

Property Control  
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## Annual Property Self-Assessment / Review Worksheet

In order to be compliant with FAR 52.245-1, NMIMT conducts an independent review of the processes associated with Government property currently under their cognizant agency (ONR) for all current contracts. Reviewer will work with Property office to obtain documentation.

Prior to the beginning of the review, the reviewer will need to be in contact with the current ONR Property Administrator, so that the reviewer is aware of current contracts that will need to be assessed. NMIMT property procedures will be tested and reviewer will determine if they are in compliance with FAR requirements that are attached.

Contracts tested in this review: \_\_\_\_\_ and \_\_\_\_\_  
and \_\_\_\_\_

Reviewer:

Signature of Reviewer:

Phone: \_\_\_\_\_

Does NMIMT Property procedures establish and implement property management plans, systems, and procedures at the contract, program, site, or entity level to enable the following as per attached FAR 52.245-1 compliant outcomes:

	Yes	No	N/A
Acquisition of Property			
Receipt of Government Property			
Records of Government property			
Physical inventory			
Subcontractor control			
Reports			
Relief of stewardship responsibility and liability			
Utilizing Government property			
Maintenance			
Property closeout			

### Reviewer's Comments:

FAR 52.245-1, f. Contractor plans and systems, (1) i - x

**Acquisition of Property:** The Contractor shall document that all property was acquired consistent with its engineering, production planning, and property control operations.

**Receipt of Government Property:** The Contractor shall receive Government property and document the receipt, record the information necessary to meet the record requirements of paragraph (f)(1)(iii)(A)(1) through (5) of this clause, identify as Government owned in a manner appropriate to the type of property (e.g., stamp, tag, mark, or other identification), and manage any discrepancies incident to shipment.

- (A) Government-furnished property. The Contractor shall furnish a written statement to the Property Administrator containing all relevant facts, such as cause or condition and a recommended course(s) of action, if overages, shortages, or damages and/or other discrepancies are discovered upon receipt of Government-furnished property.
- (B) Contractor-acquired property. The Contractor shall take all actions necessary to adjust for overages, shortages, damage and/or other discrepancies discovered upon receipt, in shipment of Contractor-acquired property from a vendor or supplier, so as to ensure the proper allocability and allowability of associated costs.

**Records of Government property:** The Contractor shall create and maintain records of all Government property accountable to the contract, including Government-furnished and Contractor-acquired property.

(A) Property records shall enable a complete, current, auditable record of all transactions and shall, unless otherwise approved by the Property Administrator, contain the following:

- The name, part number, and description, National Stock Number (if needed for additional item identification tracking and/or disposition), and other data elements as necessary and required in accordance with the terms and conditions of the contract.
- Quantity received (or fabricated), issued, and balance-on-hand.
- Unit acquisition cost.
- Unique-item identifier or equivalent (if available and necessary for individual item tracking).
- Unit of measure.
- Accountable contract number or equivalent code designation.
- Location.
- Disposition.
- Posting reference and date of transaction.
- Date placed in service (if required in accordance with the terms and conditions of the contract).

(B) Use of a Receipt and Issue System for Government Material. When approved by the Property Administrator, the Contractor may maintain, in lieu of formal property records, a file of appropriately cross-referenced documents evidencing receipt, issue, and use of material that is issued for immediate consumption.

**Physical inventory:** The Contractor shall periodically perform, record, and disclose physical inventory results. A final physical inventory shall be performed upon contract completion or termination. The Property Administrator may waive this final inventory requirement, depending on the circumstances (e.g., overall reliability of the Contractor's system or the property is to be transferred to a follow-on contract).

**Subcontractor control:**

(A) The Contractor shall award subcontracts that clearly identify items to be provided and the extent of any restrictions or limitations on their use. The Contractor shall ensure appropriate flow down of contract terms and conditions (e.g., extent of liability for loss of Government property).

(B) The Contractor shall assure its subcontracts are properly administered and reviews are periodically performed to determine the adequacy of the subcontractor's property management system.

**Reports:** The Contractor shall have a process to create and provide reports of discrepancies, loss of Government property, physical inventory results, audits and self-assessments, corrective actions, and other property-related reports as directed by the Contracting Officer.

**Relief of stewardship responsibility and liability:** The Contractor shall have a process to enable the prompt recognition, investigation, disclosure and reporting of loss of Government property, including losses that occur at subcontractor or alternate site locations.

(A) This process shall include the corrective actions necessary to prevent recurrence.

(B) Unless otherwise directed by the Property Administrator, the Contractor shall investigate and report to the Government all incidents of property loss as soon as the facts become known. Such reports shall, at a minimum, contain the following information:

- Date of incident (if known).
- The data elements required under (f)(1)(iii)(A).
- Quantity.
- Accountable contract number.
- A statement indicating current or future need.
- Unit acquisition cost, or if applicable, estimated sales proceeds, estimated repair or replacement costs.
- All known interests in commingled material of which includes Government material.
- Cause and corrective action taken or to be taken to prevent recurrence.
- A statement that the Government will receive compensation covering the loss of Government property, in the event the Contractor was or will be reimbursed or compensated.
- Copies of all supporting documentation.
- Last known location.
- A statement that the property did or did not contain sensitive, export controlled, hazardous, or toxic material, and that the appropriate agencies and authorities were notified.

(C) Unless the contract provides otherwise, the Contractor shall be relieved of stewardship responsibility and liability for property when:

- Such property is consumed or expended, reasonably and properly, or otherwise accounted for, in the performance of the contract, including reasonable inventory adjustments of material as determined by the Property Administrator;
- Property Administrator grants relief of responsibility and liability for loss of Government property;

- Property is delivered or shipped from the Contractor's plant, under Government instructions, except when shipment is to a subcontractor or other location of the Contractor; or
- Property is disposed of in accordance with paragraphs (j) and (k) of this clause.

**Utilizing Government property:**

- (A) The Contractor shall utilize, consume, move, and store Government Property only as authorized under this contract. The Contractor shall promptly disclose and report Government property in its possession that is excess to contract performance.
- (B) Unless otherwise authorized in this contract or by the Property Administrator the Contractor shall not commingle Government material with material not owned by the Government.

**Maintenance:** The Contractor shall properly maintain Government property. The Contractor's maintenance program shall enable the identification, disclosure, and performance of normal and routine preventative maintenance and repair. The Contractor shall disclose and report to the Property Administrator the need for replacement and/or capital rehabilitation.

**Property closeout:** The Contractor shall promptly perform and report to the Property Administrator contract property closeout, to include reporting, investigating and securing closure of all loss of Government property cases; physically inventorying all property upon termination or completion of this contract; and disposing of items at the time they are determined to be excess to contractual needs.