

NATIONAL WEATHER SERVICE INSTRUCTION 1-708

JANUARY 12, 2022

***Administration and Management
Administrative Controls NWSPD 1-7***

NATIONAL WEATHER SERVICE PERSONAL PROPERTY MANAGEMENT PROGRAM

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

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Type of Issuance: Routine

SUMMARY OF REVISIONS: This instruction supersedes the NWSI 1-708, *National Weather Service Personal Property Management Program*, dated January 13, 2021. The changes are as follows:

- Added further guidance and instruction to Chapter 3.15, Equipment No Longer in Service or Needed/Disposals.

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National Weather Service Personal Property Program

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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 (POCs) 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 to.

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 NOAAs 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 2017, is located at:

http://www.osec.doc.gov/opog/dmp/resources/Department_Personal_Property_Management_Manual.pdf.

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

<https://sites.google.com/a/noaa.gov/ocao/lod/noaa-personal-property-management-branch/personal-property-forms-guides-and-training/guides-tools/accountable-property-object-classes>

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

2. Roles and Responsibilities

Roles:

- Property Accountability Officer (PAO): NWS Employee at a General Schedule (GS)-13 grade and above;
- Property Custodian (PC): NWS Employee at a GS-9 grade and above;
- Point-of-Contact (POC): NWS Employee, all grades and Contractors; see requirements for Contractors Serving as Property Contacts located at:

<https://sites.google.com/a/noaa.gov/ocao/lod/noaa-personal-property-management-branch/ppmb-policies-and-procedures-and-bulletins>

- 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 NWS Instruction (NWSI) 1-205, [*Procedures for Delegation of Authority*](#).

2.1 Property Accountability Officer Role

The PAO is an individual appointed by their supervisor, the NWS PM, and the NOAA 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:

- The PAO in conjunction with supervisor(s) assigns 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 2.5 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 2.5 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 and capital inventories criteria and requirements are met;
- Certifies and submits the annual and capital 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 (UPRs) for assets acquired whereas payments were made through the Commerce Business Systems (CBS) applied to a 31-object class code (31-OCC) (equipment and sensitive items); addresses issues to resolve the UPRs for their PAO assigned custodial areas in a timely manner. Guidance for UPRs can be found in section 3.8 of this document;
- May sign the Property section of the CD-126, Separation Clearance Form, for separating employees, upon verification that all accountable assets assigned to them have been returned, once the custodians have signed the clearance form. Guidance on separation clearances can be found in section 3.15 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 3.16 of this document.

2.2 Property Custodian Role

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

- Performs and reports annual and capital physical wall-to-wall inventory results 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 3 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;
- Ensures new asset records in 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/>;

- Ensures barcode identifiers for new assets are affixed in a timely manner, obtaining all required purchasing and supporting documentation required for creating assets in the asset management system of record. Guidance for the management of new equipment acquired/received can be found in section 3.3 of this document;
- Tracks all movements of accountable assets within their custodial area, updating user names and locations in Sunflower;
- Reviews the UPRs routinely, resolving issues regarding the UPRs for each line item showing on the report within their custodial area. Guidance regarding UPRs can be found in section 3.8 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 3.9 and 3.10 of this document;
- Processes requests for Loaned Property using NOAA PPMB established procedures and documentation. Guidance on loaned equipment can be found in section 3.11 of this document;
- Annually obtains, or in conjunction with the annual property inventory, retains Hand Receipts signed by all NWS employees for all assets assigned, and for newly acquired assets. Guidance on Hand Receipts can be found in section 3.2 of this document;
- Signs Separation Clearance forms in the property section upon verifying the return of assets assigned to the separating user, signing the user section of the Hand Receipt for that user, forwards the CD-126 to the PAO and updates the property management system accordingly;
- Prior to relinquishing PC duties, performs a joint personal property and capital physical inventory with the incoming PC to verify the existence of all assets assigned to the custodial area;
- Resolves inventory discrepancies prior to separation from the custodian role;
- Takes prompt action to resolve inventory discrepancies;
- Reassigns 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 3.14 of this document;
- Ensures proper documentation submission of the sanitization of all assets with a memory to include, but not limited to: computers, hard drives, disk drives, cameras, smart TVs, GPS devices or other assets with stored memory using the NWS Hard Drive/Personal Data Assistant (PDA) Sanitization Form (NOAA Form (NF) 37-45) is signed by the appropriate office's Information Systems Security Officer (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 an explanation of the circumstances as outlined in section 3.15 of this document; and

- Tracks Heritage Assets (HAs) within their Custodial Area or has been assigned to their custodial area, where applicable.

