

Request to Add or Modify a CWIP Activity Form

CWIP Activity Information:

Activity Number:
(Type "new" if new Activity)

Activity Title:

Line/Staff Office managing the Activity:

Type of property:

Estimated CWIP Activity Amount:
(obligation under CWIP)

Estimated Placed In Service Date:

Project Code(s) and Task Code(s) to be added for this activity:

Project Code	Task Code	Project Code	Task Code	Project Code	Task Code
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

CWIP Activity Manager Information:

Name:

Email Address:

CWIP Reconciliation Preparer Information:

Name:

Email Address:

CWIP Project Manager Information:

Name:

Email Address:

Form prepared by:

Date:

Entered into CBS by:

Date:

Instructions:

For New CWIP Activities:

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

If the overall CWIP activity is being established well in advance of the CWIP obligation phase and the CWIP project codes will be established at a later date, please note this in the email when sending this form.

Enter "NEW" in the Activity Number block.

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

After this form is initially received by the Finance Office, a unique CWIP Activity Number will be assigned to each CWIP activity in the CWIP database and communicated via email.

For Existing Activities:

One to two changes (except changes to project and/or task codes) to a CWIP activity can be submitted to FO-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 this form.

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

Filling out the form for existing activities:

Enter the CWIP Activity Number and Activity Title on the form. Enter the new information in the fields that are changing.

Project and/or Task Code(s):

List **all new** project and task code(s) to be associated with the CWIP activity. In the "Task Code" column, the word "All" can be entered as the task code when all the task codes under a project code are going to relate to that one CWIP activity. The CBS Project Request Form must be prepared and submitted to FO-FSB. Do not include project and task code(s) previously submitted.

Submission of the Form:

Email the form as a scanned attachment to the CWIP Notification email at cwip.notification@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 Christi Fierro at (301) 444-2775.