



DEPARTMENT OF THE NAVY  
OFFICE OF NAVAL RESEARCH  
SEATTLE FIELD OFFICE

IN REPLY REFER TO

PMSAFY24HAWH-F  
April 18, 2024

Dr. Vassilis Syrmos, Director, ORS  
2444 Dole Street  
Bachman Hall  
Honolulu, HI 96822

Subject: Onsite PMSA-FY24 for Cage Codes: 0W411, 39BJ0, 38KY4, 38KX7, 5GER7, 38LF4,  
& 9B954 under the University of Hawaii System.

Dear Dr. Syrmos,

The Office of Naval Research, Seattle, performed a Property Management System Analysis (PMSA) for the University of Hawaii (UoH). The PMSA was performed IAW FAR, OMB and ONR guidance.

The objective of the PMSA is to ascertain the University of Hawaii's property management system's ability to protect, preserve, account for, and control Government property. The PMSA included various tests and analyses of the institution's internal management controls for property management, inventory procedures, reports, disposition activities, and other areas deemed necessary to perform the PMSA.

According to ONR records, the total value of ONR-administered property at the University of Hawaii as of April 17, 2024, is \$67,185,873.95.

- The University's most recent A-133 audit, dated January 3, 2024, had no findings associated with the control of Government titled property.
- There were no changes reported to the University's policies and procedures since the last PMSA. The University's policies and procedures have been reviewed for completeness and have been found to be acceptable.
- The University conducted annual inventory accountability between September 2023 and December 2023. There were no deficiencies identified during the physical inventory.
- The University submitted annual property reports timely.
- The University completed annual self-assessments.

**Previous Year's (2023) Findings:** None

**FY24 Findings:** None

**FY2024 Recommendations:**

**1. DFARS 252.245-7005**, effective 2/15/2024, consolidated DFARS 252.245-7001, 252-245-7002, 252-245-7004, 252-211-7007. Amongst the changes: The timeline for reporting/updating the status of property to the GFP module is now within “7-business days of the date the change in status occurs, unless otherwise specified in the contract,” see DFARS 252.245-7005 (b) for full text.

**Recommendation:** The university should review DFARS 252.245-7005 in its entirety and update the university's procedures, training, etc. to ensure compliance.

**Link:** <https://www.acquisition.gov/dfars/252.245-7005-management-and-reporting-government-property>.

**2. Property Loss** – Tag 104718 was damaged beyond repair and left on the pier for two years without being reported through the proper channels. Although AP 8.543 does not specify a timeframe for reporting losses to the government, two years is considered excessive for reporting LDDT. As per FAR 52.245-1, contractors are required to have a system in place that enables the prompt recognition, investigation, disclosure, and reporting of loss of government property, including losses that occur at a subcontractor or alternate site location.

**Note:** The university submitted property loss case N62879-240017 in the GFP eTool on 4/10/24.

**Recommendation:** The university should update their policy to align with LDDT reporting requirements and ensure that staff is aware of the reporting requirements.

**Acquisition/Records** – Tag 153107 (fabrication) The information provided by university for tag #153107 led me to initially conclude the recording time for this asset failed administrative procedure 8.523 multiple times. After further review, the unusual circumstances (multiple deliveries, payment, delays, etc.) made it difficult to determine whether the university followed current procedures.

**Recommendation:** The university should address outliers, such as lengthy fabrications in their procedures. Additionally, a memo for record detailing the situation or annotating the property system would be beneficial when unusual circumstances are anticipated.

**3. Screening** – Tag 157093 was reviewed, and it was determined that screening (AP 8.509) did not occur before purchasing the asset.

**Recommendation:** All university staff should conduct screening and document screening as required by university policy.

**4. DOD Procurement Toolbox** – University staff should ensure (1) they have access to PIEE and the GFP tool; and (2) familiarize themselves with the training provided by DoD Procurement Toolbox.

**Important Links:**

Policy: <https://dodprocurementtoolbox.com/site-pages/gfp-policy>

Training: <https://dodprocurementtoolbox.com/site-pages/gfp-training>

PIEE & GFP eTool link: <https://cac.piee.eb.mil/xhtml/auth/home/home.xhtml#>

Based upon the results of this PMSA and in the judgment of the Administrative Contracting Officer, the property management system at the University of Hawaii and all associated Cage codes is compliant in protecting, preserving, accounting for, and controlling Government-owned property. Please contact the undersigned with any questions or concerns regarding PMSA.

Sincerely,

Ozma Ragan  
ACO/AGO/PA  
ONR Seattle, WA

L. Erickson  
K Wharry  
L. Wood  
S. Izumi

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