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INTRODUCTION

The Procurement and Property Division (PPD) conducts periodic personal property management reviews to assure compliance with all Federal, Department, and Agency regulations, policies, and procedures. During these reviews, we also analyze the effectiveness of our polices and procedures. Our goal is to provide assistance to field offices to improve property management operations. The three phases of the review process are:

Phase 1: Q & A. The Q&A session will involve both personal property and motor vehicles. This session helps us become acquainted with the Area property staff, gain an awareness of the office resources, and understand the office functions. **It will also include a visual inspection of the Area's motor vehicle fleet.** To help simplify the Q&A phase, we have enclosed a copy of the questions. However, offices are not to provide written answers to the questions. We will discuss these questions with you in an open dialog format.

Phase 2: File Review. The file review includes a review of APO files, internal property management correspondence and policy statements, and courses of actions on various issues. The file review targets inventories, acquisitions, transfers, and the disposal process. The vehicle file review targets assignment and use, maintenance records, and disposal. This phase helps to ensure compliance with appropriate policies and procedures and determine how field locations implement Agency and Departmental regulations.

Phase 3: Follow-Up. After having a basic understanding of the office processes and reviewing property files, the follow-up will help clarify any issues or concerns that have developed and provide an opportunity to exchange ideas.

After completing the review, PPD will conduct an exit interview to discuss the findings and recommendations and prepare a written report, requesting an action plan if necessary.

PERSONAL PROPERTY MANAGEMENT REVIEW

A. Personal Property

Organizational Structure

1. Identify the members of the Areas's personal property staff (including the supervisory hierarchy):

    Supervisory
    Property Management Officer (PMO)
    Property Technician/Clerk
    Others

2. How many designated Accountable Property Officers (APO's) are within the Area office?

3. Does the Area provide operational support to other APO's outside the Area's immediate office (such as locations)

Reference Material

4. What reference materials are available?

    ARS Manual 221.1
    PPD Policy Memorandum
    NFC Procedures Manual, Personal Property system (3/98)
    PCMS-Fleet Manual
    AGPMR's G, H, N
    FPMR's 101-26, 101-38, 101.42-46
    Internal Area Guide
    Others

Training

5. Identify any property management training courses attended by the property staff within the last 24 months.

6. Identify any additional training or support, if needed.

Inventory

7. Explain how the Area notifies APO's that inventories are due, including the information included, instructions, and time frames provided to the APO.

8. Are Area inventories in compliance with departmental regulations? Does the Area conduct inventories whenever there is a change in APO's?

9. Who physically conducts the inventory and certifies its accuracy?

10. How are inventory discrepancies resolved? Are inventories resolved in a timely manner?

11. Does the APO receive a copy of the reconciled inventories?

12. Explain any problems that occur when conducting and completing physical inventories.

Property Receipt and Identification

13. Explain how the Area receives accountable property, including who signs property receipt documents and updates property records in PROP?

14. How are bar code labels assigned and attached to appropriate equipment?

15. How does the Area receive, track, and update accountable property purchased with a purchase card by a purchasing agent?

16. What documentation does the Area require when removing Government property from the office? Who is authorized to approve removal?

Suspense

17. Explain how the Area reconciles the Area/location Suspense Report and how often.

18. How does the Area office ensure suspense items are reconciled within 60 days of receipt?

Sensitive Property

19. Does the Area maintain firearms? Are firearms properly secured, bar coded, and included on the Area's official inventory?

Reporting Property Theft, Loss, or Damage

20. Has the Area experienced any property theft, loss, or damage? How does the Area document incidents of property loss? Who removes accountable property records from PMIS/PROP?

Property Exchange

21. How does the Area document the trade-in/exchange process? Do the files include appropriate forms with descriptive information, serial number, bar code if accountable, and trade-in amounts?

22. Who completes PROP transactions when exchange/sale involves accountable property?

23. Explain any problems that occur with the exchange/sale process.

Excess Property/Disposal

24. How does the Area determine whether excess property is available before procuring new acquisitions?

25. What methods are available to the Area to view available excess property?

26. How do APO's report excess property, both accountable and non-accountable? Does the APO's documentation contain required information (serial number/condition codes) and signatures?

