

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
1.	Property Management	Responsible for admin control, records, and mgmt of all property assigned to the Program to include: o Govt (GP, GFE) o Contract (CFE, PPI)	Provides to Program o Technical assistance. o Advice & Support. o External reviews/audits. o COMPANY & DCMC(GPM) coord. o Maintains COMPANYGPM Primary Records.	44.305 45.103 Subpart 45.5 45.502 52.245-1/-4	242.7203 245.104 245.5	Pg 2-1, Chap 2 Pg 3-5, para 3-D Pg 5-12	Part II, Sect I	4.1.0
1a	Planning & Requirements	Assists Program Manager in review of contract requirements to determine property needs & advises Company Property Management of planning actions.	Provides technical assistance & advice as req'd.	45.104	245.104	Pg 2-4, para 2-D		4.2.3
1b	Loss, Damage & Destruction	Investigates/collects information, publishes & submits LDD reports to Company Property Management	o Provides Technical assistance & advice. o Implement Reporting Procedures & establish suspense dates. o Maintain LDD files for contract duration. o Updates PROPERTY records. o Coord LDD transmittal to DCMC.	45.103 45.503 45.504	245.7309-11	Pg 2-6, para 2-E/2 -E.2. Pg 2-7, para 2-E.4/2 -E.b. Pg 2-9, para 2.E6./2 -E.6.d Pg 2-10, para 2 -E.6.d.(1)/2- E.6.f.		4.7
1c	Surveillance (Audits)	Escorts Auditors & provides assistance in locating specific property in the Program area.	o Conducts scheduled & periodic audits. o Coord/supports DCMC GPM audits/reviews.	44.304 45.104 45.511	242.1104 242.7205	Pg 4-1, Chap 4.		4.17 4.20
1d	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	Assists manager in review of contract requirements to determine property needs & advises Company Property Management of planning actions.	Provides to PROGRAM: o Technical assistance, Advice & Support. o External reviews & audits. o Company & DCMC (GPM) coord. o Maintains Company GPM records.	23.300 thru 23.303 4.404 52.204-2	Part 223 252.208-7000 208.7305(a)	Pgs 5-11 thru 5-15, paras 5-H./5-J.	Part I, Sect H Part II, Sect I Part III, Sect J	N/A
2	Acquisition Authority	Ensures contract authority prior to property acquisition by providing contract clauses to Company Property Management for review.	o Provides Technical advice. o Reviews contract clauses. o Confirms proper acquisition authorization.	45.402 45.502 (a) 45.505 (c) 45.509-2 (a) (b) 52.244-2 (a)(4) 52.245-2 (d) 52.245-5 (d) 52.245-18	Subpart 245.3 245.301	Pg 3-5, para 3-E.	Part II, Sec I. Part III, Sec J.	4.6

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
2a	Contract Specified Material & Components and Contractor Acquired Material & Components	<ul style="list-style-type: none"> o Researches required info & confirms rqmt. o Publishes letter of request, obtains mgmt approval & transmits thru Company Contracts to SPO for approval. o Tracks ongoing status thru Company Property Management & Company Contracts Dept until delivery. 	<ul style="list-style-type: none"> o Provides Technical advice. o Reviews contract clauses. o Confirms proper acquisition authorization. 	45.301 45.505-2 45.505-3 45.604 45.605 52.232-16 52.245-2 (c)	245.303 245.303-2	Pgs 3-5 thru 3-8, para 3-E.1. Pgs 5-5 thru 5-6, paras 5-D.		4.6
2b	Military Standard Requisition and Issue Procedures (MILSTRIP) Actions	<ul style="list-style-type: none"> o Researches information & confirms requirements. o Publishes letter of request, obtains management approval & transmits thru Company Contracts Dept to SPO for approval. 	<ul style="list-style-type: none"> o Provides Technical advice. o Reviews contract clauses. o Confirms proper acquisition authorization. o Coordinate prep of Govt Furnished Aircraft Equip Requirements Schedule DD Fm 610 & requisition actions. 	51.102 51.103 51.107 52.251-1		Pg 3-9, para 3-E.1.b.(2)(f)	Part I, Sec H.	4.7
2c	Facilities (Real Property, Plant Equipment, Industrial Plant Equip (IPE) & Other Plant Equip)	Advises Company Property Management as to identified rqmts & coordinates pertinent docs are prepared & submitted for Company Contracts Dept actions.	<ul style="list-style-type: none"> o Provides Technical advice. o Reviews contract clauses. o Confirms proper acquisition authorization. 	45.301 45.302	245.302	Pg 2-5, para 2-D.5. Pg 3-11, para 3-E.5.	Part II, Sec I.	4.6
2d	Special Tooling (ST)	Ensures contract authority prior to property acquisition by providing contract clauses to Company Property Management for review.	<ul style="list-style-type: none"> o Provides Technical advice. o Reviews contract clauses o Confirms proper acquisition authorization. 	45.101 (a) 45.306 52.245-17		Pg 3-10, para 3-E.4.		4.6
2e	Special Test Equipment (STE)	Ensures that Notice of Intent (NOI) is prepared for any station modifications added acquisitions & that information includes: <ul style="list-style-type: none"> o Identified requirements. o Complete NOI w/sptg data (labor, block diagram, benefits, and new work station configuration. o Mgmt approval. o Publish STE Completion Rpt. o Provides copies of NOI w/sptg docs to Company Property Mgmt 	<ul style="list-style-type: none"> Provides Liaison between PROGRAM & SPO for NOI approval. o Coordinates publication & tracks contract request letter thru SPO response. o Reviews SPO authorization & provides copy to Program PPA. o Establishes Hard Copy STE Station Folders. 	45.101 (a) 45.307 45.310 52.232-16 52.245-18	245.307 245.307-2	Pg 3-9, para 3-E.3.	Part II, Sect I Part III, Sect J	4.6

