



**Office of Audits
Office of Inspector General
U.S. General Services Administration**

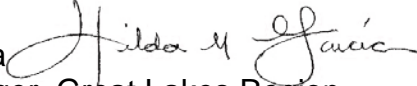
IMPLEMENTATION REVIEW OF CORRECTIVE ACTION PLAN

**Audit of Personal Property Management
Donation Program
Federal Acquisition Service
Report Number A080104/Q/5/P09003
Dated August 25, 2009**

*Assignment Number A120072
January 19, 2012*



Office of Audits
Office of Inspector General
U.S. General Services Administration

DATE: January 19, 2012
TO: Steven J. Kempf
Commissioner, FAS
FROM: Hilda Garcia 
Audit Manager, Great Lakes Region
SUBJECT: Implementation Review of Corrective Action Plan: Audit of Personal
Property Management Donation Program, Federal Acquisition Service
Report Number A080104/Q/5/P09003, Dated August 25, 2009

Assignment Number A120072

The Office of Inspector General has completed the implementation review of the management actions taken in response to the recommendations contained in the subject audit report (See **Appendix A**). The review found that the Federal Acquisition Service (FAS) addressed the audit recommendations in the corrective action plan, dated January October 23, 2009 (see **Appendix B**).

To accomplish this implementation review we: (1) examined the documentation submitted by FAS which supported accomplishment of the action plan steps; (2) performed limited testing of the implementation of the guidance contained in these supporting documents; and (3) met and corresponded with FAS personnel.

If you have any questions regarding this review, please contact me or any member of the team at the following:

| | | | |
|------------------|-------------------|--|----------------|
| Hilda Garcia | Audit Manager | Hilda.Garcia@gsaig.gov | (312) 353-6695 |
| Michael Lamonica | Auditor-In-Charge | Michael.Lamonica@gsaig.gov | (312) 353-8481 |

On behalf of the team, I would like to thank you and your staff for your assistance during this review.

Appendix A – Recommendations from Report Number A080104/Q/5/P09003

Assignment Number A120072

The recommendations were that GSA Office of Personal Property Management:

1. Enhance the monitoring of the State Agencies for Surplus Property by:
 - A. Placing greater reliance on internal GSA automated records to assist in identifying potential problem areas,
 - B. Simplifying and streamlining the SASP¹ reviews so they are carried out more frequently, and
 - C. Assuring SASPs' sales and donation rates are factored into allocation decisions.
2. Minimize the processing of property outside the GSAXcess® system whenever possible; and
3. Ensure donations processed outside GSAXcess® are promptly recorded in the system.

¹ SASP is the acronym used for State Agency for Surplus Property

Appendix B – Management’s Corrective Action Plan

Assignment Number A120072



GSA Federal Acquisition Service

OCT 23 2009

MEMORANDUM FOR THEODORE R. STEHNEY
ASSISTANT INSPECTOR GENERAL
FOR AUDITING (JA)

FROM: JAMES A. WILLIAMS *James A. Williams*
COMMISSIONER
FEDERAL ACQUISITION SERVICE (Q)

SUBJECT: GSA Final Report, "Audit of Personal Property
Management Donation Program" (A080104/Q/5/P09003),
Dated August 25, 2009

I have reviewed the above report and concur with the recommendations. A copy of the time phased action plans to implement the four recommendations are attached along with the signed Management Decision Record. I appreciate the auditors' acknowledgement of our comments on recommendation 1C, and we concur with the restated recommendation.

Please call me at (703) 605-5400 if you have any questions. Your staff may contact Mr. Kirk Martinelli at (703) 605-2901 or kirk.martinelli@gsa.gov for additional information.

4 Attachments

cc: Mr. David K. Stone
Regional Inspector General for Auditing
Great Lakes Region (JA-5)

U.S. General Services Administration
2200 Crystal Drive
Arlington, VA 20406-0003
www.gsa.gov

Appendix B – Management’s Corrective Action Plan (cont.)

Assignment Number A120072

OIG AUDIT OF PERSONAL PROPERTY MGMT. DONATION PROGRAM ACTION PLAN

CONTACT PERSON: Bill Kemp (QSC)
TELEPHONE: 703-605-2879
DATE: 10/14/09

| REPORT NUMBER | NUMBER | COMPLETION DATE |
|--|-----------|--------------------------|
| A 0 8 0 1 0 4 Q 5 P 0 9 0 0 3 | 1 A | 0 8 1 5 1 0 |

RECOMMENDATION (QUOTE IN FULL, IF SHORT, OR GIVE SUBSTANCE, IF LONG)
Enhance the monitoring of the State Agencies for Surplus Property Management by placing greater reliance on internal GSA automated records to assist in identifying potential problem areas.

| ACTION TO BE TAKEN STEP-BY-STEP | SUPPORTING DOCUMENTATION TO BE SENT TO BECA | DOCUMENTATION WILL BE SENT BY |
|--|---|----------------------------------|
| 1. In coordination with the Regional Offices, identify specific areas/activities to be monitored | The list of areas to be monitored | 2/15/2010 |
| 2. In coordination with the Regional Offices, identify existing reports with support data to enhance monitoring of SASP operations | Notification | 3/15/2010 |
| 3. In coordination with the Regional Offices identify additional data required to support and enhance/increase the required monitoring | List of necessary data fields | 4/15/2010 |
| 4. Initiate request to QI | Official request for systems changes | 5/15/2010 |
| 5. Add data elements to existing automated reports or create new reports as required | Notification of completion | 8/15/2010 |

Appendix B – Management’s Corrective Action Plan (cont.)

