



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH
ATLANTA REGIONAL OFFICE
ATLANTA FEDERAL CENTER
100 ALABAMA STREET SW STE 4R15
ATLANTA GA 30303-3104

September 30, 2011

Mr. Cory Thompson
Virginia Polytechnic Institute and State University
Office of Sponsored Programs
1880 Pratt Drive, Suite 2006
Blacksburg, VA 24060

Dear Mr. Thompson:

The Office of Naval Research, Atlanta Regional Office has performed a limited Property Control System Analysis (PCSA) of the Virginia Polytechnic Institute and State University property control system.

The PCSA, conducted on September 30, 2011 was performed within the guidance of Department of Defense Manual for the Performance of Contract Property Administration (DoD Instruction 4161.2-M, dated December 1991) and guidance provided by the Engineering and Systems Review Branch, Office of Naval Research.

The objective of the PCSA was to ascertain the ability of Virginia Polytechnic Institute and State University's property control system to protect, preserve, account for and control Government-owned property in their custody. The PCSA included various tests and analyses of the institution's internal management controls for property management, inventory procedures, reports, disposition activities and other areas as deemed necessary to perform the PCSA.

An A-133 audit was recently conducted which addressed the institution's overall property control system. The audit did not identify any findings related to the control of government titled property.

The Virginia Polytechnic Institute and State University Property Policies and Procedures have been reviewed for completeness and have been found to be acceptable.

The Virginia Polytechnic Institute and State University recently performed a physical inventory. The inventory was performed in accordance with their approved policies and procedures. There were no deficiencies identified during the physical inventory.

For the last property reporting period the Virginia Polytechnic Institute and State University submitted annual and final property reports in a timely manner. The annual reports that were submitted for this period contained accurate information.

Based upon the results of this PCSA and in the judgment of the Property Administrator, the property control system at the Virginia Polytechnic Institute and State University is in compliance to protect, preserve, account for and control Government owned property.

Thank you for your assistance in this matter. If you have any questions, please contact me at (404) 562-1613 or sloanc@onr.navy.mil.

Cynthia R. Sloan

CYNTHIA R. SLOAN
Property Administrator