



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
Logistics Operations Division

MEMORANDUM FOR Joy D. D. Taylor
Property Management Officer

FROM: Donald H. Still 
Chief, Logistics Management Branch

SUBJECT: NOAA Vehicle Fleet Management

In accordance with the Department of Commerce (DOC) Personal Property Management Manual (PPMM), all vehicles need to be tracked and managed within the Personal Property Management System (Sunflower). Currently, NOAA is managing and monitoring the Fleet vehicles in Sunflower, in accordance with Property Bulletin #003, FY11, *Recording Owned/Leased Vehicles in Sunflower*, dated December 2, 2010.

The DOC Personal Property Management Division will be issuing a Department-wide fleet management manual. Once the DOC manual is complete, NOAA's Fleet Manager will issue a NOAA Fleet management manual in compliance with DOC policy and requirements.

If you have any questions, please feel free to contact me at 301-713-2220 x168.