27. Explain how excess property is identified and labeled pending disposal, including who continues to account for and control excess property pending disposal? If the Area maintains a storage facility for excess, who maintains the accountability for the property?

28. Explain circumstances when the APMO determines that local disposal instructions (via abandonment/destruction) are in the best interest of the Government due to continued cost, care, handling, security, etc.

29. What records does the Area maintain to document excess property passing through the reporting cycle? When excess is eligible for donation in lieu of abandonment and destruction, is it donated to eligible "Public Bodies"?

30. Does the Area post a "Public Notice of Abandonment or Destruction" for items with an acquisition cost of $500 or more before disposal action?

31. How does the Area track excess reports at GSA to ensure timely processing?

32. Explain any problems that occur when reporting/disposing excess property.

Transfers under Specific USDA Donation Programs

33. What procedures does the Area follow when transferring excess property under the Stevenson-

Wydler Technology Act/Computers for Education? Is excess property screened for reutilization within USDA?

34. What process did the Area follow to transfer excess property to 1862/1890 Land Grant Institutions?

35. Describe any outreach initiatives that the Area conducts to promote available excess eligible for donation.

36. Explain any problems that occur when transferring property under USDA donation programs?

Agency Sales

37. Has the Area conducted any Agency sales? Does the Area assist location's with Agency sales? Explain the process.

38. Does the Area maintain documentation of sale, including form OF-15, Sale of Government Property, and form OF-16, Sales Slip?

39. Are proceeds deposited into the suspense account fund for exchange/sale property or to the U.S. Department of Treasury as miscellaneous receipts?

40. Does the Area sell property to employees who are or were accountable for the property or were connected with its declaration as excess or sale?

41. Explain any problems that occur when conducting agency sales.

Oversight

42. As the Area Property Management Office, describe the methods and procedures you use to provide guidance and oversight to location PMO's regarding:

Inventory Compliance
Reconciling Suspense
Reporting Excess
Others

43. Explain any problems that occur when providing oversight?

B. Motor Vehicles

Composition

1. How many vehicles are assigned to the immediate Area office?

   Number owned ______
   Number GSA-leased _____
   Number commercially leased _____
   Number of Alternative Fueled Vehicles (AFVs) _____

2. How many vehicles are assigned to the Area (as a whole)?

3. Are leased vehicles updated to PROP?

4. Are vehicles assigned to specific individuals or are they assigned on an as needed basis?

5. Who is responsible for vehicle safeguarding, dispatching, record keeping, maintenance, utilization, etc.?

6. Does the Area provide operational motor vehicle support to locations?

Standards

7. What authorization level is necessary to purchase other than standard vehicles and options?

8. If the Area maintains commercially leased or GSA leased vehicles, are copies of authorizations on hand for each vehicle?

9. Explain any problems that occur when acquiring new/replacement vehicles.

Tags & Identification

10. Are vehicles identified and appropriately marked with the following:

> Official Government Vehicle Tags
> Decal AD-792, For Official Use, Department of Agriculture, and
> Decal AD-185, Penalty for Unofficial Use.

11. Is form AD-651, Accident Reporting Kit, placed inside vehicles' glove compartment? Does the Area maintain other equipment in vehicles, i.e., fire extinguishers, first aid kits, etc.?

12. Does the Area have any vehicles exempted from Government markings (including Official Government tags for law enforcement activities or interim exemptions due to threats against the Agency)? If so, how many are exempted?

13. Can the Area immediately obtain a vehicle description and location of a tag number issued?

14. Has the Area had occurrences of lost or stolen tags? What reporting and replacement procedures does the Area follow?

Assignment & Use

15. What type of motor vehicle dispatch records/logs does the Area maintain that will provide reasonable audit trails to verify official use? Provide specifics of information maintained.

16. Has the Area had the need to rotate under or over utilized vehicles and when?

18. What percent of assigned vehicles are used seasonally and what is the average peak season (time of year, time period)?

