract; and
- Copy of any modifications to the Contract.

The Contracting Officer or Task Manager should supply the PC with a copy of the contract and contract modifications where a 31 OCC is applied to the purchase.

Purchasing documentation requirements can be found on the NOAA Personal Property Management and 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).

#### **4.7 Timeliness for Entering Assets in Sunflower**

All accountable property assets must be barcoded and recorded in Sunflower within 45 days of acquisition. Timeliness guidance can be found on the NOAA Personal Property Management and 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).

#### **4.8 Unreconciled Payments Reports (UPR) and CWIP UPR Reports**

An Unreconciled Payment occurs when accountable property is purchased and payment is made to a vendor with a 31-OCC and there is no corresponding record by document number format, accounting code, and acquisition value, acquisition date in 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 PC's responsibility to research the UPR for the organization code affiliated with their Custodial Area of responsibility. If the UPR line item does not belong to the affiliated PC, the PC should consult with NWS Property Management or their PPMB LOR to determine which NWS PC should have the responsibility of entering or reconciling the UPR line item and follow through until resolved.

The UPR and CWIP UPR reports are typically downloaded by the NWS PM (on the first business day of the month) for monthly Director's 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 PM by established timelines.

Line items near or over 45 days old require a Corrective Action Plan memorandum from the Director explaining the circumstances, actions taken to resolve, and what corrective action is in place to avoid future similar circumstances. The memorandum must 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 PM 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.

#### **4.9 Equipment Relocation and Transfers – In or Out of the Custodial Area**

Equipment Relocations/Moving of Accountable Assets:

All users of Government-owned accountable assets are to report to their PC 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 (located in Appendix D of this document) 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 PC 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 office inventory after the losing PC enters a transfer request into the Sunflower system and the gaining 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 Sunflower. 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. PCs may request that photographs be provided at their discretion.

Shipments of accountable personal property to and from the National Reconditioning Center (NRC) and National Logistics Supply Center (NLSC) in

Kansas City, MO, are to be transferred from the current PC to a gaining PC 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.

Guidance regarding Transfers/Donations of assets to a Foreign Country can be found in section 4.13 of this document.

#### **4.10 Returns to Vendor and Vendor Exchanges**

Inventory assets that are barcoded and recorded in Sunflower, and returned to the vendor for replacement of the same make/model number are to be retagged with the assistance of the NOAA PPMB LOR.

#### **4.11 Leased Equipment**

There are instances when renting/leasing property/equipment is more cost-effective 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 (LDW) to identify the appropriate lease type.

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%20Property%20Policy%20and%20Procedures%20v5%20May%202017.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Leased%20Property%20Policy%20and%20Procedures%20v5%20May%202017.pdf).

#### **4.12 Loaned Equipment Outside of NOAA, within the USA**

NOAA Form NF 37-19 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 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 property outside of DOC and must be adhered. All requests for loaning out assets must be submitted through the NWS PM, 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 that 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, noted in section 4.13 of this document.

#### **4.13 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 POC must be obtained in writing. Email is sufficient, after you have researched the Export Control Classification Number (ECCN) and license requirements 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 POC for NWS is currently Jeffrey Stuart ([Jeffrey.stuart@noaa.gov](mailto: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 POCs).

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 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 at: <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](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 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://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 DOC Bureau of Industry and Security (BIS):  
<http://www.bis.doc.gov/index.htm>;
- 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 POC 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 and License or NLR 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.

#### **4.14 Equipment No Longer in Service or Needed/Disposals**

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/NNDP.pdf](http://www.pps.noaa.gov/excess_disposal_board_of_review/NNDP.pdf).

At no time is Government-owned accountable property to be disposed of or transferred out of the agency or shipped out of the country without strict adherence to policies and procedures. The PC 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 LOR, or the NWS PM.

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

[http://www.pps.noaa.gov/personal\\_property\\_policies\\_procedures/requirementfortimelyprocessingoffinal\\_assets\\_in\\_sunflower.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/requirementfortimelyprocessingoffinal_assets_in_sunflower.pdf).

PCs 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 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 PC in a timely manner (also for equipment that is relocated). If reusing the equipment within the office is not required, the supervisor and/or PC 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 PC'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 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 PC 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 PC, 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 NRC and NLSC in Kansas City, MO, are to be transferred from the current PC to a gaining PC 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 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.

#### **4.15 Separation Clearances**

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 PC section (Guidance for Hand Receipts can be found in Section 4.2 of this document), new hand receipts are signed when the assets are re-issued, usernames and locations of assets are updated in Sunflower. When a PC 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.