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
2f	Agency Peculiar Property (APP) (Military Property)	<ul style="list-style-type: none"> o Advises Company Property Management as to identified rqmts. o Coordinates pertinent docs are prepared & submitted for Company Contracts Dept actions for SPO approval. o Tracks ongoing status thru Company Property Management & Company Contracts Dept until delivery. 	<ul style="list-style-type: none"> o Coordinates w/GFE Stores to provide MILSTRIP support & property receipt actions. o Provides (GFE Stores) Primary records mgmt for APP. 	45.310 45.505 (c)	245.310	Pg 3-9, para 3-E.2.	Part I, Sect H	4.6 4.7
2g	Requirements Computations	Assists Program Manager to develop requirements & costs data.	Records costs reported on receiving docs (Pos/Invoices).	45.504 (c) 45.505 (c)		Pgs 3-5 thru 3-11, para 3-E.	Part I, Sect H Part II, Sect I	N/A
3	Receiving	<ul style="list-style-type: none"> o Coordinates receiving actions with Company Property Management & Quality Assurance. o Ensures receipt actions for material are IAW Company property procedures. o Advises Program Manager of availability. 	<ul style="list-style-type: none"> o Coordinates w/GFE Stores for receipt of APP by creating loan documents & property movement (DRO) actions. o Establish secondary records for APP. 	Subpart 45.5		Pgs 3-12 thru 3-16, para 3-F.	Part I, Sect H Part II, Sect I	4.8 4.10
3a	Receiving Process	<ul style="list-style-type: none"> o Advises Company Property Management upon property receipt. o Confirms req'd receiving data is available & complete. o Tracks & reports the status of any receiving irregularities. o Provides Devlmt Release Order (DRO) to direct property relocation from receiving to user area when accepted. 	<ul style="list-style-type: none"> o Ensures that all receiving documents are approved by QA prior to acceptance. o Verifies packing sheets to Purchase Order (PO) & establishes initial property records file. o Collects, tags, stores, & accounts for all re-useable shipping containers. 	45.502 (a) 45.502-1/-2 45.505 (c) 45.505-1 45.506		Pgs 3-12 thru 3-6, para 3-F. Pg 5-10, para 5-G.		4.8 4.10
3b	Shipment Incident Discrepancies	Completes Record of Discrepancy (ROD) Report on receipt of any broken, damaged, missing or excess to order property. & transmits copy to Company Property Management.	Provides liaison w/DCMC GPA for Record Of Discrepancy (ROD) disposition.	45.502(a),(f),(h) 45.502-2 45.505-12		Pg 3-14, para 3-F.3. Pg 3-15, para 3-F.4.		4.10
3c	Sensitive Property HAZMAT Precious Metals High Theft Items Explosives Classified Material	<ul style="list-style-type: none"> o Advises Company Property Management upon property receipt & confirms req'd receiving data is available & complete. o Coord w/Company Security Dept for all Classified Material receiving actions. o Tracks & reports the status of any receiving irregularities. o Provides Devlmt Release Order (DRO) to direct property relocation from receiving to user area when accepted. 	Provides to PROGRAM: <ul style="list-style-type: none"> o Technical assistance, Advice & Support. o External reviews & audits. o COMPANY & DCMC(GPM) coord. o Maintains COMPANYGPM records. 	23.300 thru 23.303 4.404 52.204-2	Part 223 252.208-7000 208.7305(a)	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	N/A

