PROPERTY MANAGEMENT SYSTEM
SELF-EVALUATION QUESTIONNAIRE

ORNL SUBCONTRACT PROPERTY
Attn: Tina J. Graves
P.O. BOX 2008, OAK RIDGE, TN 37831-6412

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

Fax to: 865-241-4017
E-mail: gravestj@ornl.gov

NAME OF ORGANIZATION:	COMPLETED BY: (print name and title)
DATE COMPLETED:	SIGNATURE or E-MAIL ADDRESS:

For Office Use		
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.

	POLICIES AND PROCEDURES	
	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?	
	ACQUISITIONS	
	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?	
	RECEIVING	
	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?	
	IDENTIFICATION	
	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)?	
	RECORDS	
	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?	

INVENTORY

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?	

REPORTS

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?	

UTILIZATION

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?	

ADDITIONAL COMMENTS

To be completed by ORNL Subcontract Property Management

Does the subcontractor answer "Yes" to all questions for
____ Policies and Procedures
____ Acquisitions
____ Receiving
____ Identification
____ Records
____ Inventory
____ Reports
____ Utilization

Does the subcontractor sufficiently explain all No and N/A responses?   YES   NO

Do the subcontractor's responses indicate compliance with minimum requirements of 41 CFR 109-1.52?   YES   NO