19. How are vehicles safeguarded when stored during and after hours?

20. Does the Area maintain vehicle storage facilities? Are vehicles stored for extended periods? What are the storage periods, costs, and are there any alternatives?

21. Does the Area have vehicles used for home-to-work transportation? What documentation does the Area maintain? Are all those authorized covered under the authorized job series for field work? Explain any circumstances not involving field work.

22. Does the Area authorize vehicles for travel purposes - in lieu of rental. How does the Area ensure occasions are documented on Travel Authorization?

23. Does the Area have any driver safety programs for either on and off road vehicles? What type and how are they offered?

24. Explain the reporting process the Area follows in cases of motor vehicle accidents?   Is the information documented in files, including signed copies of accident reports, statements from driver, passenger, and witnesses?

25.   Have any accidents resulted in Tort Claims?

26. Does the Area follow departmental policy for using self-service gasoline pumps, where available and prohibit smoking in all Government vehicles?

27. Explain any problems that occur with assignment and use of vehicles?

Maintenance

28. Are Area vehicles mechanically inspected according to State/Local requirements? If there are no State or local requirements, does the Area follow the manufacturer's recommendations? Are tune-ups, safety inspections, and emissions testing performed concurrently?

29. How are annual visual safety inspections performed and documented?

30. Who determines the maintenance procedures? Is vehicle maintenance performed in-house or at commercial facilities? If in-house, describe specifics and procedures.

31. What kind of records does the Area maintain on vehicles; i.e., gas receipts, maintenance records, repair invoices, etc.? Who is responsible for maintaining?

32. How does the Area track, document, and ensure quarterly operational and maintenance information is updated to PROP (when the voyager card is not used)? Does the Area update this information for locations?

33. Does the Area operate a fuel facility? If yes, provide information on how fuel is dispensed, who operates and controls the facility, what records are maintained, and how information is updated to PROP.

Fleet Cards

34. Does the Area maintain "POOL" credit cards for vehicles? Under what circumstances are these cards used? How are they controlled and who monitors purchases?

35. How are fuel transactions (non-Voyager) documented to a specific Government vehicle and how is this information updated in PROP?

36. How are fleet cards and keys secured when the vehicle is not in use? Who has access to keys and credit cards?

37. Is the Area incurring any problems with the credit card; i.e., breaking, flattening, damaged magnetic strips, etc., (when properly stored)?

38. Does the Area receive new/replacement cards timely?

39. Is the Area experiencing any problems finding participating fuel merchants or maintenance vendors?

40. What other payment methods does the Area authorize for operation and maintenance?

41. Provide the name and address of additional fuel and maintenance merchants the Area would like the fleet card vendor to pursue.

42. Who is responsible for using PCMS-Fleet to order fleet cards?

43. Does the Area have problems using PCMS-Fleet? Please provide specific information.

44. Does the Area generate fleet reports? Please provide examples or specifics.

45. How often does the LFPC read alert messages and how are they reconciled?

46. Explain any problems that occur with the new fleet card or with PCMS-Fleet.

Disposal

47. What procedures does the Area follow when reporting/disposing of Government vehicles, through GSA, agency sales, etc.?

48. Explain any problems that occur with the vehicle disposal process.

Alternative Fuel Vehicles (AFV's)

49. Explain how the Area ensure locations that are required to purchases AFV's do so? Are exemptions properly documented and kept on file?

50. Explain the Area's experience when acquiring AFV's, including what types of AFVs has the Area purchased or attempted to purchase.

51. What type of alternative fuel is readily available in your Area? (immediate and commuting areas)

Oversight

52. As the Area Property Management Office, describe the methods and procedures you use to provide guidance and oversight to location PMO's regarding:

Promoting AFV's
PROP updates for transactions other than the Voyager card
Vehicle acquisitions and minimum options
PCMS reports

Others

C. Closing Questions and Comments

1. Please identify any personal property or motor vehicle area where you feel additional policy guidance is needed? Provide specific concerns.

2. Please suggest more effective ways to implement personal property/fleet management policies and procedures

3. Do you feel you have adequate guidance and support (written instructions, training) from Agency and Departmental personnel? If no, what is needed?

4. Do you have any other comments or questions?