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
4	Identification	<ul style="list-style-type: none"> o Ensures all Govt Property is correctly identified prior to use or acceptance of custody. o Coordinates any discrepancies w/QA, GFE Stores and Company Property Management. 	Produces applicable property identification tags & tags all property received.	45.505-4(a) 45.506 52.245-3		Pg 3-16, para 3-G.		4.8
4a	Contract Specified Material & Components and Contractor Acquired Material & Components	<ul style="list-style-type: none"> o Ensures that all material is correctly identified & that ownership is recorded in material records. o Sees that Nonconforming, unsat, or rejected GP is tagged & processed IAW Program Quality Assurance procedures. 	Provides identification & tagging actions.	45.502 (a), (c)		Pg 3-17, para 3-H.2.		4.8
4b	Special Tooling (ST)	<ul style="list-style-type: none"> o Ensures that all Special Tooling (ST) & components are tagged & identified IAW: o TA ST identification policies & procedures. o Applicable ST contract clauses. o Govt owned ST rqmts for serialized identification numbers & owning Govt agency. 	Identifies & tags all ST & components upon receipt or fabrication.	45.506 (c) (1) 52.245-17		Pg 3-17, para 3-H.5.		4.8
4c	Facilities (Real Property, Plant Equipment, Industrial Plant Equipment & Other Plant Equipment)	<ul style="list-style-type: none"> o Ensures that Govt owned plant equipment is identified and tagged as Govt Property. o Obtains, thru Company Property Management, Govt Property Administrator (DCMC) approval for any exceptions. 	Identifies all Govt owned facility equipment prior to issue & coordinates any discrepancies with QA & GFE Stores.	52.245-7 52.245-10 52.245-11		Pg 3-18, para 3-H.6.		4.8
4d	Special Test Equipment (STE)	<ul style="list-style-type: none"> o Ensures that all STE & components are tagged & identified IAW: o TA STE identification policies & procedures. o Applicable STE contract clauses. o Govt owned STE rqmts for serialized identification numbers & owning Govt agency. o Economically severable STE Components with +\$1000 value. 	<ul style="list-style-type: none"> o Provides serial number ID tags identifying owning Govt agency. o Tags all economically severable components with +\$1000 value IAW established procedures. 	45.506 (c) (1) 52.245-18		Pg 3-17, para 3-H.4.		4.8
4e	Agency Peculiar Property (Military Property)	<ul style="list-style-type: none"> o Ensures all Govt. Property is correctly identified prior to use or acceptance of custody. o Coordinates any discrepancies w/QA, GFE Stores and Company Property Management. 	<ul style="list-style-type: none"> o Receives, inspects, identifies, & tags all property upon receipt. o Prepares Records of Discrepancy (ROD) as required. o Provides tech assistance w/QA, GFE Stores regarding any discrepancies. 	45.506 (a) (1)		Pg 3-17, para 3-H.3.		4.8

Training Aid for Use When Working on a Government Procurement Contract Governed by the FAR

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
4f	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> o Ensures all Sensitive Property is correctly identified prior to use/acceptance of custody. o Coordinates any discrepancies w/QA, GFE Stores and Company Property Management. o Ensures that all HAZMAT is correctly identified & that pertinent MSDS reports are provided w/shipping documents. o Coordinates all Classified Material identification rqrmts w/Company Security Dept. 	Provides to PROGRAM: <ul style="list-style-type: none"> o Technical assistance, Advice & Support. o External reviews & audits. o COMPANY& DCMC(GPM) coord. o Maintains Company GPM Records 	23.300 thru 23.303 52.223-3 4.404 52.204-2	Part 223	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	N/A
5	Records	Responsible for all Program property records management & coordinates actions & rqrmts w/Company Property Management.	Maintains MDA Primary Records files & provides technical assistance to Program PPA.	45.505 52.245-1	Subpart 245.5 245.505 252.242.7004	Pg 3-16, para H.	Part I, Sect H	4.16
5a	All Government Property Records (includes Contract Equipment)	<ul style="list-style-type: none"> o Provides Company Property Management copies of all receiving documents, top-level drawings, & authority documents for all Program property. o Maintains Program ORACLE database records. 	Maintains Company Primary Records by: <ul style="list-style-type: none"> o Inputting data into PROPERTY database. o Establishing hard copy files for acquisition moves & disposition. o Verifying records data & prints reports. o Conducting records reviews. o Providing Secondary records mgmt for APP (GFE Stores is Primary Records Mgr.). 	45.502 (a)/(b) 45.505 (c) 45.505-1 45.506 45.509	245.505-14	Pg 3-16, para 3-H.		4.7 4.16
5b	Material Records	Provides data inputs to Company Property Management as directed or required for all Govt. Property received.	<ul style="list-style-type: none"> o Maintains primary records. o Establishes & maintains contractor acquired property records. o Establishes & maintains records for Govt. Acquired Material. 	45.505 (c) 45.505-3 DFARS 252.242-7004	245.505-3	Pg 3-16, para 3-H-2		4.7 4.16
5c	Facilities & Industrial Plant Equipment (IPE) Records	<ul style="list-style-type: none"> o Provides Company Property Management copies of all receiving documents, top-level drawings, & authority documents for all Program property. o Maintains Program ORACLE database records. 	Maintains Company Primary Records files & provides technical assistance to Program PPA.	45.505-5 45.505-6 45.505-11	245.505-5	Pg 3-18, para 3-H.6.		4.7 4.16
5d	Warranty Items Records	Maintains pertinent records as required in ORACLE database.	Maintains records of items returned for repair, warranty or rework IAW contract provisions.	45.505-10 (c)				4.16

