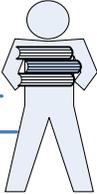


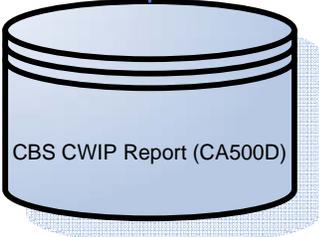
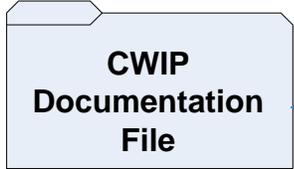
CWIP Project Manager

Immediately upon reaching **substantial completion &/or BOD**, the CWIP Project Manager will complete a Substantial Completion/BOD Letter & submit copy to CWIP Activity Manager.



CWIP Activity Manager

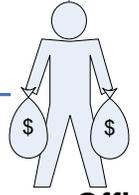
Upon receipt of the Substantial Completion/ BOD Letter, CWIP Activity Manager must reconcile CWIP Documentation File to the CBS CWIP Report (CA500D), contact the LO/CFO for Real Property depreciation codes, complete NOAA Form 37-6 & submit to LO/CFO or NOAA CAO (Deputy CAO) for review & certification (checklist provided).



Line Office/Chief Financial Officer (CFO)

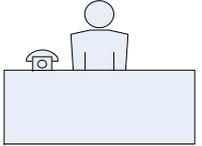
Upon request, supply the CWIP Activity Manager with the appropriate depreciation codes for completed CWIP asset.

Upon receipt & certification of a NOAA Form 37-6, forward the signed NF37-6 forms to Finance Office – Financial Statements Branch (FSB) & return the CD-509 to the CWIP Activity Manager.



**Finance Office –
Financial Statements Branch (FSB)**

Review & approve NOAA Form 37-6 for sufficient uncapitalized costs for valid & current CWIP Project Codes; sign & forward to appropriate Real Property &/or Personal Property Management Division with a copy to the CWIP Activity Manager.



**Real Property and/or Personal Property
Management Division**

Review NOAA Form 37-6 & CWIP Documentation File of supporting costs, sign & send a fully executed copy to the FO-FSB & CWIP Activity Manager for the file; enter asset into RPM and/or Sunflower database as appropriate.