

NEXT STEPS

Action Plan from results gathered in the OS Personal Property Survey

What You Said	Responses	Item	OFAS Action Item(s)	Responsible Division(s)	Target Date(s)	Status	Notes
When asked, "What can we do to improve", you...	...asked for clarification on roles and responsibilities	1	Hold quarterly meetings for designated OS property managers and clarify responsibilities.	ASD Property Branch	3 rd and 4 th Quarters FY-14 and FY-15	Planning In Progress	April 2014 - met with all Field Property Managers to discuss and clarify all roles and responsibility to include, but not limited to, CPO roles, Management Control Reviews, Property Inventories, Risk management Tools for Property Management. The next quarterly meeting will be held in July 2014.
	...provided multiple comments related to improving the surplus property process	2	<u>1.</u> Develop and communicate surplus procedures. <u>2.</u> Reconcile surplus items before the next inventory and communicate with CPO's. <u>3.</u> Assist OS Field locations with GSAXcess. <u>4.</u> Provide surplus support to Offices where APO/CPO's are not in DC.	ASD Property Branch	FY-14 & FY-15	Planning In Progress	May 21, 2014 met with 40 CPO in the Denver, Co Field Office to discuss Excess and Surplus Property procedures. Also invited GSA representatives to discuss and provide comprehensive training on GSAExcess.
	...requested that we improve our level of communication and training	3	<u>1.</u> Provide annual APO/CPO training. <u>2.</u> Provide more frequent updates to APO & CPO's. <u>3.</u> Reinstating Management Control Reviews with FBMS implementation completed.	ASD Property Branch	FY-14 & FY-15	Planning In Progress	May 21, 2014 conducted Management Control Reviews (MCR) for the following PM's (ONRR, IBC). During these reviews, we also provided a training session for all CPO's in their field location. FBMS workshops were also included.