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
5e	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> Provides Company Property Management copies of all receiving documents, top-level drawings, & authority documents for all Program Sensitive property. Maintains Program property database records clearly identifying all types of Sensitive Property. Coordinates records rqmts w/Company Security Dept for all Classified Material. 	Provides to Program: <ul style="list-style-type: none"> Technical assistance, Advice & Support. External reviews & audits. Company & DCMC(GPM) coord. Maintains Company GPM Records. 	23.300 thru 23.303 52.223-3 4.404 52.204-2	Part 223	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	N/A
5f	Custodial Records	Maintains pertinent records as required in ORACLE database.	Maintain s records IAW FAR rqmts & DCMC reports as required.	45.505-3 (c)		Pg 3-16, para 3-H.1.		4.16
6	Movement	Ensures that: <ul style="list-style-type: none"> All Program property moves are documented IAW references. ORACLE database is updated. Company Property Management is notified ASAP. 	<ul style="list-style-type: none"> Monitors all property moves. Verifies property movement authorization. Updates property records database. Reviews DD 1149 movement document to ensure all pertinent data is correct & complete. 	45.502 (a), (d)		Pg 3-18, para 3-I.1.		4.7
6a	Government Property Handling (Includes Contract Property)	<ul style="list-style-type: none"> Publishes Lab Equipment Activity Report Updates Lab ORACLE database. Provides Company Property Management copies of all movement documents. 	Files all movement documents in applicable equipment folders & updates property database.	45.502 (a) 45.505 (c), (g)		Pg 3-18, para 3-I.		4.7
6b	Material Handling	<ul style="list-style-type: none"> Ensures that all material is correctly identified & that ownership is recorded in material records. Monitors all Shipping action documents, prepares items for release to Company Shipping Dept, coordinates shipping actions, & reports current status to Program Manager with information copies to Company Property Management. Updates Program ORACLE database. Provides Company Property Management copies of all movement docs. 	<ul style="list-style-type: none"> Receives, inspects, identifies, & tags all property upon receipt. Prepares Records of Discrepancy (ROD) as required. Provides tech assistance w/QA, GFE Stores regarding any discrepancies. Reviews & verifies shipping action documents. Updates property records database. 	45.502 (a), (d) 45.505 (c), (g)		Pg 3-18, para 3-I.		4.7
6c	Locator Systems	<ul style="list-style-type: none"> Maintains & updates Program ORACLE database. Publishes & distributes scheduled reports. 	<ul style="list-style-type: none"> Maintains Company Primary Records files & provides technical assistance to the Program PPA. Conducts scheduled & periodic sample audits. 	45.505 52.245-1	Subpart 245.5 245.505 252.242.7004	Pg 3-16, para 3-H.	Part I, Sect H	4.7

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
6d	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> o Ensures that all HAZMAT is correctly identified & that pertinent Material Safety Data Sheets (MSDS) reports are provided w/shipping documents. o Updates ORACLE database identifying HAZMAT status. o Maintains backup MSDS Sheets in the program area. o Provides Company Prop Mgmt copies of all move documents clearly identifying HAZMAT. 	<ul style="list-style-type: none"> o Monitors all property moves. o Verifies property movement authorization. o Updates property records database. 	Subpart 23.3 Subpart 23.4 Subpart 23.6 Subpart 23.8 Subpart 23.9 52.204-2 52.223	Subpart 223.3, Subpart 223.4 Subpart 223.7 223.71	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	4.7
7	Storage	Manages Program property holding area to ensure clean & secure facility for proper control of stored inventory.	Monitors Program storage facilities for compliance w/FAR requirements.	45.502 (a) 52.204-2 45.507 45.509		Pg 3-19, para 3-J.	Part I, Sect H Part II, Sect I	4.7
7a	Storage Area	Monitors Program property stored in supporting Company stockroom IAW published operating procedures.	Monitors Program and Company storage facilities for compliance w/FAR requirements.	45.502 (a) 45.507 45.509		Pg 3-19, para 3-J.		4.7
7b	Storage Documents	Responsible for all property records mgmt for the Program & coordinate actions & requirements with Company Property Management.	Maintains MDA Primary Records files & provides technical assistance to Program PPA.	45.505 52.245-1	Subpart 245.5 245.505 252.242.7004	Pg 3-16, para H.	Part I, Sect H	4.7 4.16
7c	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> o Ensures that all material (HAZMAT) is correctly identified & that pertinent MSDS reports are provided w/shipping documents. o Updates ORACLE database identifying HAZMAT/Classified Material/Sensitive Property status. o Coordinates/complies with Company Security Dept requirements for Classified materials storage. o Maintains pertinent Material Safety Data Sheets (MSDS) in Program area. 	<ul style="list-style-type: none"> o Monitors all property moves. o Verifies property movement authorization. o Updates property records database. 	Subpart 23.3 Subpart 23.4 Subpart 23.6 Subpart 23.8 Subpart 23.9 52.204-2 52.223	Subpart 223.3, Subpart 223.4 Subpart 223.7 223.71		Part I, Sect H Part II, Sect I Part III, Sect J	4.7
8	Physical Inventories	Plans for all inventories (internal & external) by: <ul style="list-style-type: none"> o Researching reqmts. o Establishing/coord inventory type, period, count methods, reconciliation, accuracy, & reporting. o Publishing inventory plans. o Scheduling internal inventories. 	Coordinates all Program external physical inventories w/PPA & auditors.	45.508		Pgs 3-20 thru 3-24, para 3-K.	Part I, Sect H Part II, Sect I	4.7 4.17

