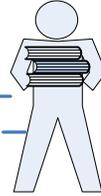


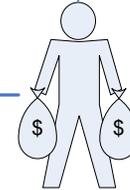
**CWIP Project Manager**

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



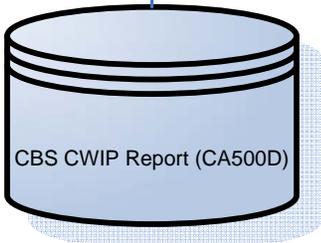
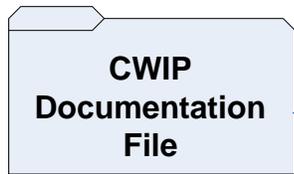
**CWIP Activity Manager**

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).



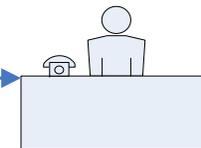
**Finance Office –  
Financial Statements Branch (FSB)**

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



**Line Office Chief Financial Officer (CFO) or  
Chief Administrative Officer (CAO/Deputy CAO)**

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.



**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.