

NOAA CWIP Policy
Appendix A: Glossary of Terms

Accountable Property: Consists of:

- Property that: (a) has a cost of \$5,000 or more; (b) has a normal life expectancy exceeding one year; (c) is a self-contained unit; (d) is not consumed in use; and (e) does not lose its identity when put to use, and
- Sensitive property, regardless of cost. (Sensitive property is property that is susceptible to theft or misuse.)

Accrual: Obligations for goods/services that will be received by September 30 but have not been paid.

Additions, Alterations, Betterment, Rehabilitations, Replacements or Upgrades:

- *Upgrades:* Additions to or replacement of parts within an original piece of property, which increases the asset's capacity (quantity of outputs), efficiency (quality of outputs), or useful life. The purchased item will not function by itself without being installed with the original main unit. There are three types of upgrades: additions, improvements or replacements.
- *Additions:* Additional part(s) or asset(s) added to the original asset without removing any part of the original asset.
- *Improvements:* The substitution of a better part for a part of the original asset.
- *Replacements:* The substitution of a similar part for a part of the original asset.

For additional information, contact PPMB or RPMD.

CBS CWIP Report (CA500D): Functions as NOAA's CWIP subsidiary ledger. The report provides cumulative information on undelivered orders, unpaid costs, paid costs, total costs, total obligations, capitalized costs, and uncapitalized costs for all CWIP and IUSD project and task codes.

Undelivered Orders: Orders for goods and services that have not been received or delivered.

Costs (Total): Orders for goods and services that have been received or delivered. Costs can be paid or unpaid. Also known as delivered orders.

Obligations (Total): Sum of undelivered orders (UDOs) and delivered orders/costs (paid and unpaid).

Capitalized Costs: Costs that have been moved from CWIP/IUSD to general PP&E (i.e. capitalized).

Uncapitalized Costs: Costs that have not been capitalized and are reported as CWIP/ IUSD.

Capitalize: To record property as a financial asset (i.e., CWIP and general PP&E). NOAA's threshold to capitalize PP&E, including CWIP, is \$200,000.

Commerce Business System (CBS): NOAA's accounting system.

Construction Work-In-Progress (CWIP): A temporary holding standard general ledger account used to track costs during the design and construction of property, plant and equipment. In order to be considered a CWIP activity, a construction project must meet all of the following four criteria for capitalization:

- have an aggregate acquisition cost of \$200,000 or more; and
- have an estimated service life of two years or more; and
- provide a long-term economic benefit to NOAA which maintains or obtains control; and
- is not intended for sale in the ordinary course of operations.

CWIP Activity Database: A database maintained by Finance Office – Financial Statements Branch that consolidates CWIP data in one location.

CWIP Activity Manager: The individual who has overall responsibility for the financial and budgetary activities as well as the responsibility of the accuracy of the valuation of the CWIP asset(s). For the roles and responsibilities of the CWIP Activity Manager, see Section 3.2 of the NOAA CWIP Policy.

CWIP Project Manager: The individual who provides construction management support and CWIP documentation to the CWIP Activity Manager. For the roles and responsibilities of the CWIP Project Manager, see Section 3.1 of the NOAA CWIP Policy.

CWIP Reconciliation: Document prepared monthly to reconcile the costs reported in CBS on the CBS CWIP Report (CA500D) to the actual CWIP costs and supporting documentation maintained by the CWIP Activity Manager; thereby, verification of the CA500D balances against an independent source.

Design: Those drawings, specifications, and documents that are ultimately used in the construction of the asset(s).

Expenses: Costs incurred that provide no future benefit, having expired in terms of usefulness or applicability.

Federal Real Property Management System (FRPM): System used by NOAA to track real property.

Final Design: Development of the drawings and specifications that are ultimately used in the construction of the asset(s).

Impairment: Significant and permanent decline in the expected service utility.

Integral: An asset built into the related CWIP asset in such a way that its removal would either damage the asset or the related CWIP asset or impair the intended use of the related CWIP asset.

Internal Use Software – in Development (IUSD): Temporary holding account for collecting

costs during activities related to the design and development of internal use software. In order to be considered an IUSD activity, a development project must meet **all** of the following criteria for capitalization:

- have an aggregate acquisition cost of \$200,000 or more;
- have an estimated service life of two years or more;
- provide a long-term economic benefit to the organization which maintains or obtains control; and
- is not intended for sale in the ordinary course of operations.

Leasehold Improvement (Real Property): An addition, alteration, remodel, or renovation performed on a leased property.

NOAA Form (NF) 37-6 “Report of Property Constructed” (NF 37-6) – form used to transfer costs from CWIP, Uncapitalized cost on the CBS CWIP Report (CA500D) and SGL accounts 1720 and 1832, to the general PP&E account and property systems.

Non-integral: An asset built into the related CWIP asset in such a way that its removal would not damage the asset or the related CWIP asset or impair the intended use of the related CWIP asset.

Operations, Research, and Facilities (ORF): A NOAA appropriation.

Personal Property: Development, construction or installation of equipment or asset that is not real property. Personal property tends to be movable and is not permanently affixed to land. Examples include equipment, software, furniture and vehicles. (For additional information, contact PPMB.)

Procurement, Acquisition, and Construction (PAC): A NOAA appropriation.

Project Code: A unique code that relates to only one fund and program combination. Project codes are established on the CFS Project Code Maintenance Screen (CM004) and consist of 7 positions. The first position of the project code identifies the applicable line, program, or staff office for no-year funds. For multi-year funds, the first position identifies the fiscal year; this character will change in subsequent years.

Property, Plant and Equipment (PP&E): Tangible assets that:

- have an estimated useful life of two or more years;
- are not intended for sale in the ordinary course of business; and
- are intended to be used or available for use by the entity.

Real Property: Construction, significant improvement or modification of a building or structure firmly attached to the land. (For additional information, contact RPMD.)

Reimbursable: Federal government agencies are authorized by legislation to undertake reimbursable activities related to the mission of the agency. The requesting party provides the main source of funding for the work to be performed. Other federal agencies or private sector

businesses request goods or services from the servicing agency via a reimbursable agreement document. The customers are then billed as the work is performed or advance funding is provided. (Per Chapter 1 of the Reimbursable Agreements User Guide.)

Repairs and Maintenance Expense: Any costs incurred to an asset that maintain the existing level of service and do not significantly increase the capacity, efficiency, or useful life of the original asset. These costs, regardless of dollar amount, should be recognized as repairs and maintenance expense (i.e. not capitalized).

System: Property that must work by itself as a stand-alone unit and must not lose its identity by becoming a part of another accountable item. Components assembled into one stand-alone unit can be defined as a system.

Sunflower Assets: System used by DoC's bureaus to track personal property.

Unreconciled Payments Report (UPR): List of the payments made in CBS that do not match to a corresponding property record in Sunflower.

Useful Life: Normal operating life in terms of utility to the owner.