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
8a	Performance of Inventory	Conducts/ensures that all scheduled inventories are completed IAW established plans/schedules & that all counts are correct in quantity & type of property inventoried.	<ul style="list-style-type: none"> o Monitors inventory taking performance o Provides tech assistance/advice as req'd. o Conducts sampling audits to verify accuracy. 	45.508		Pg 3-22, para 3-K.3.		4.7 4.17
8b	Recording Inventory Results	Updates ORACLE database.	Expedites updates to Property Records	45.505 (c)		Pg 3-23, para 3-K.3.c.		4.16
8c	Material Records Adjustments	<ul style="list-style-type: none"> o Reconciles all inventory discrepancies. o Cross-references all inventory adjustments necessitated by posting errors. o Adjusts ORACLE database records. o Re-posts to official property records all assets/equipment found/recovered. 	<ul style="list-style-type: none"> o Provides tech assistance/advice as req'd. o Conducts sampling audits to verify accuracy. o Updates property records as required. 	45.505 (c)		Pg 3-23, para 3-K.3.d. & f.		4.7 4.17
8d	Reporting Inventory Findings/Results	Reports all inventory results to the Program Manager & Company Property Management IAW inventory schedule rqmts.	<ul style="list-style-type: none"> o Determines reporting suspense dates. o Provides tech assistance to PPA to ensure timely reporting. o Expedites inventory findings/results reports to DCMC GPA 	45.504 (b) 45.505 (a), (c) 45.508-2 45.615		Pg 3-23, para 3-K.3.e.		4.7 4.16 4.17
9	Reports	Responsible for all Program property reports management and coordinates actions & requirements with Company Property Management.	Develops all ad hoc and audit reports from primary records (PROPERTY).	45.505	245.505-6	Pgs 3-24 thru 3-27, para 3-L.		4.7 4.16
9a	Accuracy & Completeness	<ul style="list-style-type: none"> o Maintains reports & suspense log. o Prepares/reviews all reports for accuracy & completeness. o Coordinates requirements with Company Property Management. 	Monitors all primary records reports for accuracy.	45.505		Pgs 3-24 thru 3-27, para 3-L.		4.7 4.16
9b	Report Submission	Distributes all PROGRAM Lab property reports to applicable agencies & maintains Lab file copies as req'd.	Distributes reports as required.	45.505-14	245.505-14	Pg 3-24, para 3-L.2.		4.7 4.16
9c	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> o Maintains reports & suspense log. o Prepares/reviews all reports regarding Sensitive Property for accuracy & completeness. o Coordinates requirements with Company Property Management. o Coordinates reporting rqmts with Company Security Dept for all Classified Material. 	<ul style="list-style-type: none"> o Develops all ad hoc & audit reports from primary records. o Monitors all primary records reports for accuracy. o Distributes reports as required. o Updates Property records database. 	Subpart 23.3 Subpart 23.4 Subpart 23.6 Subpart 23.8 Subpart 23.9 52.204-2 52.223	Subpart 223.3, Subpart 223.4 Subpart 223.7 223.71	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	4.7

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
9d	Submission of DoD Property in Contractor Custody DD Fm 1662	Provides input data as required to Company Property Management	<ul style="list-style-type: none"> o Collects input data from Program activity as required. o Publishes & distributes DD 1662 w/supporting documentation IAW established procedures. 	45.505-14	245.505-14	Pg 3-24, para 3-L.2.		4.7 4.16
10	Consumption	<ul style="list-style-type: none"> o Ensures that consumption guidelines are IAW FAR rqrmts. o Provides consumption information to Company Property Management as required. 	Reviews consumption Program for contract/FAR compliance.	45.301 45.503 (a) (5) 45.504 (a) 45.505-3		Pg 3-27, para 3-M		4.7
10 a	Reasonableness of Consumption	Develops Program to monitor consumption of applicable material.	Monitors consumption to ensure reasonableness to contract & FAR requirements.	45.504 (a) 45.505 (c) 45.505-3 (d) (5) 45.505-3 (f) (1) (iii) 45.509 45.509-2 (a) 45.509-2 (b) (2)		Pg 3-28, para 3-M.2.		4.7
10 b	Identification of Excess	<ul style="list-style-type: none"> o Monitors records to identify excess consumption condition. o Reports status to Lab Mgr. o Initiates actions to correct excess condition. o Advises COMPANY Prop Mgmt of current situation & corrective actions taken. 	<ul style="list-style-type: none"> o Evals compliance to consumption rqrmts for Govt. material. o When contract req'd, schedules & coordinates periodic consumption analyses. o Reports excess & unreasonable consumption to Company Property Management & Govt. Prop Administrator as required. 	45.502 (g) 52.245-2/-5(i)				4.7
11	Utilization	Develops process to monitor material/property utilization for the Program.	Ensures that property is being utilized for contract authorized purposes and conducts annual utilization surveys.	45.402 45.403 45.404 45.406 45.407	Subpart 245.4	Pg 3-28, para 3-N.1.a./c.	Part II, Sect I	4.7
11 a	Authorized Use	Ensures that property & material is only used for authorized contract	Conducts spot checks for proper authorization and utilization.	45.509-2 52.245-2/-5(d) 52.245-9(d)	245.403 245.407	Pg 3-28, para 3-N.1.a./c.		4.7
11 b	Identification of Excess Government Property	Identifies all excess property to Company Property Management on the I&E Form as required.	<ul style="list-style-type: none"> o Processes I&E forms. o Coordinates w/other MDA Programs & facilities for property transfer. o Coordinates PROGRAM property responsibility relief actions w/all other agencies. o Provides Program PPA technical assistance as required. 	45.502 (g) 52.245-2/-5(i)		Pg 3-29, para 3-N.2.d.		4.7

