



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

IMPLEMENTATION REVIEW OF CORRECTIVE ACTION PLAN
Audit of Personal Property Donation Program:
New Jersey State Agency for Surplus Property
Federal Acquisition Service
Northeast and Caribbean Region
Report Number A110117/Q/2/P12005
March 30, 2012

*Assignment Number A140025
September 17, 2014*



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

DATE: 9/17/2014

TO: Jeff Lau
Acting Regional Commissioner, Federal Acquisition Service (2Q)

FROM: Victoria Nguyen *Victoria Nguyen*
Audit Manager, Northeast and Caribbean Region Audit Office (JA-2)

SUBJECT: Implementation Review of Corrective Action Plan
Audit of Personal Property Donation Program:
New Jersey State Agency for Surplus Property
Federal Acquisition Service
Northeast and Caribbean Region
Report Number A110117/Q/2/P12005
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We have completed an implementation review of the management actions taken in response to the recommendations contained in our audit report entitled *Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property, Federal Acquisition Service - Northeast and Caribbean Region* (See **Appendix A**). The objective of our review was to determine whether the Personal Property Division has taken the corrective actions as outlined in the Action Plan for the *Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property, Federal Acquisition Service - Northeast and Caribbean Region*. To accomplish our objective we:

1. Reviewed the original GSA Office of Inspector General's report, recommendations, and approved action plan;
2. Reviewed documentation submitted by the Northeast and Caribbean Region Federal Acquisition Service's Personal Property Division to the GAO/IG Audit Response Division to resolve action plan items; and
3. Obtained additional documentation and discussed the completion of the action plan with Personal Property Division management.

Our implementation review found that the Northeast and Caribbean Region Federal Acquisition Service's Personal Property Division addressed the audit recommendations in the corrective action plan, dated April 27, 2012.

If you have any questions regarding this report, please contact me or the audit team at the following:

Victoria Nguyen Audit Manager victoria.nguyen@gsaig.gov (212) 266-3360
Michael Vaccarelli Auditor-In-Charge michael.vaccarelli@gsaig.gov (212) 266-3359

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

Background

On March 30, 2012, we issued an audit report, *Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property, Federal Acquisition Service - Northeast and Caribbean Region*, to the Northeast and Caribbean Regional Commissioner of the Federal Acquisition Service. The objectives of the audit were to determine if donated property (1) only goes to eligible recipients and (2) is accounted for and used by the New Jersey State Agency for Surplus Property's (NJ SASP) donees in accordance with prescribed criteria.

Our audit found:

1. Poor recordkeeping, inadequate oversight, and missing identifiers precluded the positive identification of most of the donated property that was searched for.
2. Ineffective and incomplete data submissions and entries have resulted in the inaccurate reporting of donation activity.
3. State reviews were not performed and documented effectively.
4. The NJ SASP does not maintain a current list of eligible donees for the GSA Donation Program.

To address the issues identified in the report, we recommended that the Regional Commissioner of the Federal Acquisition Service:

1. Enforce proper recordkeeping standards on the NJ SASP. Specifically, donee files should be complete and property receipts must comply with Federal Management Regulation standards. Also, encourage donees to retain the identifying information that comes affixed to each donated item.
2. Reconcile the quarterly donation activity received from SASP's to another data source (such as GSAXcess) and require supervisory review of the data entered into the GSA system.
3. Review the NJ SASP in a more timely fashion, carefully document these reviews and disseminate the results to the SASP, and follow up on outstanding issues. Given the issues identified relative to the NJ SASP, we recommend that it be reviewed on a 2-year cycle.
4. Require the NJ SASP to maintain a current list and properly promote the donation program.

The Regional Commissioner of the Federal Acquisition Service agreed with the report recommendations.

Results

The results of our implementation review indicate that the Federal Acquisition Service's Personal Property Division in the Northeast and Caribbean Region has taken appropriate corrective actions to address the recommendations. We determined that no further action is necessary to address our recommendations.

Appendix A – Action Plan for Report Number A110117/Q/2/P12005

ACTION PLAN

Contact Person: [REDACTED]
 Telephone: [REDACTED]
 Date: 04/27/2012

Audit Report Number/Title	Recommendation Number	Completion Date
A110117/Q/2/P12005 Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property Federal Acquisition Service Northeast and Caribbean Region	1	11/15/13

Recommendation

Enforce proper recordkeeping standards on the NJ SASP. Specifically, donee files should be complete and property receipts must comply with FMR standards. Also, encourage donees to retain the identifying information that comes affixed to each donated item.

Step	POC	Action to be Taken Step by Step	Supporting Documentation to be Provided	Documentation will be sent by (date)
1	[REDACTED]	Prepare draft done file checklist for NJ SASP	Copy of draft done file checklist	08/15/12
2	[REDACTED]	Issue draft for comments	Copy of request for comments	09/15/12
3	[REDACTED]	Reconcile comments	Copy of email notification	10/15/12
4	[REDACTED]	Issue final done file checklist to NJ SASP	Copy of approved checklist	11/15/12
5	[REDACTED]	Reinforce proper recordkeeping standards with the NJ SASP through approved checklist	Copy of contact record	10/15/13
6	[REDACTED]	Provide training to the NJ SASP regarding the FMR guidance on compliance and accountability control requirements	Copy of contact record	10/15/12
7	[REDACTED]	Request that the NJ SASP have all donees be able to provide SF-123 for property that are within the restriction period	Copy of contact record	10/15/12

Do any action steps require coordination with the FAS CIO? No. If so, please indicate which steps require CIO coordination and a CIO POC that will be named as the action step owner. Not applicable (N/A)

Do any action steps require coordination with any other FAS Portfolio or Integrator? No. If so, please indicate which steps require outside coordination, the office whose coordination is needed, and the POC that will be named as the action step owner. N/A

(Note: Each action step must contain an owner that will be responsible for supplying supporting documentation.)