2.3 User Responsibility

The User is responsible 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 3.6 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.);
- Signs Hand Receipt(s), NOAA Form 37-40 (Sunflower Generated) for all government-owned accountable property assigned to them. Guidance on Hand Receipts can be found in section 3.2 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.

2.4 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 (OCCs) 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 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;
- Ensures property officials and users separating from the organization return all assets to the PC before CD-126 separation clearances are signed. Guidance for separation from the agency or property roles can be found in section 2.7 of this document;
 - Ensure all acquired property is accounted for and recorded in an accurate and timely manner in accordance with NOAA PPMB timeliness requirements found here: http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf;
 - Ensures 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;
 - Ensure 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 3 of this document;
 - Ensures 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 \$200,000; consult with NOAA PPMB staff);
 - Ensures ALL assets deemed accountable by DOC/NOAA definition are barcoded and recorded immediately upon receipt of assets and all required acquisition supporting documentation;
 - Ensure transferred assets are completed 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 3 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.

2.5 Initial Appointment and Training Requirements

All newly-assigned PAOs, PCs, and POCs are required by DOC to take mandatory training and submit copies of their training completion certificates along with their corresponding certification appointment letter in order to be established in Sunflower. 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, *Delegation of Authority for Property*, for appointment and mandatory training criteria. Required training found at Commerce Learning Center (CLC):

<https://sites.google.com/a/noaa.gov/ocao/lod/noaa-personal-property-management-branch/training-and-education>

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, *NWS Personal Property Program*); and,
- Signed/Dated Acknowledgment of having reviewed the CD-52 User Guide, PAO Area Property Inventory Management and Procedures, NOAA National Disposal Plan, and the NWSI 1-708, *NWS Personal Property Program*.

The PAO enters the dates of completion onto the Google Docs spreadsheet provided by the NWS PM. The dates entered must match the dates on 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 are 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 PAO. 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:

<https://sites.google.com/a/noaa.gov/ocao/lod/noaa-personal-property-management-branch>

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.

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 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 before a hand receipt of the inventory is issued 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 custodians, until the inventory has been verified and a hand receipt issued to a designated temporary custodian or the permanent replacement custodian for the area of responsibility.

3. Inventory Management and Annual Physical Inventory

A physical inventory is required to be performed annually by each PC¹ and one other designated staff member by sight or touch verification or inventory by exception and 100% validation of all assets within the PC's area of responsibility. Guidance on maintaining inventory records can be found in section 3.1 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.

3.1 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 3.4 of this document. An NWS OCC Determination Tool is located at:

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

Purchasing officials must provide the PC with all required purchasing documentation as soon 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 3.5 and 3.6 of this document.

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

PCs 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, to ensure that asset records are updated to reflect the 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 and Property Passes will be updated. Guidance on Hand Receipts can be found in section 3.2 of this document.

¹ The PC will not physically conduct the inventory unless granted approval by the NOAA PMO through a NWS PM.

In addition to the annual physical inventory of the Custodial Area property, the PC may perform reviews of all or any inventory assets within the custodial area on a random basis. All discrepancies will be investigated and resolved as soon as possible.

Annual Inventory instructions are disseminated by the NWS PM prior to the start 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 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 3.12 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 3.13 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.