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
11 c	Transfers	Ensures that: o All Program property moves are documented IAW references. o ORACLE database is updated. o COMPANY Prop Mgmt is notified ASAP.	o Monitors all property moves. o Verifies property movement authorization. o Updates PROPERTY records database. o Reviews DD 1149 movement document to ensure all pertinent data is correct & complete.	45.502 (a), (d)		Pg 3-18, para 3-1.1. Pg 3-43, para 3-Q		4.7
11 d	Rent Free Use	o Researches information & confirms requirement. o Publishes letter of request for rent-free use, obtains mgmt approval & transmits thru Company Contracts Dept to SPO for approval.	o Provides Technical advice. o Reviews contract clauses. o Confirms proper authorization. o Coordinates SPO concurrence actions.	45.404		Pg 3-28, para 3-N.1.a./c.		4.7
12	Maintenance	Manages Program equipment maintenance program by identifying requirements, publishing Operating Instructions and ensuring that established maintenance actions are performed IAW published procedures.	o Advises Program PPA as to equipment calibration requirements & schedules and monitors Program maintenance program performance. o Coordinates w/Primary Records system to develop & implement a recall system for calibration & Preventive Maintenance (PM) as required.	45.509 45.509-1		Pg 3-31, para 3-O		4.7 4.10
12 a	Preventive Maintenance (Scheduled Maintenance)	Manages the Program Lab equipment scheduled maintenance Program ensuring that required : o PMCS, EMD protection, inspections, & calibration services are completed IAW published directives & schedules. o Provides req'd equipment status rpts. o Equipment maintenance records are kept current and correct.	Provides to Program: o Technical assistance o Advice & Support. o External maintenance mgmt reviews & audits. o Company & DCMC (GPM) coord.	45.502(a) 45.505(c) 45.509-1		Pg 3-31, para 3-O-2. Pg 3-32, para 3-O.2.a.	Part I, Sect H-13 Atchmt 15	4.10
12 b	Unscheduled Maintenance (Repair or Replacement)	Coordinates with Company Property Management for equipment evacuation & repair actions by: o Investigating/collecting information. o Researching maintenance requirements and completing required forms. o Updating ORACLE database & providing Company Property Management inputs for Program. o Reporting status to Program Manager.	o Advises Program PPA as to equipment calibration requirements & schedules and monitors Program property maintenance program performance. o Coordinates w/Primary Records system to develop & implement a recall system for calibration & PMI as required.	45.509-1		Pg 3-32, para 3-O.2.b.		4.10

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
12c	Special Tooling	Ensures that maintenance program provides scheduled maintenance services and preservation actions for all ST assigned to include: <ul style="list-style-type: none"> o Long-term storage preservation for critical surfaces. o Planning for pertinent calibration & tolerance checks prior to reuse. 	<ul style="list-style-type: none"> o Advises Program PPA as to equipment calibration requirements & schedules & monitors Program property maintenance program performance. o Coordinates w/Primary Records system to develop & implement a recall system for calibration & PMI as required. 	45.509-1 (b) 52.245-17(g)		Pg 3-34, para 3-O.2.d.(3)		4.10
12d	Facilities (Real Property, Plant Equipment, Industrial Plant Equipment & Other Plant Equipment)	Ensures that maintenance program provides for care, repair & actions reporting for all Govt facilities provided.	Provides technical assistance & coordination w/DCMC GPA for pertinent actions.	45.509-1 (b) 52.245-7 52.245-16		Pg 3-34, para 3-O.2.d.(4)		4.10
12e	Special Test Equipment	Ensures that maintenance Program identifies and provides for: <ul style="list-style-type: none"> o Scheduled Maint (PMCS). o UnScheduled Repairs (Corrective) o Calibration Program identifying manual or automated performance & use of updated calibration stickers for next services actions. o Records mgmt identifying scheduled calibration dates, performance history & equipment condition and corrective actions performed. 	<ul style="list-style-type: none"> o Advises Program PPA as to equipment calibration rqrmts & schedules. o Monitors Program maint program performance. o Coordinates w/Primary Records system to develop & implement a recall system for calibration & PMI as required. 	45.509-1		Pg 3-34, para 3-O.2.d.(2)		4.10
12f	Agency Peculiar Property (Military Property)	Ensures that maintenance Program identifies and provides for : <ul style="list-style-type: none"> o Use & availability of applicable Govt TMs/Pubs & manufacturer publications. o Scheduled Maint (PMCS). o UnScheduled Repairs (Corrective). o Coordination w/pertinent Govt agencies for required maintenance. o Repair Parts & tools mgmt for records, property control, reporting & disposition. 	<ul style="list-style-type: none"> o Advises Program PPA as to equipment calibration rqrmts & schedules and monitors Program maintenance performance. o Coordinates w/Primary Records system to develop & implement a recall system for calibration & PMI as required. 	45.509-1 45.509-2		Pg 3-34, para 3-O.2.d.(1)		4.10

