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**Attachment**

**PROPERTY MANAGEMENT REVIEW**

**CENTER  
STREET ADDRESS  
CITY, STATE AND ZIP  
TEL: /FAX:**

**CENTER CONTRACT NUMBER:  
OPERATING CONTRACTOR:  
CONTRACT DATES:  
DOL PROJECT MANAGER:**

**DATES OF VISIT:** (Dates)

**CONDUCTED BY:** (Name and Title)  
(Company Represented)

**PURPOSE OF VISIT:**

- 1. Verify Compliance**
- 2. Perform Inventory Control**
- 3. Provide Technical Assistance**

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With the Job Corps Property Management (JCPM) Contracting Officer's Technical Representative's (COTR) approval, a visit to the \_\_\_\_\_ Job Corps Center located in City, State was scheduled.

**BRIEF-IN**

**ATTENDEES:**                      Name, Title  
    Name, Title  
    Property Staff's Name & Title  
    Company

**DATE:**                                      Date

**REVIEWED**

The JCPM staff member, listed above, used a selective sampling of serialized and non-serialized non-expendable property from random locations on the Electronic Property Management System's (EPMS) Master Property Itemized Report, to assess and score this center's property management system. To determine if the approved EPMS computerized database of non-expendable property is accurate, a 100% inventory of the selected random locations revealed:

<b>1) SELECTIVE SAMPLING OF NON-EXPENDABLE PROPERTY<sup>1</sup></b>		
Center's total number of line items, per the Master Property Itemized Report		
Dollar amount of center's total property liability		
Non-expendable property sampled		
Of the items sampled, the number in assigned EPMS location		
Of the items sampled, the number out of assigned EPMS location without hand receipts		
Number of items not located (see Attachment 1)		
Dollar amount of items not located (see Attachment 1)		
Items physically on hand, but not on the EPMS		
Of the areas reviewed, number of items off-center for repair		
	<b>Yes</b>	<b>No</b>
During the review, were transactions entered to update the EPMS' accuracy?		
Were there serial number, unit cost, item code, document number or manufacturer's code discrepancies?		

A sampling of expendable property, to determine the accuracy of the center's computerized database - or stock record cards - for tracking expendable items on-hand, revealed the following:

<b>2) SELECTIVE SAMPLING OF EXPENDABLE PROPERTY<sup>2</sup> - 6 points</b>	<b>Number</b>
Total number of expendable categories on the center's inventory.	
Expendable categories sampled to verify actual count versus computerized listing.	
Incorrect balance noted [overage (+)/shortage (-)]	

<sup>1</sup> ETA Property Management Handbook, Chapter I; ¶4g (2)

<sup>2</sup> ETA Property Management Handbook, Chapter VI; ¶3 & Chapter I; ¶4, g (3)

	No	Yes	Rating	PA
Is expendable property maintained in an approved internal tracking system?				1
Were all storage/supply rooms secured?				1
Does staff have a key control system for supplies, with redundant control?				1
Were storage rooms organized and shelves marked to coincide with the nomenclature and identification codes on the Inventory Stock Status Report?				1
Are chemical products maintained apart from other expendable items?				1
Did the expendable inventory on-hand and the distribution log reconcile?				1
<b>Total for expendable property</b>	<b>Total</b>			<b>6</b>

The property identified in each location was reviewed, to ensure the accuracy and appropriateness of labels for DOL and/non-government property.

<b>3) LABELING OF NON-EXPENDABLE PROPERTY<sup>3</sup> – 4 points</b>	Yes	No	Rating	PA
Are tags/labels permanently etched or stenciled onto items in the cafeteria, culinary arts, maintenance, trade shop or other areas as applicable? (what per cent)				2
Was staff, student, corporate and/or Student Government Association (SGA) property appropriately marked? (what per cent)				1
Are items (including furniture) under the \$200 threshold easily identified? (what per cent)				1
<b>Total for Labeling of Non-expendable Property</b>	<b>Total</b>			<b>4</b>

Capitalized equipment, equipment over \$25,000, was reviewed to ensure it is operable.