3.2 Hand Receipts – Sunflower Generated

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 current user 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 the 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 not permit users 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 one (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%207.pdf

3.3 New Equipment Acquired/Received

All newly-acquired government-owned accountable equipment must be assigned a barcode. The barcode must be affixed to the equipment. An asset record must be created in Sunflower as soon as possible, but no later than 45 days after the payment date recorded in CBS. These requirements are for all assets regardless of whether they will be placed in service immediately or stored 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

Equipment valued at over \$200,000 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 \$200,000, or software over \$25,000, 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

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. The user of the equipment must sign a Hand Receipt for it.

3.4 Centralized Purchases

This Centralized IT Purchase guidance provides purchase card, C.Request requisition initiators and property officials a clear, standardized process for the purchase and accountability of centralized purchased assets. To improve the accountability of centralized purchased items, it is highly recommended that Financial Management Centers (FMCs) with recurring scheduled purchases of bulk quantities of equipment structure their contracts in such a way that barcoding of accountable property takes place at the vendor or warehouse locations. Additionally, a centralized property custodial area should be established by each FMC. The PC for the designated centralized property custodial area shall be responsible for creating asset records for all received assets and then transferring asset records to the PC of the appropriate owning custodial area.

Once assets are received at their centralized receiving location:

- The purchasing NWS FMC's designated PC will create the asset records in the Sunflower Property Management System.
- The purchasing NWS FMC's designated PC will coordinate with all gaining PCs a listing of all equipment to be transferred within Sunflower.

Upon notification of pending transfers, the gaining property custodian must do the following:

- The gaining PC will immediately contact the current users to verify that the items that were transferred have been received by verifying the physical asset's barcode and serial number prior to accepting the transfer.
- Once equipment is verified, the gaining Property Custodians must accept the transfer request in Sunflower within five (5) business days.
- PCs will update the equipment's asset location and current user fields using the Maintain Asset field within the CD-50 / 52 Transaction Menu in Sunflower.
- Gaining PCs will follow PPMB Hand Receipt Guidance for instructions on generating Sunflower [User Hand Receipts](#). Refer to section 3.2 of this directive for more information.

3.5 Accountable Assets and Object Classification Codes

OCCs for accountable property/equipment purchases: Proper accountability of accountable personal property begins with the requisition and procurement phases. It is vitally important that the correct OCC be used to identify accountable property during the requisition process. Refer to the NWS OCC 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):

- **31-20 Non-Capitalized Equipment** – Includes all other non-capitalized equipment not purchased or issued from inventory, including office furniture costing \$5,000 but less than \$200,000. Office furniture costing less than \$5,000 per item is classified in object class code 26-25-00-00.
- **31-23 Non-Capitalized ADP AND Telecommunications Equipment** – Includes purchase or lease-to-purchase ADP and telecommunications equipment costing less than \$200,000, with the exception of equipment listed as a Sensitive Item. ADP and telecommunications equipment is described under object classes 31-12-00-00 and 31-16-00-00, respectively. Charges for maintenance of leased equipment and related training and technical assistance, when significant and readily identifiable in the contract or billing, will be classified under object class category 25-XX-XX-XX.
- **31-24 ADP and Telecommunications Software** – Includes charges for internally developed, externally developed, or off-the-shelf software purchases from \$25,000 to \$199,999.99. Software purchased or developed costing \$200,000 or more are classified under OCC 31-19-00-00.
- **31-25 Sensitive Items** – Includes purchase or lease-to-purchase ADP and telecommunications equipment, firearms, digital cameras, video cameras, desktop scanners, printers, copiers, laptop and desktop computers, computer servers, PDAs, GPS devices, external hard and disc drives, smartphones and tablets (e.g., iPad and iPhone), fax machines, etc. Please refer to NOAA 2018 PMO Property Bulletin for OCC 31-25 use:

https://www.pps.noaa.gov/personal_property_policies_procedures/Property%20Bulletin%20_001%20FY2018.pdf

Refer to the NWS OCC 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 to avoid errors that are labor intensive and time-consuming to correct. Purchasers should consult with property personnel before they apply an OCC to equipment purchases.

