



GSA Office of Governmentwide Policy

# Personal Property Program Review Tool

# Section 1: Mandates

## Questions 1 – 14

### Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the mandatory policy requirement questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

**Mandates - Q1**

Ref: Government Performance and Results Act; Federal Managers' Financial Integrity Act

A. Does your agency have performance measures that gauge how well your personal property functions are being performed through each stage of the personal property life cycle, especially measures to preclude fraud, waste or abuse of assets?      YES      NO		
B. Is adherence to the policy proactively checked or addressed?      YES      NO		
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

**Mandates – Q2**

Ref: Chief Financial Officers Act; Federal Financial Accounting Standards No. 6

A. Has your agency established a capitalization threshold, and does the threshold policy identify those items requiring physical inventory accountability?      YES      NO		
B. Is adherence to the policy proactively checked or addressed?      YES      NO		
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

**Mandates – Q3**

Ref: 41CFR102-36.45(a), FAR 8.102

A. Do you have documented agency policy requiring that excess property is used as first source of supply? YES                      NO		
B. Is adherence to the policy proactively checked or addressed?                      YES                      NO		
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)                      STRONG                      WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response                      STRONG                      WEAK		

**Mandates – Q4**

Ref: 41CFR102-36.45(d)

A. Do you have documented agency policy requiring the evaluation and control of property in the hands of contractors and grantees, including the appraisal of their property systems?                      YES                      NO		
B. Is adherence to the policy proactively checked or addressed?                      YES                      NO		
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)                      STRONG                      WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response                      STRONG                      WEAK		

**Mandates – Q5**

Ref: 41CFR102-36.45(d)(1)

A.	Do you have documented agency policy requiring the accountability of excess property in agency custody? YES      NO
B.	Is adherence to the policy proactively checked or addressed?      YES      NO
C.	For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.
D.	GSA interim response (if necessary)      STRONG      WEAK
E.	Agency follow-up reply (if necessary)
F.	GSA final response      STRONG      WEAK

**Mandates – Q6**

Ref: 41CFR102-36.45(d)(5)

A.	Do you have documented agency policy requiring the prevention and detection of improper use, unauthorized disposal, or destruction of excess property in agency custody?      YES      NO
B.	Is adherence to the policy proactively checked or addressed?      YES      NO
C.	For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.
D.	GSA interim response (if necessary)      STRONG      WEAK
E.	Agency follow-up reply (if necessary)
F.	GSA final response      STRONG      WEAK

**Mandates – Q7**

Ref: 41CFR102-36.120

A. Do you have documented agency policy requiring certifications and the maintenance of records in authorizing a non-Federal individual to screen excess personal property?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

**Mandates – Q8**

Ref: 41CFR101-42.206

A. Do you have documented agency policy requiring that special requirements are in place for the utilization of hazardous materials?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

**Mandates – Q9**

Ref: 41CFR102-36.220

<b>A.</b>	<b>Do you have documented agency policy requiring that all your agency excess property, unless excepted, is reported to the General Services Administration?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Mandates – Q10**

Ref: 41CFR102-36.325

<b>A.</b>	<b>Do you have documented agency policy to ensure the required actions are taken in the abandonment/destruction of your agency's excess property?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Mandates - Q11**

Ref: 41CFR102-36.475(a)/(b)

<p><b>A. Do you have documented agency policy requiring the transfer of excess computer equipment for use by schools or non-profit organizations is in compliance with Executive Order 12999?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>B. Is adherence to the policy proactively checked or addressed?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b></p>		
<p><b>D. GSA interim response (if necessary)</b></p>	<p><b>STRONG</b></p>	<p><b>WEAK</b></p>
<p><b>E. Agency follow-up reply (if necessary)</b></p>		
<p><b>F. GSA final response</b></p>	<p><b>STRONG</b></p>	<p><b>WEAK</b></p>

**Mandates – Q12**

Ref: 41CFR102-38.15 and 20

<p><b>A. Do you have documented agency policy requiring that the required actions are followed in the conduct of sales of surplus personal property?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>B. Is adherence to the policy proactively checked or addressed?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>C. For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b></p>		
<p><b>D. GSA interim response (if necessary)</b></p>	<p><b>STRONG</b></p>	<p><b>WEAK</b></p>
<p><b>E. Agency follow-up reply (if necessary)</b></p>		
<p><b>F. GSA final response</b></p>	<p><b>STRONG</b></p>	<p><b>WEAK</b></p>

**Mandates – Q13**

Ref: 41CFR102-42.20

<b>A.</b>	<b>Do you have documented agency policy ensuring that proper actions are followed by employees receiving foreign gifts and decorations?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Mandates - Q14**

Ref: FAR 45.104

<b>A.</b>	<b>Do you have documented agency policy requiring that contract property administrators are designated in writing for every contract that includes Government furnished property?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis including performance measures. For all NO answers, please explain, and cite deviation approval from GSA.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