#### **4.16 Reporting Lost/Stolen/Missing Equipment/Accountable 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 PC 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 PM for current guidance on reporting procedures.

Users discovering lost/stolen/missing government-owned property assets are to contact their supervisor and their PC. 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/](https://www.csp.noaa.gov/V3_Form/).

#### **4.17 Board of Review and Special Board of Review Procedures**

In order to resolve unaccounted for assets and have them removed from the active accountable inventory, a BOR package and/or a SBOR package must be submitted to the NWS PM 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 of this document. Do not rely on previous methods, as the criteria may change on occasion. For the most current procedures, consult with the PAO.

### **5. Heritage Assets**

The NOAA Property Office, NOAA Preserve America Initiative and each line and staff office administer the policies and procedures for HAs. A NOAA 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; and/or
- Significant architectural characteristics.

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

[http://www.pps.noaa.gov/heritage\\_assets/](http://www.pps.noaa.gov/heritage_assets/).

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

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-41.pdf>.

## **6. 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/](http://www.corporateservices.noaa.gov/facmd/logistics_management/vehicle_management/).

All GSA-leased, Government-owned, and commercial-leased vehicles are to be recorded in a separate module in Sunflower. Instructions can be provided by the NOAA 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](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 PM 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 PM 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 PM. The annual information requested includes 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; and
- 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](mailto:susan.bloomer@noaa.gov).

## APPENDIX A – Web links to NOAA Personal Property Management Branch

### 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](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/excess\\_disposal\\_board\\_of\\_review/Board\\_of\\_Review\\_CAO\\_Policy\\_Memo\\_and\\_Template.pdf](http://www.pps.noaa.gov/excess_disposal_board_of_review/Board_of_Review_CAO_Policy_Memo_and_Template.pdf)

#### Online NOAA Form 47-43 IT Security Incident Reporting Form:

(Provide copies to the property custodian)

[https://www.csp.noaa.gov/V3\\_Form/](https://www.csp.noaa.gov/V3_Form/)

#### 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/New_menu/lost.htm)

**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:

[https://secure.wfm.noaa.gov/noaa\\_only/perfmgmt/caps.html](https://secure.wfm.noaa.gov/noaa_only/perfmgmt/caps.html)

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](http://www.pps.noaa.gov/Documents/CD_52_Retirement_User_Guide.pdf)
- General Counsel's Government Ethics:  
[http://www.pps.noaa.gov/training\\_and\\_education/property-official-certification-program-handbook.pdf](http://www.pps.noaa.gov/training_and_education/property-official-certification-program-handbook.pdf)
- 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.pps.noaa.gov/training\\_and\\_education/](http://www.pps.noaa.gov/training_and_education/)

**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/objectclasses.html>

**List of Accountable Property and Object Class Codes:**

[http://www.pps.noaa.gov/forms\\_guides/guides\\_aids\\_tools/accountable\\_property\\_and\\_object\\_class\\_codes.html](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](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](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%20Property%20Policy%20and%20Procedures%20v5%20May%202017.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Leased%20Property%20Policy%20and%20Procedures%20v5%20May%202017.pdf)

**NOAA National Disposal Plan**

[http://www.pps.noaa.gov/excess\\_disposal\\_board\\_of\\_review/NNDP.pdf](http://www.pps.noaa.gov/excess_disposal_board_of_review/NNDP.pdf)

**Hard Drive and PDA Sanitization:**

<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](http://www.pps.noaa.gov/Documents/CD_52_Retirement_User_Guide.pdf)

**Board of Review Process: Consult with NWS PM for current procedures.** [http://www.pps.noaa.gov/excess\\_disposal\\_board\\_of\\_review/](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/](http://www.pps.noaa.gov/heritage_assets/)

**NOAA 37-41 Form:**

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-41.pdf>

**Government Vehicles:**

[http://www.pps.noaa.gov/personal\\_property\\_policies\\_procedures/120210\\_recording\\_owned\\_leased\\_vehicles\\_in\\_sunflower.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/120210_recording_owned_leased_vehicles_in_sunflower.pdf)

## APPENDIX B – Object Classification Codes for Accountable Property

### 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 – Board of Review Criteria

### **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 PM. 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](mailto: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/](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 – Relocation Acknowledgement Form**  
*(The fillable worksheet is provided by the NWS PM 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 NLSC, 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="checkbox"/>
<input type="checkbox"/>	Transferred or Received into the Local Office / Custodial Area	<input type="checkbox"/>
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 DISPOSAL OF (DO NOT SHIP TO NRC).