



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

09/20/2007

Ms Cathy Snyder
Associate Director
Vanderbilt University
Station B, Box 7749
110 21st Avenue, South
Nashville, TN. 37235--7749

Dear **Ms Cathy Snyder**,

The Office of Naval Research, **Atlanta** Regional Office has performed a limited Property Control System Analysis (PCSA) of the **Vanderbilt University** property control system. The PCSA, conducted on **09/20/2007** 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 **Vanderbilt 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.

According to ONR records, the total value of ONR administered property at the **Vanderbilt University** as of **09/20/2007** is **\$ 63,650.00**. The property is distributed as follows:

DOD	NASA	NIH
\$ 0.00	\$ 63,650.00	\$ 0.00

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 **Vanderbilt University** Property Policies and Procedures have been reviewed for completeness and have been found to be acceptable.

The **Vanderbilt 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.

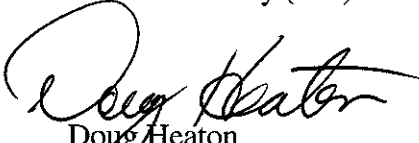
For the last property reporting period the **Vanderbilt University** submitted all Annual Property Reports in a timely manner. The Annual Reports that were submitted for this period contained accurate information.

The **Vanderbilt University** has routinely requested disposition instructions within a reasonable timeframe after the property is no longer needed for its assigned project.

During the previous year, **Vanderbilt University** submitted their required final property reports in a timely manner.

Based upon the results of this PCSA and in the judgment of the Property Administrator, the property control system at the **Vanderbilt University** is rated satisfactory 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 James B. Gandy (404) 562-1602 or e-mail gandyj@onr.navy.mil


Doug Heaton
Property Administrator

cc: Cathy Snyder, Associate Director