<b>4) CAPITALIZED PROPERTY – 10 points</b>	Yes	No	Rating	PA
Did a review of the finance records reveal capitalized equipment located on center? If no, automatic 10 points.				10
Is the capitalized property recorded in EPMS as required?				5
Is the property properly maintained?				5
If the property is not useable, has the appropriate paperwork been submitted? If not, (-2) point deduction.				-2
<b>Total for Capitalized Property</b>	<b>Total</b>			<b>10</b>

A review of the Suspense and Historical files revealed the following:

<b>5) SUSPENSE FILES<sup>4</sup> – 8 points (List Form #s)</b>	<b>(\$)</b> Amount	Date	Pending Information		
			Yes	No	Date*
*Negative (1) point adjustment for each item older than 30-days; maximum 8 points.					
<b>Total for Suspense Files</b>			<b>Rating:</b>		<b>PA:8<sup>5</sup></b>

<sup>3</sup> ETA Property Management Handbook, Chapter II; ¶4f

<sup>4</sup> ETA Property Management Handbook, Chapter II; ¶4h

<sup>5</sup> PA – Points Available

<b>6) HISTORICAL PROPERTY RECORDS<sup>6</sup> - 8 points</b>	<b>Yes</b>	<b>No</b>	<b>Rating</b>	<b>PA</b>
Does the center maintain a historical file that contains all acquisition/disposition forms and support documentation?				2
Does the property file contain copies of the EPMS listings used to conduct quarterly and annual property inventories, hand receipts and other property related documents?				2
Does the file contain property custodian training documents signed by staff participants?				2
Were transactions (acquisitions & dispositions) completed in the EPMS?				2
<b>Total for Historical Property Records</b>	<b>Total</b>			<b>8</b>

All quarterly, annual inventories and special occasion inventories were reviewed for timeliness, appropriate signatures and dates, discrepancy notations and appropriate actions.

<b>7) QUARTERLY PHYSICAL INVENTORY<sup>7</sup> - 8 points</b>	<b>Date</b>	<b>Rating</b>	<b>PA</b>
The property specialist reviewed the results for the indicated quarterly inventories:			2
			2
			2
	<b>Yes</b>	<b>No</b>	<b>PA</b>
All location listings were signed and dated by the appropriate custodians.			0.5
Have inventories been conducted after staff were terminated, theft, major moves or staff changes?			0.5
Did the property officer reconcile the quarterly inventories, notating any overage, shortage, items out of location, excess and/or broken items?			0.5
After reconciliation, did the property officer provide each custodian a copy of the revised listing?			0.5
<b>Total for Quarterly Physical Inventories</b>	<b>Total</b>		<b>8</b>

<b>8) CERTIFICATION (ANNUAL INVENTORY)<sup>8</sup> - 5 points</b>	<b>Date</b>			
The center submitted its annual certification package on:				
<b>CERTIFICATION PACKAGE INCLUDED</b>	<b>Yes</b>	<b>No</b>	<b>Rating</b>	<b>PA</b>
A Contractor's Inventory Certification (ETA 3-94) was signed by the center director?				1
Annotated copies of the EPMS Property Inventory Master by Location listings dated:				1
Reconciled EPMS Property Inventory Master by Location listings dated:				1
If applicable, was a Report of Excess Personal Property (SF-120) submitted for excess property?				1
If applicable, did the center submit Reports of Survey/Inventory Adjustment Reports (ETA 3-96) for equipment reported missing or stolen, with all supporting documentation?				1
<b>Total for Annual Inventory Certification</b>	<b>Total</b>			<b>5</b>

<b>9) ACTIVITY ADDRESS CODE/BILLING OFFICE ACTIVITY CODE</b>	<b>Expiration Date</b>
Activity Address Code (AAC) and the Billing Office Address Code (BOAC)	

<sup>6</sup> ETA Property Management Handbook, Chapter VI; ¶4(i)

<sup>7</sup> ETA Property Management Handbook, Chapter VI; ¶7

<sup>8</sup> ETA Property Management Handbook, Chapter VI; ¶8

Review of the center’s tracking system for the movement of property, use of hand receipts, maintenance of an Off-Center Repair Log and appropriate procedures for removal of excess personal property revealed:

<b>10) HAND RECEIPTS<sup>9</sup> - 6 points</b>	<b>Yes</b>	<b>No</b>	<b>Rating</b>	<b>PA</b>
Does the center use a Request for Transfer of Property or Repair of Property form for permanent or temporary property movements, repair requests or the return of property?				2
Were all form fields ( <i>date, item code, description, manufacturer code/serial number, quantity, present and receiving location code, anticipated date of return</i> ) accurately completed ?				1
Signatures of the gaining/losing custodians and the property officer?				1
Have expired hand receipts been reviewed, to ascertain new return dates?				1
Do property custodians maintain receipts for items gained or removed from location?				1
<b>Total for Hand Receipts</b>	<b>Total</b>			<b>6</b>

<b>11) OFF-CENTER REPAIR LOG<sup>10</sup> - 5 points</b>	<b>Yes</b>	<b>No</b>	<b>Rating</b>	<b>PA</b>
Does the center maintain an Off-Center Repair Log containing the required fields ( <i>item code, location, custodian, description [make/model], manufacturer’s serial number, nature of problem, date sent out for repair, approval authority, expected date of return, date returned and receiver’s signature</i> )?				2
Were all entries current and all fields completed?				1
Are all repaired items returned expediently?				1
Were any items sent out for repair replaced by other items?				1
<b>Total Off-Center Repair Log</b>	<b>Total</b>			<b>5</b>

<b>12) EXCESS PROPERTY<sup>11</sup> - 6 points</b>	<b>Number</b>			
Estimated number of excess/scrap property items in excess location (s)				
Value of scrap in the excess location(s)				
Was scrap separate from excess in a designated location/area and not stockpiled?	<b>Yes</b>	<b>No</b>	<b>Rating</b>	<b>PA</b>
				1
Has the center used cannibalization procedures?				1
Was regional office written approval to cannibalize items on file?				1
Was a completed SF-120 submitted to the regional office?				1
Were property items visually sighted and assigned condition codes verified?				1
Are property custodians reporting excess property in a timely manner?				1
<b>Total for Excess Property</b>	<b>Total</b>			<b>6</b>

<sup>9</sup> ETA Property Management Handbook, Chapter VI, ¶5

<sup>10</sup> ETA Property Management Handbook, Chapter VI; ¶6

<sup>11</sup> ETA Property Management Handbook, Chapter VII

A review of GSA-leased vehicles revealed the following:

<b>13) MOTOR VEHICLES<sup>12</sup> - 8 points*</b>		<b>Vehicles</b>	<b>Number</b>
Vehicles used by the Center  *Loss of one point for each "No", condition or safety issue		<b>Vans</b>	
		<b>Sedans</b>	
		<b>Trucks</b>	
		<b>Buses</b>	
		<b>Total</b>	
		<b>Off-Center for Repair</b>	
		<b>Yes</b>	<b>No</b>
Was a Regional Office Letter of Authority authorizing use of the vehicles on file?			
Are the vehicles kept locked when not in use and parked within a secure area?			
Do the rental rates listed on the center's GSA monthly billing statement, match the unit costs listed on the EPMS Property Inventory by Location listing?			
Does Vehicle Identification Numbers (VIN) match license plate number verification?			
Does the human resource office maintain copies of all approved staff driver licenses?			
Were all drivers' licenses current?			
Are current insurance cards provided for each vehicle?			
Does staff complete a Transportation Vehicle Request form before leaving center?			
Are vehicles consistently inspected before departure and upon return?			
Are GSA credit cards issued to the driver when he or she accepts the vehicle key?			
Are GSA credit cards controlled to avoid abuse?			
Are all fields in the logbook completed upon return?			
Do staff members use accident report forms, when necessary?			
If staff members have individually assigned vehicles, is a written Regional approval on file?			
Do the trip tickets used; show mileage, destination, and purpose of trip?			
Does the center logbook record the departure and arrival for each GSA vehicle?			
Is a repair log, or similar tracking method used?			
<b>Vehicle Condition</b>			
	Mileage Exceeds Standard	Flat/Worn Tires	Front/Rear Lights Out
	Vehicles Dirty	Horn Does Not Work	Dents/Scratches
	Cracked/Broken Windows	Torn Seats	Signals Do Not Work
<b>Safety Equipment</b>			
	First Aide Kit(s) Missing	Replace Fire Extinguisher(s)	Missing Accident Forms
	Need Emergency Numbers	No Roadside Flares/Reflectors	
<b>Total for Motor Vehicles</b>		<b>Rating</b>	<b>PA: 8</b>

