



**Date:** June 9, 2011  
**To:** Inspector General  
**From:** Chief of Staff  
**Subject:** Office of Inspector General (OIG) Management Implication Report dated 12/22/10: Surplus Property Management

This memorandum is submitted in response to Management Implication Report dated December 22, 2011 referenced above which was submitted to the former Public Printer, Robert Tapella.

I am responding on behalf of Public Printer Boarman regarding the alleged theft of GPO property items [I-2009-0028], which resulted in a determination by the Office of Inspector General (OIG) of lapses in the management of GPO surplus property.

We have taken the following steps to address the recommendations in the MIR.

**Recommendation #1: GPO should hold Property Managers accountable for all property under their control that is not disposed of through Quality Control and Inventory Management (QCIM) in accordance with GPO Directives 805.7B and 810.11B.**

Concur. We agree that GPO should hold Property Managers accountable for all property under their control that is not disposed of through QCIM in accordance with GPO Directives 805.7B and 810.11B. To that end, we are directing the Managing Director of Plant Operations to work to develop the appropriate written procedures and possible modification of performance standards.

**Recommendation #2: GPO should formalize, in writing, a donation and bidding process for disposing of surplus property items that aligns with 41 CFR 102-37 and 38, the US General Services Administration Federal Surplus Personnel Property Program.**

Concur. We agree that GPO should formalize, in writing, a donation and bidding process for disposing of surplus property items that aligns with 41 CFR 102-37 and 38, the US General Services Administration Federal Surplus Personnel property Program. We are directing the Director of Quality Assurance to assign staff to work with the Managing Director of Plant Operations and Director Acquisition Operations to formalize and document this process.

**Recommendation #3: Revise GPO Directives 805.7B and 810.11B to specify what documentation is required to remove surplus property from GPO grounds and when such surplus property may be removed.**

Concur. We agree that GPO Directives 805.7B and 810.11B should be revised to specify what documentation is required to remove surplus property from GPO grounds and when such surplus property may be removed. We are directing the Director of Quality Assurance to assign staff to work with the Managing Director of Plant Operations to revise the Directives.

**Recommendation #4: GPO should revise and consolidate Directives 805.7B and 810.11B into one directive to address all outdated, inaccurate, and duplicated information.**

Concur. We agree that GPO should revise and consolidate Directives 805.7B and 810.11B into one directive to address all outdated, inaccurate, and duplicated information. We are directing the Director of Quality Assurance to assign staff to work with the Managing Director of Plant Operations to revise and consolidate the Directives.

Thank you for your investigative work and recommendations.

DAVITA VANCE-COOKS

A handwritten signature in cursive script, reading "Davita Vance-Cooks". The signature is written in dark ink and is positioned below the printed name.

cc: Assistant Public Printer, Operations  
Managing Director, Plant Operations  
Director, Quality Assurance  
Director, Acquisitions