Assignment Number A120072

OIG AUDIT OF PERSONAL PROPERTY MGMT. DONATION PROGRAM ACTION PLAN

CONTACT PERSON: Bill Kemp (QSC)
TELEPHONE: 703-605-2879
DATE: 10/14/09

| REPORT NUMBER | NUMBER | COMPLETION DATE |
|----------------------------------|--------|-----------------|
| A 10 8 0 1 0 4 Q 5 P 10 9 10 0 3 | 1 B | 10 9 1 5 1 0 |

RECOMMENDATION (QUOTE IN FULL, IF SHORT, OR GIVE SUBSTANCE, IF LONG)

Enhance the monitoring of the State Agencies for Surplus Property Management by evaluating the SASP review procedures to determine if they can be simplified and carried out more frequently.

| ACTION TO BE TAKEN STEP-BY-STEP | SUPPORTING DOCUMENTATION TO BE SENT TO BECA | DOCUMENTATION WILL BE SENT BY |
|---|---|----------------------------------|
| 1. In coordination with the Regional Offices, review the established procedures and guidelines | Copy of the documents | 2/15/2010 |
| 2. In coordination with the Regional Offices, establish a process for SASP self certification prior to on-site reviews | Copy of new process | 4/15/2010 |
| 3. In coordination with the Regional Offices, develop procedures and timelines for collecting checklist responses from SASPs prior to on-site reviews | Copy of new procedures and timelines | 5/15/2010 |
| 4. Develop a state review completion report | State review completion report | 7/15/2010 |
| 5. Develop plans and procedures for monitoring the actions taken by SASPs in | Copy of new plans and procedures | 8/15/2010 |

Appendix B – Management’s Corrective Action Plan (cont.)

Assignment Number A120072

response to site review reports

Appendix B – Management’s Corrective Action Plan (cont.)

Assignment Number A120072

OIG AUDIT OF PERSONAL PROPERTY MGMT. DONATION PROGRAM ACTION PLAN

CONTACT PERSON: Bill Kemp (QSC)
TELEPHONE: 703-605-2879
DATE: 10/14/09

| REPORT NUMBER | NUMBER | COMPLETION DATE |
|---|--------|-----------------------|
| A 0 8 0 1 0 4 Q 5 P 0 9 0 0 3 | 2 & 3 | 0 8 1 5 1 0 |

RECOMMENDATION (QUOTE IN FULL, IF SHORT, OR GIVE SUBSTANCE, IF LONG)

Rec. 2: Minimize the processing of property outside the GSAXcess system whenever possible; and

Rec. 3: Ensure donations processed outside GSAXcess are promptly recorded in the system.

| ACTION TO BE TAKEN STEP-BY-STEP | SUPPORTING DOCUMENTATION TO BE SENT TO BECA | DOCUMENTATION WILL BE SENT BY |
|--|---|-------------------------------|
| 1. Identify necessary data elements and functionality that needs to be added to GSAXcess® | List of data Elements and official request | 2/15/2010 |
| 2. Initiate request to QI | Official request for systems changes | 4/15/2010 |
| 3. Add data elements and functionality to GSAXcess® to identify, track, and report non-reported property | Notification of completion | 7/15/2010 |
| 4. Assign Central Office staff to monitor the non-reported tracking report, identify issues, and communicate to Regional officials | Notification | 7/15/2010 |
| 5. Create tracking methodology for closing out identified issues | A copy of the methodology | 8/15/2010 |

Appendix C – Report Distribution

Assignment Number A120072

Commissioner, Federal Acquisition Service (Q)

Assistant Commissioner Office of General Supplies & Services (QS)

Director, Office of Personal Property Management (QSC)

Audits and Controls Division (QBOC)

Inspector General (J)

Deputy Inspector General, Office of Inspector General (J)

Special Assistant for Communications, Office of Inspector General (J)

Staff Assistant to the Deputy Inspector General (J)

Assistant Inspector General for Auditing (JA)

Director, Audit Planning, Policy, and Operations Staff (JAO)

Deputy Assistant Inspector General for Auditing, Acquisition Programs (JA-A)

Division Director, GAO/IG Audit Response Division (H1C)