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
12g	Capital-Type Rehabilitation	Ensures that maintenance program identifies and provides for : o Reporting, initiating, & performance of maintenance more than PM, but within contract requirements. o Procedures for ACP authorization for work beyond maintenance obligation or capital-type rehabilitation (CTR).	o Coordinates w/DCMC & SPO to ensure proper authorization. o Provides ProgramPPA instructions to implement authorized procedures. o Provides technical assistance as required.	45.509 45.509-1(b),(c) 45.509-2(a)		Pg 3-32, para 3-O.2.b.		4.10
13	Subcontractor Control (Contractor responsible for all pertinent Property Mgmt Functions involving Govt Property in possession of Subcontractors)	o Coordinates property actions involving Subcontractors with Company Property Management prior to execution. o Develops Program internal planning for control of property in subcontractor's possession. o Maintains ORACLE database identifying property in Subcontractor's possession. o Obtains required government (contract) approvals & work authorization documents IAW established procedures.	o Provides technical assistance to PPA for subcontractor control of Govt Property. o Ensures that all property records identify current property and subcontractor locations. o Coordinates or Conducts sites surveys and audits as required. o Reviews reports and updates property database as required. o Reviews all in process property plans and requests for proper authorization, actions and approvals.	45.502(a),(b),(d) 45.504 (c) 45.505 45.510 45.614 52.245-2 Alt I & II(5) 52.245-2/-5(g) 52.245-5(g)(4)		Pg 3-35, para 3-P.1/.2 Pg 3-36, para 3-P.2.a.(2)(e)/b.(4) Pg 3-37, para 3-P.2.b.(4)/c.(2)(a) Pg 3-38, para 3-P.2.c.(2)(b)/.3.b.(2) Pg 3-41, para 3-P.3.d./3.f.(2) Pg 3-42, para 3-P.3.(3)/.3.h	Part I, Sect H-	4.6.2
13a	Surveys	No Requirement for PPA. Actions performed by Company Supplier Management Buyer.	Provides technical assistance to Company Buyer for subcontractor control of Govt Property.	45.504 (c) 45.510 45.614		Pg 3-35, para 3-P.1/.2		4.6.2 4.17
13b	Reports	Coordinates w/Company Buyer regarding ongoing status reporting as required for property in subcontractor's possession.	Reviews reports and updates property database as required.	45.504 (c) 45.505(a) 45.505-14		Pg 3-35, para 3-P.1/.2		4.6.2 4.16 4.17
14	Disposition (Government, Contract, & Capital Property)	Screens property for re-utilization or excess property & confirms excess status.	Provides technical assistance to PPA for property disposition actions & reviews all property for excess status.	45.600 45.601 45.603 45.604 45.605-2	Subpart 245.6 245.601 245.612 245.612-3 245.613	Pg 3-43, para 3-Q		4.7

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
14 a	Disposition of Excess Contractor Acquired Contract Property/Material (PPI)	Identifies all excess property to Company Prop Mgmt on the I&E Form (MD-2169) as required.	<ul style="list-style-type: none"> o Provides technical assistance to PPA for the identification & reporting of excess & obsolete Govt Property. o Ensures that all excess & obsolete Govt Property has been properly screened prior to submittal of required Govt inventory schedules. o Completes & submits required property schedules to Govt PLCO. 	45.601 45.605 45.607 45.608 45.609 45.610	245.608	Pg 3-43, para 3-Q Pg 3-44, para 3-R		4.16
14 b	Disclosure of Excess Government Property	Provides memo identifying inventory to be excess to Company Property Management	<ul style="list-style-type: none"> o Provides technical assistance & guidance to PPA for disposal actions. o Screens property for other authorized us es. 	45.502(g) 45.606 45.608	245.608-71 245.7205	Pg 3-43, para 3-Q Pg 3-44, para 3-R		4.16
14 c	Physical Disposal of Government Property	<ul style="list-style-type: none"> o Coord transfer/movement actions with Company Property Management. o Publishes Work Order for property relocation. o Updates ORACLE database. 	Provides: <ul style="list-style-type: none"> o Secure area to store all excess items pending action. o Publishes DD250, Receiving Report, Material Inspection & coordinates final rqmts w/PLCO. o Completes final disposition actions in coordinates w/DCMC PLCO. o Updates property records & close hard copy files. 	45.505(c) 45.506 45.608-1 45.609 45.610 45.611 45.612 45.613 52.245-2 PLCO Direction	245.603 245.606 245.606-3 245.606-5 245.606-70 245.7204	Pg 3-43, para 3-Q.1 Pg 3-43, para 3-R.		4.16
14 d	Sensitive Property HAZMAT Precious Metals Explosives Classified Material	<ul style="list-style-type: none"> o Coord transfer/movement actions with Company Property Management. o Publishes Work Order for property relocation. o Updates ORACLE database. o Coordinates reporting rqmts with Company Security Dept for all Classified Material. 	<ul style="list-style-type: none"> o Provides secure area to store all excess items pending action. o Publishes DD250, Receiving Report, Material Inspection & coordinates final requirements. o Completes final disposition actions in coordination w/DCMC PLCO. o Updates Property records & close hard copy files. 	Subpart 23.3 Subpart 23.4 Subpart 23.6 Subpart 23.8 Subpart 23.9 52.204-2 52.223	Subpart 223.3, Subpart 223.4 Subpart 223.7 223.71	Pgs 5-11 thru 5-13, paras 5-H.	Part I, Sect H Part II, Sect I Part III, Sect J	4.7
14 e	DD250 Material Inspection and Receiving Report Preparation	<ul style="list-style-type: none"> o Coord transfer/movement actions with Company Property Management. o Publishes DRO for property relocation. o Updates ORACLE database. 	<ul style="list-style-type: none"> o Publishes DD250, Receiving Report, Material Inspection & coordinates final requirements with PLCO. o Completes final disposition. actions in coord w/DCMC PLCO. o Updates Property records & closes hard copy files. 	46.505 46.6.	252.246-7000 App F, Part 3 App F, Part 4.		Part 1, Sect H	4.16

