

Federal Property Management Peer Sharing Questionnaire

Overview and Instructions: This questionnaire is designed to increase understanding of how property and equipment management is addressed within your organization. These questions are in a 'Yes/No' format, with additional space provided should you care to provide further clarification and/or detail.

For your use and reference, we have attached a *completed questionnaire* for the Office of the Secretary of Defense.

Organization and Management	
Policy and Procedure	
1. Are internal operations reviewed (operational audit, maturity assessment, etc) regularly to identify areas in which an additional or updated property management policy, standard operating procedures or training is needed?	Y N
2. Are Standard Operating Procedures detailed beyond the high-level, Accountable Property Officers (e.g. to the custodian level)?	Y N
Staffing and Training	
1. Are current personnel resources assigned to property management functions sufficient to meet workload requirements?	Y N
2. Have training needs been met for property management staff (includes introductory, refresher and advanced)?	Y N
3. Do property personnel or property managers receive training (online training, or classroom) for personal property management and utilization based on the assigned role or responsibility?	Y N

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4. Are the duties and responsibilities of property personnel (collateral duties only) and/or property managers specifically documented by functional statements of duties?	Y N
5. Does the organizational structure provide for checks and balances (i.e. segregation of duties) throughout the personal property life cycle?	Y N

Operating Practices, Control, and Reporting	
Control of Accountable Property	
1. Do policies, instructions, guidance, and/or operating procedures for the management and control of accountable personal property address the following topics:	
a. Official Use/Care and Protection, PII	Y N
b. Lease, Loan, General Gift Acceptance	Y N
c. Unique Identification and Marking	Y N
d. Retirement/ Utilization and reuse/Replacement	Y N
e. Transfer in and out to Property from OFA, OGA, or Industry (GFP)	Y N
f. Employee/Custodian responsibilities	Y N
2. Is information on custodians or accountable officers reported promptly <i>upon change in status</i> ?	Y N
Is an In-Out inventory required prior to change becoming official or authorized?	Y N

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Accountable Property System of Record	
1. Does the property management system have the capability to manage:	
a. Acquisition transactions	Y N
b. Use/Reuse status	Y N
c. Financial capitalization	Y N
d. Disposal/ Disposition records	Y N
e. Government Furnished Property/Material/Equipment	Y N
2. Does the system provide status reporting capability, e.g. in use, excess, stage/stored, disposed, etc.?	Y N
3. Does the property management system provide data capabilities for the following:	
a. Agency assigned unique id (e.g. barcode)	Y N
b. Item description	Y N
c. Serial number	Y N
d. Manufacturer	Y N
e. Model number	Y N
f. Acquisition cost	Y N
g. Acquisition date	Y N
h. Depreciation data	Y N
i. Location data	Y N
j. Custodian assigned	Y N
k. Condition code	Y N
l. Transaction date	Y N
m. Transaction type data	Y N
n. Type designation code (e.g. IT equipment, real property, software, etc.)	Y N
4. Does your property management system track warranty and/or maintenance data?	Y N

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5. Do custodians have access to the property management system for maintaining data regarding assigned property?	Y N
6. Are property records updated when the location changes? Does location change constitute an inventory event in the property system?	Y N
7. Are sensitive items discreetly identified in the property management system?	Y N
8. Are property records reconciled with the general ledger on a monthly basis?	Y N
9. Does the property management system depreciate capital assets?	Y N
10. Is there a documented retention policy for paperwork pertaining to capital assets?	Y N

Physical Inventories	
1. Are standard procedures in place for the performance of physical inventories on accountable property?	Y N
2. Is accountable property inventoried at least every three years?	Y N
3. Are labor saving systems such as inventory by exception, transaction based inventory, perpetual inventory, and/or statistical sampling practiced?	Y N

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4. Is bar coding and the use of automated information technology (e.g. scanners) used to conduct your physical inventories?	Y	N
5. Does the reconciliation process include the following:		
a. Prompt action to locate missing property as a result of the physical count	Y	N
b. Investigations of abnormal adjustments considering value, criticality, or sensitivity	Y	N
c. Supporting documentation preparation	Y	N
d. Review and approval of reconciliation actions and records by a responsible official at least one supervisory level above the official preparing such records	Y	N
6. Does the property management system manage and maintain parent/child relationships?	Y	N
7. Is a Report of Survey systemically initiated when property is lost, damaged, or destroyed (LDD)?	Y	N
8. Is provision made for timely notification to the property management officer of Lost Damaged Destroyed (LDD) or Report of Survey (ROS) property?	Y	N
Are delinquent LDD or ROS reported to Management?	Y	N
9. Do LDD/ROS reports contain the following:		
a. Full item description	Y	N
b. Acquisition value	Y	N
c. Circumstances surrounding the incident	Y	N
d. Names of persons involved	Y	N
e. Statements of persons involved	Y	N

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10. Are periodic analyses conducted to identify trends in property losses, e.g. particular types of items, particular locations, etc.?	Y N
11. Is a 100% wall to wall inventory conducted when senior property management personnel or APO positions are vacated and filled by new personnel?	Y N

Accounting	
1. Do policies and procedures exist to assist with determining the capitalizable full cost acquisition value for property valuation?	Y N
a. With SFFAS No. 6	Y N
b. With SFFAS No. 35	Y N
2. Do policies and processes exist to assist with determining how to value Construction-In-Progress (CIP) for determining a capitalizable full cost value?	Y N
3. Do procedures exist to complete the valuation assertion for personal property?	Y N
4. Do policies and procedures exist to assist with determining appropriate supporting documentation for validating and substantiating recorded values?	Y N