Appendix A – Action Plan for Report Number A110117/Q/2/P12005 (cont.)

ACTION PLAN

Contact Person: [REDACTED]
 Telephone: [REDACTED]
 Date: 04/27/2012

Audit Report Number/Title	Recommendation Number	Completion Date
A110117/Q/2/P12005 Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property Federal Acquisition Service Northeast and Caribbean Region	2	01/15/13

Recommendation

Reconcile the quarterly donation activity received from the SASP's to another data source (such as GSAXcess) and require supervisory review of the data entered in to the GSA system.

Step	POC	Action to be Taken Step by Step	Supporting Documentation to be Provided	Documentation will be sent by (date)
1	[REDACTED]	Reconcile final donation activity as submitted by NJ SASP	Ecopy of final reconciliation	01/15/13
2	[REDACTED]	Check with CO to ensure that donation numbers are accurate within the 3040 report	Ecopy of final reconciliation	01/15/13
3	[REDACTED]	Check that overage, shortages, and cancellations are reflected on the 3040 report	Ecopy of final reconciliation	11/15/12
4	[REDACTED]	Supervisory review	Ecopy of completion	01/15/13

Do any action steps require coordination with the FAS CIO? No. If so, please indicate which steps require CIO coordination and a CIO POC that will be named as the action step owner. N/A

Do any action steps require coordination with any other FAS Portfolio or Integrator? No. If so, please indicate which steps require outside coordination, the office whose coordination is needed, and the POC that will be named as the action step owner. N/A

(Note: Each action step must contain an owner that will be responsible for supplying supporting documentation.)

Appendix A – Action Plan for Report Number A110117/Q/2/P12005 (cont.)

ACTION PLAN

Contact Person: [REDACTED]
 Telephone: [REDACTED]
 Date: 04/27/2012

Audit Report Number/Title	Recommendation Number	Completion Date
A110117/Q/2/P12005 Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property Federal Acquisition Service Northeast and Caribbean Region	3	04/15/14

Recommendation

Review the NJ SASP in a more timely fashion, carefully document these reviews and disseminate the results to the SASP, and follow up on outstanding issues. Given the issues identified relative to the NJ SASP, we recommend that it be reviewed on a 2-year cycle.

Step	POC	Action to be Taken Step by Step	Supporting Documentation to be Provided	Documentation will be sent by (date)
1	[REDACTED]	NJ SASP is on a 2 year review cycle	Ecopy of NJ SASP final review report	01/15/14
2	[REDACTED]	Disseminate final report and follow-up on outstanding issues with NJ SASP	Ecopy of Enotifications (Email) of final report and follow-up	04/15/14

Do any action steps require coordination with the FAS CIO? No. If so, please indicate which steps require CIO coordination and a CIO POC that will be named as the action step owner. N/A

Do any action steps require coordination with any other FAS Portfolio or Integrator? No. If so, please indicate which steps require outside coordination, the office whose coordination is needed, and the POC that will be named as the action step owner. N/A

(Note: Each action step must contain an owner that will be responsible for supplying supporting documentation.)

ACTION PLAN

Contact Person: [REDACTED]
 Telephone: [REDACTED]
 Date: 04/27/2012

Audit Report Number/Title	Recommendation Number	Completion Date
A110117/Q/2/P12005 Audit of Personal Property Donation Program: New Jersey State Agency for Surplus Property Federal Acquisition Service Northeast and Caribbean Region	4	10/15/12

Recommendation

Require the NJ SASP to maintain a current list and properly promote the donation program.

Step	POC	Action to be Taken Step by Step	Supporting Documentation to be Provided	Documentation will be sent by (date)
1	[REDACTED]	Reinforce through written reminders to NJ SASP of the importance of current donee lists and donation program promotion	Copy of Enotification to NJ SASP	10/15/12

Do any action steps require coordination with the FAS CIO? No. If so, please indicate which steps require CIO coordination and a CIO POC that will be named as the action step owner. N/A

Do any action steps require coordination with any other FAS Portfolio or Integrator? No. If so, please indicate which steps require outside coordination, the office whose coordination is needed, and the POC that will be named as the action step owner. N/A

(Note: Each action step must contain an owner that will be responsible for supplying supporting documentation.)

Appendix B – Report Distribution

Regional Administrator, Northeast and Caribbean Region (2A)

Commissioner, Federal Acquisition Service (Q)

Acting Regional Commissioner, Federal Acquisition Service (2Q)

Regional Counsel (LD2)

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

Internal Audit Liaison, Northeast and Caribbean Region (2Q1)

Assistant Inspector General for Auditing (JA)

Deputy Assistant Inspector General for Investigations (JID)

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