3.6 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 soon 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 the Commerce Purchase Card System (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

3.7 Required Documentation for Purchases Made with Purchase Order/Contract

If equipment (31 OCC) is purchased via a Purchase Order, the PC must be notified to expect assets for inventory. The receiving staff must notify the PC when assets are received, and purchasers/Task Managers are to submit the following documentation to the PC as soon 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

3.8 Timeliness for Entering Assets in Sunflower

All accountable property assets must be barcoded and recorded in Sunflower within 45 days of acquisition. Timeliness guidance 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

3.9 Unreconciled Payments Reports (UPRs) 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, acquisition value, and acquisition date in Sunflower. It is therefore unreconciled and needs to be resolved as soon 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 over 45 days old require a Corrective Action Plan. See section 3.9.1 on procedures in the event of an overdue UPR.

3.9.1 UPR Escalation Process:

Management Control Through Escalation of UPR notifications. Note: NWS is giving FMC Directors two (2) weeks from the date of the email to clean up UPR transactions over 45 days, then the below process will become valid.

1. UPR 0 - 45 days

- Property officials will be notified when newly accountable assets are purchased and be given the standard 45 days from the date of acquisition to enter asset records into the Sunflower Property Management System.
- Property Officials will be required to immediately review all documents related to the purchase and receipt of all property and to notify the Property Manager and PPMB if any issues are encountered during the asset record creation process.

2. UPR Items over 45 Days, Less than 90

- Items on the UPR over 45 days will require the PAO to submit an Action Plan that outlines a detailed plan of action to resolve UPR line items due no later than the last Thursday of the month.
- The NWS HQ PAO will delegate, assist, and advise in meeting the Action Plan requirement for individual FMCs and will be responsible for assembling each document into one (1) submission to the NWS Property Manager.

3. UPR Line Items Over 90 Days, Less than 120

- Items on the UPR over 90 days will be briefed to the NWS CFO who is the Delegated Signature Authority for the NWS Director on all Property Related Items. The FMC Director will submit and brief the CAP to the CFO. The CAP will outline a detailed plan of action to resolve UPR line items.
- Once Line Items Exceed 120 days, the NWS CFO will brief each FMCs UPR Line Items to the NWS Executive Council.

3.9.2 Management Control through Required Refresher Training

- All NWS Property Officials who have items over 45 days for two consecutive months will be required to attend PPMB's Sunflower Asset Record Creation Targeted Training. This training focuses on common errors such as acquisition cost and dates, document numbers, etc. and how to locate the required information off the supporting documents.
- FMC Directors may direct all Property Officials who are responsible for reconciling UPRs to attend in order to be trained on the processes to ensure everyone obtains the knowledge, skills, and techniques to better understand the reconciliation of the UPR process and its purpose.

Each PAO is responsible for responding to all line items on the monthly UPR/CWIP UPR reports and annotating 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 to show progress, highlighting issues for which the Director should be aware.

3.10 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 Support Center (NLSC) in Grandview, 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 3.13 of this document.

3.11 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.

3.12 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:

https://www.pps.noaa.gov/personal_property_policies_procedures/Leased_Property_Policy_and_Procedures_May%202019_test_PDF.pdf

3.13 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 DOC 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

There are provisions that must be reviewed and followed in advance of loaning Government property outside of DOC. All requests for loaning out assets must be submitted through the NWS PM, and may not exceed one (1) year. Request for deviation from the one (1) year loan limitation requires a letter from the NWS Assistant Administrator using the fillable NF 37-19 that can be found at:

<http://www.corporateservices.noaa.gov/~noaafoms/efoms/nf37-19.pdf>.

Equipment loaned outside the U.S. must follow all policies and procedures for Export Control, noted in section 3.13 of this document.

3.14 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

[The Deemed Export POCs](#) for NWS are currently listed in the link provided.

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.S. 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 Export Administration Regulations (EAR), 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 ECCN.

If items fall under U.S. DOC 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;

- 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 has researched all criteria and has 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 SF-122, 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.

