

Request to Add or Modify a CWIP Activity Form (Updated 5/2012)

CWIP ACTIVITY INFORMATION:

Activity Number: _____

Activity Title: _____

Line/Staff/Corporate Office that is managing the CWIP Activity: _____

What type of property is this activity for: Real Personal (including IUSD)

Estimated CWIP Activity Beneficial Occupancy Date (BOD)/Acceptance Date: _____

Estimated CWIP Activity Amount (obligation under CWIP): _____

CBS Fund Code(s), Project Code(s), and Task/Phase Code(s) to be used on this activity:

Project Code	Task Code	New or Previously Submitted Code

Estimated total number of capitalized assets in this CWIP activity: _____

CWIP Reconciliation Preparer Information:

Name: _____

Phone Number: _____

Email Address: _____

CWIP Activity Manager Information:

Name: _____

Phone No.: _____

Email Address: _____

CWIP Project Manager Information:

Name: _____

Phone No.: _____

Email Address: _____

Prepared by: _____

Date: _____

Approved By: _____
(LO HQS Budget Office)

Date: _____

Data Entered By: _____

Date: _____

ID # in Database: _____

Instructions:

For New CWIP Activities:

Complete the entire form for **all new CWIP activities**.

For those organizations that like to establish the overall CWIP activity well in advance of the CWIP obligation phase and delay the establishment of the CWIP codes, please note in the “CWIP task used” section that the CWIP tasks will be requested later.

The expectation is that one project code and task code will be used on only one CWIP activity, not multiple CWIP activities.

For Existing Activities:

One to two changes (except changes to project and/or task codes) to one CWIP activity can be submitted to FSB via an email. One to two changes to multiple CWIP activities can be submitted on a spreadsheet. The spreadsheet should easily show what information should be changed and what the change should be.

Three or more changes must be submitted via the form.

Any changes involving project and/or task codes must be submitted via the form.

Filling out the form for existing activities:

Enter the CWIP Activity Number on the form. Enter the new information in the fields that are changing. Enter “NC” for no change in the fields that are not changing.

Project and/or Task Code(s):

List **all** project and task code(s) to be associated with the CWIP activity. In the “Task Code” column, the word “All” can be entered as task code when all the task codes under a project code are going to relate to that one CWIP activity. In the last column, identify those codes that are new and those codes that have been previously submitted.

Submission of the Form:

Email the form as an attachment to Jones Harbor at Jones.Harbor@noaa.gov and Melvin Spencer at Melvin.L.Spencer@noaa.gov.

For new CWIP activities, also submit a copy of the CWIP Determination Letter that was provided to OCAO.

Questions

If you have any questions, please call Jones Harbor at (301) 444-2133 or Melvin Spencer at (301) 444-2128.