

**PROPERTY MANAGEMENT SYSTEM  
SELF-EVALUATION QUESTIONNAIRE**

For Office Use: \_\_\_\_\_  
Rev 21-Oct-03 (form-pms.doc)

ORNL SUBCONTRACT PROPERTY  
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NAME OF ORGANIZATION:	COMPLETED BY: (print name and title)
DATE COMPLETED:	SIGNATURE or E-MAIL ADDRESS:
<i>For Office Use</i>	
Reviewed by: _____ Date: _____	_____ 1. System approved Expires: _____
Reviewed by: _____ Date: _____	_____ 2. Deficiencies Noted Deadline: _____

- Instructions:**
1. Indicate **Yes**, **No**, or **N/A** in the left-hand column.
  3. Explain all **No** and **N/A** responses in the right-hand column (mandatory).
  4. Return transmittal form and completed questionnaire via mail, fax, or e-mail.

<b>POLICIES AND PROCEDURES</b>	
1. Have property management functions been assigned to an organization or an individual?	
2. Are operating policies and procedures sufficient to assure effective Property Management?	
<b>ACQUISITIONS</b>	
1. Do invoices itemize assets acquired and reference appropriate subcontract number?	
2. Does the subcontractor properly report all acquisitions, especially capital and sensitive property, to ORNL Subcontract Property?	
<b>RECEIVING</b>	
1. Does documentation indicate that government property is appropriately checked for quantity received, condition, and transit-related discrepancies?	
2. Is property protected while in the receiving process?	
<b>IDENTIFICATION</b>	
1. Does a system exist to property identify and tag government property?	
2. Does a system exist to identify and tag/flag personal property requiring special handling (i.e., nuclear-related, proliferation-sensitive, contaminated, or hazardous)?	
<b>RECORDS</b>	
1. Is a system in place for maintaining records of government property?	
2. Does the system track the following:	
a) Contract number	
b) Description	
c) Manufacturer	
d) Model number	
e) Serial number	
f) Acquisition cost	
g) Acquisition date	
h) Physical location	

	i) Disposition document reference and date	
	11. Are property records updated when changes occur?	
	12. Does the system track movement of government property?	
	13. Does the system provide for reporting, redistribution, and disposal of excess and surplus personal property?	
<b>INVENTORY</b>		
	11. Are physical inventories of property performed and reconciled to the Property Records?	
	12. Does the reconciliation process include analyzing unidentified equipment located during the inventory to determine if it is government owned?	
<b>REPORTS</b>		
	11. Are required reports (i.e., physical inventory reports that include acquisition cost of government property) filed on time?	
	12. Does a system exist to account for and report lost, stolen, abandoned, damaged, worn out, and destroyed property?	
	13. Is a prompt and thorough investigation conducted of lost, damaged, and destroyed property?	
<b>UTILIZATION</b>		
	11. Is there assurance that the subcontractor uses property only for those purposes authorized by the contract?	
	12. Is idle property periodically identified and reported?	
	13. Has a maintenance program been established that will assure continuing satisfactory operation, prevent abnormal deterioration, and document the maintenance history of government property?	
<b>ADDITIONAL COMMENTS</b>		

<b><i>To be completed by ORNL Subcontract Property Management</i></b>	
	Does the subcontractor answer "Yes" to all questions for <input type="checkbox"/> Policies and Procedures <input type="checkbox"/> Acquisitions <input type="checkbox"/> Receiving <input type="checkbox"/> Identification <input type="checkbox"/> Records <input type="checkbox"/> Inventory <input type="checkbox"/> Reports <input type="checkbox"/> Utilization
	Does the subcontractor sufficiently explain all No and N/A responses?
	Do the subcontractor's responses indicate compliance with minimum requirements of 41 CFR 109-1.52?