3.15 Excess and Disposal of Accountable Property

When equipment becomes unserviceable due to damage, age, or obsolescence; it is considered “Excess” to the needs of the organization and should be prepared for disposal. The NWS Office of the Chief Financial Officer’s Property Management program requires that offices dispose of excess property on a regular basis, at a minimum of quarterly. Property Custodians are responsible for identifying and collecting all unserviceable, obsolete, excess equipment for recycling and disposal. PCs must practice their best judgement in quarterly disposal to ensure that the quantity of excess assets warrants disposal at that time.

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

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/requirementfortimelyprocessin goffinal_assets_in_sunflower.pdf

Disposals must be arranged through the PC and pre-approved by the PC, PAO, and NOAA PPMB Line Office Representatives electronically in Sunflower prior to the recycling or disposing of accountable property, as well as transferring excess property 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. 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 CD-52 Sunflower User Guide, in accordance with DOC/NOAA policies and procedures. The essential steps in the disposal procedures are summarized below:

1. Property Custodian/Contact submits CD-52 Request for Retirement in Sunflower.
2. Property Custodian and PAO must accept CD-52 request in Sunflower.
3. PPMB reviews request and either provides initial approval to proceed with scheduling recycling vendor arrangements, or further guidance.
4. Property Custodian/Contact/PAO schedules authorized recycling vendor pick-up/drop-off.
5. Property Custodian/Contact/PAO MUST obtain authorized recycling vendor's representative signature on NF 37-50.
6. Property Custodian/Contact must upload signed NF 37-50 to CD-52 Request for Retirement in Sunflower.
7. PPMB reviews CD-52 request and supporting documentation, accepts or denies the request, or provides further guidance.

Upon PPMB approval, asset records will be retired from the Custodial Area's inventory in Sunflower. (See Appendix F for Recycling Procedures CHECKLIST).

The PC will promptly follow the above outlined DOC/NOAA Disposal procedures to remove the equipment. Hard Drive Sanitization Form NF 37-45 is required for specific types of assets requiring the Hard Drive status. The completed and signed NF 37-45 is to match the records entered in the CD-52, and is to be attached in the Sunflower CD-52 Final Event screen.

Equipment that is to be removed will be entered into Sunflower in CD-52, Retirement of Assets, following the CD-52 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.

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

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 CD-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 Grandview, 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 SF-122 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 extending 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 Capitalized assets are property, plant, and equipment purchased by NOAA with an acquisition value of \$200,000 or more or acquired as a bulk purchase. A bulk purchase is defined as an acquisition of a quantity of similar items individually costing \$25,000 or more and less than \$200,000 where the total monetary value of the one-time acquisition of those items is \$1 million or more. Prior to the disposal of a capitalized asset, the PC must submit a Congressional Notification Memorandum to Congress (unless the asset is Lost, Missing, Stolen or transferred within DOC). The Congressional Notification Memorandum notifies Congress of NOAA's intent to remove a capitalized asset from NOAA's financial inventory. The PC should initiate and submit the

memorandum to their LO PM for proper routing. Once the memorandum has been submitted to Congress, the LO must wait for Congressional Approval before beginning the disposal process. In some cases, Congress may have questions requiring additional information from the LO. Once the Congressional Approval is received by the LO from NOAA Budget, the PC may submit a request to retire the asset. The documentation needed to support the asset's removal should be uploaded into Sunflower at the time of the request. The LOR will receive an email notification and will notify the PPMB Financial Assets Team of the retirement request.

The PPMB Financial Assets Team will review the supporting documentation submitted by the LO. The supporting documentation will vary slightly depending on the type of asset retirement. Refer to the applicable section of the NOAA National Disposal Plan (NNDP) for the required documentation. All supporting documentation packages (with the exception of a transfer within DOC) should contain the Congressional Notification, the Congressional Approval and a completed NF 37-509, and other required documentation. The PPMB Financial Assets Team may contact the line office if additional documentation is needed to support the retirement request. After the review has been completed, the PPMB Financial Assets Team will complete a Final Event request on the financial asset in Sunflower. This Final Event request will stop depreciation on the asset and remove the asset from NOAA's financial inventory. If a Final Event Request (CD-52) expires, it needs to be re-entered as a new request, and go through the approval process.