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
14e	Approved Scrap Procedures	<ul style="list-style-type: none"> o Provides memo identifying inventory to be considered scrap to Company Property Management. o Completes disposition actions IAW directions received. 	Provides: <ul style="list-style-type: none"> o Technical assistance & guidance to PPA for the disposal of scrap materials. o Interface/coordination with DCMC PLCO for disposal actions. o Updates property records & closes property files. 	45.607 PLCO Direction	245.607 245.607-1 245.607-2 245.607-70	Pg 3-43, para 3-R.		4.16
14f	Inventory Schedules	Complete Company Idle & Excess Report & transmits I&E Report to Company Prop Mgmt.	<ul style="list-style-type: none"> o Prepares inventory schedules for excess items turn-in & transmits thru channels to DCMC PLCO. o Completes final disposition. actions in coordination w/DCMC PLCO. o Updates property records & closes property files. 	45.502(g) 45.606-5 45.608 Inventory Schedule Certificate	245.608-71 245.7205	Pg 3-43, para 3-Q Pg 3-44, para 3-R		4.16
15	Contract Property Close-out (Plant Clearance)	Provides support to Company Property Management & Certificate Recipients in collecting, impounding, & processing residual Govt Property & termination inventory.	<ul style="list-style-type: none"> o Provides PPA technical assistance & advise as required. o Surveys Program for status of Govt Property. o Process requests for transfers & retention of Govt Property. 	45.600 52.249-1 52.249-2 52.249-3 52.249-4 52.249-8 – 11	245.603-70	Pg 3-43, para 3-R.		4.3
15a	Relief from Responsibility	Investigates/collects information, publishes & submits LDD reports to Company Property Management.	Provides technical assistance in the submittal & processing of all LDD actions involving Govt Property.	45.502 (b) 45.503 45.504 45.508-2 45.509-2 (a)(1) 45.615 52.245-2/-5 (d)	245.7309-11	Pg 2-6, para 2-E/2-E.2. Pg 2-7, para 2-E.4/2-E.b. Pg 2-9, para 2.E6./2-E.6.d Pg 2-10, para 2-E.6.d.(1)/2-E.6.f.		4.3
15b	Final Contract Review	Provides status reporting to Company Property Management as required.	<ul style="list-style-type: none"> o Certifies that all impounded Govt Property accountable to either a completed contract or terminated portion of a contract has been dispositioned IAW Govt instructions. o Closes out affected property records, as req'd. 	45.502 (b) 45.505-14 52.245-2/-5(i) Special Tool (ST) Clause		Pg 2-11, para 2-G.		4.3

TYPE PROPERTY MANAGEMENT FUNCTIONS MATRIX

#	Function Description	Program Property Administrator (PPA) Management Actions	Company Property Management Office Actions	Federal Acquisition Reg (FAR) Para	DoD FAR SUPP (DFARS) Para	DoD Manual 4161.2-M Performance of Contract Property Administration Sections/Paras	Contract Part & Section	ISO 9000 Para
15c	Real Property	Provides status reporting to Company Prop Mgmt as required.	<ul style="list-style-type: none"> o Provides liaison & coordination w/DCMC for information regarding records of Govt-owned real property. o Provides primary records management for Govt-owned property support to Program. o Monitors contract compliance actions IAW rqmts for Govt-owned real property. 	45.101 45.302-2 45.505-7		Pg 3-43, para 3-Q.4.		4.3
15d	Special Tooling (ST) Clause	Provides Company Property Management a list identifying all remaining ST inventory.	<ul style="list-style-type: none"> o Provides ProgramPPA technical assistance. o Coordinates with DCMC GPA & SPO to determine reutilization & obtain disposition instructions. 	52.245-2/-5(i) 52.245-17 (h) & (j) Applicable Special Tool (ST) Clause		Pg 3-43, para 3-Q.3. Pg 5-7, para 5-E.		4.3
15e	Working Agreements	<ul style="list-style-type: none"> o Identifies rqmts & principals involved to Company Property Management. o Ensures that identified actions are completed as required. 	<p>Provides technical assistance to Program PPA in development of Working Agreements.</p> <ul style="list-style-type: none"> o Coordinates actions between Company functions & involved agencies to obtain approval & authorization. o Provides pertinent direction to Program PPA for implementation. o Provides follow -on overwatch to ensure compliance. 			Pg 4-6, para 4-A.9.		4.3