## Section 2: Best Practices

### Questions 1 – 11

#### Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the best practices questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks, and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

**Best Practices – Q1**

Ref: **Personal Property Management Review Guide (PPMRG) Checklist Item A.2**

<b>A.</b>	<b>Do you have documented agency policy requiring that career development and formal training criteria are in place for your personal property (asset management) staff?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q2**

Ref: **PPMRG Checklist Item B4.86-90**

<b>A.</b>	<b>Do you have documented agency policy requiring that in-use personal property which is lost, damaged or destroyed is investigated and loss trend analysis is periodically conducted?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q3**

Ref: Joint Financial Management Improvement Program (JFMIP)

<b>A.</b>	<b>Do you have documented agency policy requiring the integration of your agency property management system with your agency’s financial and acquisition systems and that it meets the JFMIP core Financial Systems requirements?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q4**

Ref: PPMRG Checklist Item B4.54

<b>A.</b>	<b>Do you have documented agency policy requiring that equipment is made available for shared use to increase maximum return on investment?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q5**

Ref: PPMRG Checklist Item B4.76

<b>A.</b>	<b>Do you have documented agency policy requiring that maintenance and repair schedules for equipment requiring preventative maintenance or calibration are established?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q6**

Ref: PPMRG Checklist Items B6.1, B6.5

<b>A.</b>	<b>Do you have documented agency policy requiring that your storage facilities protect against theft, fire, flood, weather or other types of loss or damage?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q7**

Ref: PPRMG Checklist Item B6.14

<b>A.</b>	<b>Do you have documented agency policy requiring that stored property is periodically reviewed to identify any items that exceed storage periods or are justified for continued storage?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q8**

Ref: PPRMG Checklist Item B6.22

<b>A.</b>	<b>Do you have documented agency policy requiring that materials handling equipment operators are properly trained in the operation of the equipment?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q9**

Ref: PPMRG Checklist Item B7.31

<b>A.</b>	<b>Do you have documented agency policy requiring that identification tags, property numbers and other agency identifiers are removed from property prior to disposal?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

**Best Practices – Q10**

<b>A.</b>	<b>Has your agency undertaken or considered consolidation of any personal property management functions?</b>	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Is adherence to the policy proactively checked or addressed?</b>	<b>YES</b>	<b>NO</b>
<b>C.</b>	<b>For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>		
<b>D.</b>	<b>GSA interim response (if necessary)</b>	<b>STRONG</b>	<b>WEAK</b>
<b>E.</b>	<b>Agency follow-up reply (if necessary)</b>		
<b>F.</b>	<b>GSA final response</b>	<b>STRONG</b>	<b>WEAK</b>

Best Practices - Q11

Ref: 41CFR102-39

<b>A. Do you have documented agency policy requiring that in replacing personal property the exchange/sale authority is used to the maximum extent?</b> <b>YES</b> <b>NO</b>
<b>B. Is adherence to the policy proactively checked or addressed?</b> <b>YES</b> <b>NO</b>
<b>C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</b>
<b>D. GSA interim response (if necessary)</b> <b>STRONG</b> <b>WEAK</b>
<b>E. Agency follow-up reply (if necessary)</b>
<b>F. GSA final response</b> <b>STRONG</b> <b>WEAK</b>

## **Section 3: GSA Feedback Questions 1 – 7**

### **Directions and Strong/Weak Criteria**

Please respond to the below questions by providing us with specific feedback which will help us improve our policy, systems and collaborative efforts.

**GSA Feedback – Q1**

<b>A. Do GSA's mechanisms for collecting your agencies information (forms, systems, etc) help your agency respond to mandatory requirements?      YES      NO</b>
<b>B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.</b>

**GSA Feedback-Q2**

<b>A. Do GSA's government-wide reports and agency feedback provide your agency with useful information for managing your program?      YES      NO</b>
<b>B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.</b>

**GSA Feedback – Q3**

<b>A. Does compliance with GSA's regulations help your agency support its mission?      YES      NO</b>
<b>B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.</b>

**GSA Feedback – Q4**

<b>A. Do you have an opportunity to provide input into GSA's policy development and is your input considered?      YES      NO</b>
<b>B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.</b>

**GSA Feedback – Q5**

<b>A. Are you involved in our interagency committees or councils?      YES      NO</b>
<b>B. If YES, please explain how you benefit from involvement. If NO, please provide specific reasons and any suggestions on ways we can improve.</b>

**GSA Feedback – Q6**

<b>A. Does your agency have a new best practice that you would like to share government-wide?      YES      NO</b>
<b>B. If YES, please describe the best practice and explain how it has helped your agency.</b>

**GSA Feedback – Q7**

**A. If you have had any corrective actions/recommendations from evaluations (IG, OMB, GAO, internal, etc) within the last 3 years, have you implemented them?      YES      NO**

**B. If YES, please describe the best practice and explain how it has helped your agency.**

**Respondent Name/Title:**

**Respondent Phone Number/Email:**

**Respondent Agency:**