3.16 Disposal of Non-accountable Property

Non-accountable property is property which is not subject to reporting controls and is not recorded in Sunflower because of the property's lesser acquisition value and because it was not considered sensitive, i.e., property that has potential for misuse, or theft or risk to public and environmental health or safety. (Examples of non-accountable property include: monitors, furniture, supplies, some low-cost lab equipment, books, journals, etc.).

Accountable and non-accountable property are subject to the same policies and restrictions for disposal. Due to the lower acquisition cost, non-accountable property determined as no longer needed and has minimal commercial value and administrative cost typically exceeds any possible sales proceeds. Therefore, these are typically retired through recycling or destruction. To initiate disposal of your non-accountable property, a hard copy **NF 37-50, NOAA Excess & Disposal Form**, must be completed and maintained locally by the PC.

3.17 Disposal of Spare Parts at National Reconditioning Center (NRC)/National Logistics Support Center (NLSC)

Non-accountable equipment, property, parts, etc. must be disposed of with the same care and responsibility as accountable property. In lieu of the Sunflower-generated CD-52 form for disposal of accountable property, a hard-copy NF 37-50 should be used for non-accountable items. The following procedures should be followed:

Per the NNDP, section 8.1.2, all disposal activity must be properly authorized. Property Officials should identify all non-accountable equipment to be disposed of by part number and quantity in memorandum form; see Appendix E for sample memorandum. The memorandum should be signed by the Custodial Area's Branch Chief or above.

For disposal of spare parts, NRC/NLSC should document the activity in memorandum form, with all applicable information and receive pre-approval from the NRC or NLSC Chief. See Appendix E for sample memorandum.

Once authorization has been obtained and documented, Property Custodians should complete the hard-copy NF 37-50, providing all required detailed information.

NRC/NLSC Custodians should make arrangements with an authorized and certified recycling vendor for pickup of the items to be disposed. The Releasing and Accepting Officials should both sign the NF 37-50, and a copy retained for recordkeeping. The authorization memorandum and NF 37-50 should be uploaded to the system of record for spare parts and equipment.

3.18 Separation Clearances

Separation Clearances (CD-126 forms) are signed after physical verification of the return of 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 3.2 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.

3.19 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, as well as the IT incident reporting team. If stolen, a police report must be filed – all with consistent detailed accounts of the incident.

Refer to the DOC/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 Personally Identifiable Information (PII) sensitive device, the loss needs to be reported immediately through the IT Security online NF 47-43 found at:

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

3.20 Board of Review (BOR) and Special Board of Review (SBOR) Procedures

In order to resolve unaccounted for assets and have them removed from the active accountable inventory, a BOR package and/or an 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.

4. Heritage Assets (HAs)

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/.

All NWS HAs are to be assigned to the PC closest to the asset, are 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 NF 37-41. The NF 37-41 is used to add, delete, transfer HAs, and are to be processed through the PC, the PAO, and the NWS PM. The NF 37-41 can be found at:

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf37-41.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 General Services Administration (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

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 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](#).

APPENDIX A – Weblinks 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 Form 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 Form 37-19 (Loaned Property Agreement):

<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

Online NOAA Form 47-43 (IT Security Incident Reporting Form):

(Provide copies to the property custodian) 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

Guidance regarding the required Critical Elements:

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%20FY132,%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/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 (NNDP):

https://www.pps.noaa.gov/excess_disposal_board_of_review/NNDP.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 PM 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 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. Only component parts of major computer equipment, such as keyboards, internal drives, etc., are NOT separately accountable under the inventory system.

