

**Office of Naval Research  
University Business Affairs Division  
Engineering and Systems Review Branch**



**THE RECTOR AND VISITORS OF THE  
UNIVERSITY OF VIRGINIA (vauc)  
Property Management System Analysis (PMSA)  
REPORT**

Aug-Sep 2017

**TABLE OF CONTENTS**

**Introduction**

**Scope**

**Summary Results of System Analysis**

**Institutions Self-Assessment**

**Prior Findings and Recommendations**

**Current Findings and Recommendations**

**Property Management**

**Process Outcomes**

**Explanation of Process Outcome Areas Reviewed**

**Attachments:**

**Acquisition Sample Worksheet**

**Physical Sighting Sample Worksheet**

**THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA (vauc)**  
**On Site Property Management System Analysis (PMSA)**

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## **Introduction**

The Office of Naval Research (ONR), Code 243, performed a Property Management System Analysis (PMSA) at the University of Virginia on-site on 14 Aug 2017. The PMSA was performed at the University of Virginia, Charlottesville, VA, the physical location of the property. The objective of the PMSA was to ascertain whether the University of Virginia's property control system was adequate to manage Government titled property in its possession. Review was also to determine if the organization was in compliance with applicable Federal regulations and determine if they have initiated and maintained the processes, systems, procedures, records, and methodologies necessary for effective control of Government Property.

The guidance used during the review was as follows:

1. FAR Part 45
2. FAR Clause 52.245-1
3. DODI 4162.02 (April 2012)
4. DODI 5000.64 (May 2011)
5. Guidebook for Contract Property Administration (April 2012)

## **Scope**

As of 27 Jun 2017, University of Virginia showed total property valued at \$2,286,573.05. ONR selected 14 of 98 items for a physical sample and 5 items for the acquisition sample. These items were tested to see if they were in compliance with the Process Outcomes identified in FAR 52.245-1. The applicable process outcomes were Acquisition, Receiving, Records, Physical Inventories, Relief of Stewardship Responsibility, Subcontractor Control, Utilization, Maintenance, and Property Closeout. During the exit briefing, the preliminary results of the review were discussed with the entity's officials.

## **Summary Results of PMSA**

The property control system at University of Virginia is capable of effectively and adequately controlling Government Property in their custody, and is compliant with respect to regulatory and award requirements.

## **Institution's PCS Self-Assessment**

University of Virginia had performed actual testing and the self- assessment process.

## **Prior PMSA and Corrective Action**

The last PMSA for University of Virginia was performed in 2016 and there were no findings or recommendations.

## **Findings and Recommendations**

There were no findings or recommendations as a result of this review.

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**Process Outcomes**

During the PMSA, the process outcomes were reviewed for policy and implementation. The applicable outcomes were Property Management, Acquisition, Receiving, Records, Physical Inventories, Subcontractor Control, Reports, Relief of Stewardship, Utilization, Maintenance, and Property Close-out. Please reference attachment titled “Explanation and Comments on Property Management and the 10 Process Outcomes” for details regarding the condition of the Process Outcome reviewed.

**Physical sampling:** Selected a sample of 14 items valued a \$1,376,669.33. We were able to locate and view the 14 items. One item had different serial number and tag number, which was a result of receipt from being repaired. All property was secure, maintained, and properly tagged, if taggable. Property was located in various parts the University of Virginia location.

**Acquisition sampling:** The acquisition sample consisted of 5 items. The items had prior approval before acquiring.

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**Explanation and Comments on Property Management and the 10 Process Outcomes**

<b>Section A</b>	<p><b>Assessment Of Property Management: Compliant</b>  Document(s) reviewed were adequate.  Self-assessment (internal review) was completed and documented. Enhancement from review included, for incoming Office of Sponsored Programs (OPS) pre-award personnel, Director of Fixed Assets Accounting Group meets with each regarding services the group performs related to OSP for greater collaboration regarding property and property clauses in awards, plus to incorporate looking at proposals involving property and related procedures. No findings related to property on the last Audit.</p>
<b>Section B.1</b>	<p><b>Assessment Of Acquisition – Compliant</b>  Acquisition sample items were reviewed for compliance and documentation. All items reviewed were acceptable.</p>
<b>Section B.2</b>	<p><b>Assessment Of Receiving – Compliant</b></p>
<b>Section B.3</b>	<p><b>Assessment Of Records – Compliant</b>  Records of equipment inventory are maintained in accordance with appropriate agency regulations.</p>
<b>Section B.4</b>	<p><b>Assessment Of Physical Inventories - Compliant</b>  Inventory of accountable government property was completed in June 2017.</p>
<b>Section B.5</b>	<p><b>Assessment Of Subcontractor Control – Compliant</b>  University of Virginia ensures that funding is used for authorized purpose and remains ultimately responsible and accountable to the prime sponsor for funds management and compliance by its sub recipients.</p>
<b>Section B.6</b>	<p><b>Assessment Of Reports – Compliant</b></p>
<b>Section B.7</b>	<p><b>Assessment Of Relief Of Stewardship Responsibility - Compliant</b>  No items of property needed disposition action to be initiated by University of Virginia  No LDDT's.</p>
<b>Section B.8</b>	<p><b>Assessment Of Utilization - Compliant</b>  University of Virginia uses accountable property as required for the applicable awards.</p>
<b>Section B.9</b>	<p><b>Assessment Of Maintenance - Compliant</b>  University of Virginia adequately maintains items. When sent for repair, ensure the item returned is the same serial number as the item sent.</p>
<b>Section B.10</b>	<p><b>Assessment Of Property Close-Out - Compliant</b>  The final inventory listings are prepared when awards end.  No items of property required action by University of Virginia.</p>