Review of Reports of Survey/Inventory Adjustment Reports submitted during the year revealed the following:

<b>14) REPORT OF SURVEY/INVENTORY ADJUSTMENT REPORT (ETA 3-96)<sup>13</sup> – 10 points</b>			
<b>Center</b>	<b>Report Number</b>	<b>No. Of Items</b>	<b>Amount</b>
Since last review, has been relieved of accountability for:			
Since last review, has not been relieved of accountability for:			
Was support documentation ( <i>police and FBI reports, custodian's statement, witness</i> )		<b>Yes</b>	<b>No</b>

<sup>12</sup> ETA Property Management Handbook, Chapter IX

<sup>13</sup> ETA Property Management Handbook, Chapter VII; ¶6

<i>reports, and safety and security reports</i> ) received?			
The contractor replaced the item(s) for which it was held liable, as required by the regional office.			
- \$0-\$5K*, 5 points; - \$5001-\$10K*, 10 points; - \$10K*+, 20 points; *Cumulative for the review year.	<b>One point for every ETA 3-96 submitted since last review; unless relief of accountability is granted.</b>		
<b>Total for Report of Survey/Inventory Adjustment Report (ETA 3-96)</b>		<b>Rating</b>	<b>PA: 10</b>

Review of the files containing Property Requirements Lists (PRL) and Purchase Orders (PO) revealed the following:

<b>15) PROPERTY REQUIREMENTS LIST (ETA 3-41B)<sup>14</sup> – 8 points</b>					<b>Quantity</b>
Number of ETA 3-41Bs sampled:					
List ETA 3-41B Numbers Point deduction for each purchase made w/o Regional Approval; <b>8 maximum</b>	Number of Items	Amount	Regional Approval		PA No = (-1)
			Yes	No	
<b>Total for Property Requirements List (ETA 3-41B)</b>					

<b>16) PURCHASE ORDERS<sup>15</sup> - 8 point deduction for a “no” on sample</b>				<b>Amount</b>			
Number of purchase orders sampled:							
Number of non-expendable property items purchased/received:							
Value of items received:							
<b>Were items entered into the EPMS with 10-days?</b>				Yes	No	Rating	PA
							<b>8</b>

Area	AR <sup>16</sup>	PA <sup>17</sup>	PE <sup>18</sup>	Area	AR	PA	PE	<b>Σ Total</b>
1, 2) Non-Expendable & Expendable Property Sample		6		3) Labeling of Non-Expendable Property		4		
4) Capitalized Equipment		10		5) Suspense Files		8		
6) Historical Property Records		8		7) Quarterly Inventories		8		
8) Certification Annual		5		9) Activity Address Code (AAC) & Billing Office Activity Code (BOAC)		0		
10) Hand Receipts		6		11) Off-Center Repair Log		5		
12) Excess Property		6		13) Motor Vehicles		8		
14) Report of Survey/ Inventory Adjustment Report (ETA 3-96)		10		15) Property Requirements Lists (ETA 3-41B)		8		
16) Purchase Orders		8		17) Fulfilled Special Request		0		
<b>Sub-total</b>				<b>Sub-total</b>				

The following recommendations and concerns were noted:

<sup>14</sup> ETA Property Management Handbook, Chapter III; ¶2

<sup>15</sup> ETA Property Management Handbook, Chapter II; ¶3-e (3)

<sup>16</sup> AR – Area Reviewed

<sup>17</sup> PA – Points Available

<sup>18</sup> PE – Points Earned

<b>RECOMMENDATIONS and/or CONCERNS</b>
1.
2.
3.

**BRIEF-OUT**

**ATTENDEES:**                      Name, Title  
   Name, Title  
   Property Staff's Name, Title  
   Global Commerce Solutions & McNeil Technologies

**DATE:**                              Date

Statement reflecting the property specialist's concerns regarding the findings during the assessment and the contractor's response.

A copy of this report will be forwarded to the regional office and to the center upon approval from the National Office Job Corps Property Management COTR.

**Attachment 1**

**ITEMS NOT LOCATED DURING INVENTORY**

<b>Loc</b>	<b>Item Code</b>	<b>Item Description</b>	<b>Serial Number</b>	<b>Qty.</b>	<b>Cost</b>	<b>Acquisition Date</b>
			<b>TOTALS</b>			