Sensitive Property (Regardless of Cost) (Use OCC 31-25)

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
- Desktop and Tower Computers
- Laptop, Notebook, and other Portable Computers
- Hand-held Computers | Personal Data Assistants (PDAs)
- 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
- Ballistic Bullet Proof Body Armor
- Network Servers
- Unmanned Aircraft
- Unmanned Aircraft Systems

Summary of Accountable Object Class Codes:

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

- **31-20 Non-Capitalized Equipment** – Includes all other non-capitalized equipment not purchased or issued from inventory, including office furniture costing \$5,000 but less than \$200,000. Office furniture costing less than \$5,000 per item is classified in object class code 26-25-00-00.
- **31-23 Non-Capitalized ADP AND Telecommunications Equipment** – Includes purchase or lease-to-purchase ADP and telecommunications equipment costing less than \$200,000, with the exception of equipment listed as a Sensitive Item. ADP and telecommunications equipment is described under object classes 31-12-00-00 and 31-16-00-00, respectively. Charges for maintenance of leased equipment and related training

and technical assistance, when significant and readily identifiable in the contract or billing, will be classified under object class category 25-XX-XX- XX.

- **31-24 ADP and Telecommunications Software** – Includes charges for internally developed, externally developed, or off-the-shelf software purchases from \$25,000 to \$199,999.99. Software purchased or developed costing \$200,000 or more are classified under OCC 31-19-00-00.
- **31-25 Sensitive Items** – Includes purchase or lease-to-purchase ADP and telecommunications equipment, firearms, digital cameras, video cameras, desktop scanners, printers, copiers, laptop and desktop computers, computer servers, PDAs, GPS devices, external hard and disc drives, smartphones and tablets (e.g., iPad and iPhone), fax machines, etc. Please refer to the list of designated sensitive items maintained on NOAA PPMB website:

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

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 | **Automatic Data Processing (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 (BOR) 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:

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

- Memorandum to the Chairperson of the NOAA BOR 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/Thru” 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 (PAO’s) 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 the 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 BOR will defer or reject the package. All statements need to be consistent and clearly stated as briefly as possible.

BOR 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 BOR packages must include (in the order listed – checklist 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 a Microsoft Word document separately.
- Copy of the Email showing the Corrective Action Memo along with the PAO area procedure plan was distributed to staff.
- NOAA Computer Incident Response Team (NCIRT) copy (and police report if stolen).
- Open Final Event Report showing PAO and property custodian approvals – current/not expired.
 - o 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 the [NWS Property Manager](#) and associated PAO, along with a Word Document file of the Memorandum for the Record. The Confidential Memo is generated at Headquarters 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.

BOR: 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 NLS C, 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:

Transferred or Shipped Out of the Local Office / Custodial Area

Transferred or Received into the Local Office / Custodial Area

DATE:

Asset Barcode:

Main System Barcode:

Item Description (as it is in Sunflower):

Make/Model:

Serial Number:

Moved From Location:

Moved or Shipped To Location:

Received From:

Reason:

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).

APPENDIX E: Sample Memoranda

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Weather Service
1325 East West Highway
Silver Spring, Maryland 20910-3283
Office of The Chief Financial Officer/ Chief Administrative Officer



MEMORANDUM FOR THE RECORD

FROM: Doug D. Templeton
Chief, National Logistics Support Center

SUBJECT: Authorization for Disposal of Obsolete Stock Items

As required per the NOAA National Disposal Plan for Personal Property Management, 8.1.2. Documentation and Approval, "All disposal activity must be supported by appropriate documentation, properly authorized and recorded timely." The below list of stock parts have been deemed obsolete and no longer required to maintain in stock. Proper and responsible disposal is hereby authorized:

Table with 7 columns: Manufacturer, Model, Description, Part No., U/I, Qty., Condition Code. The table is currently empty.

UNITED STATES DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration
National Weather Service
1325 East West Highway
Silver Spring, Maryland 20910-3283
Office of The Chief Financial Officer/ Chief Administrative Officer



MEMORANDUM FOR THE RECORD

FROM: Cedric Debolt
Chief, National Reconditioning Center

SUBJECT: Authorization for Disposal of Obsolete Stock Items

As required per the NOAA National Disposal Plan for Personal Property Management, 8.1.2. Documentation and Approval, "All disposal activity must be supported by appropriate documentation, properly authorized and recorded timely." The below list of stock parts have been deemed obsolete and no longer required to maintain in stock. Proper and responsible disposal is hereby authorized:

Manufacturer	Model	Description	Part No.	U/I	Qty.	Condition Code