

Looking at Property from the “Other” Side”

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When you look at property from the other side, it doesn't mean from the great beyond, but from a “Program” perspective. I was employed in the property management group in a division of our company (government contractor) until I was lured away to a weapons program almost two years ago. I now do planning and scheduling for various assignments as well as handle Government Property (GP). I want to give some insight to the differences of handling property.

I worked in Central Property Management for nine years before changing positions. Central Property Management oversees all areas of property management. I was first tracking property from the floor level doing inventory, then I became involved in Contractor Self-Oversight doing surveillance on all 15 functions of government property, acquisition through disposition. I was then assigned to a specific program to handle the government property. This is where the term Program Property Management is used. “What is Program Property Management, you ask?”

Basically it's the same as the Property Management function, but specific to a program. Both groups work to the company's Government Property Control Document. In fact, most of the Program Property Management people in our company work for the Property Management group. There are a few programs that still perform their own government property related activities. Being on a program gives you more visibility and hands-on experience tracking GP. You are involved directly in the acquisition, receiving, storage, identification, in fact all 15 property functions!

Let me take you through a quick look at a few of the basic differences of Property Management vs. Program Property Management, for the 15 functions of property.

■ **Property Management** – Property Management has the responsibility to develop, maintain, and monitor a system of policy, procedures, and documents to ensure adequacy and uniformity of Government property control as well as the reporting of Loss, Damage, and Destruction (LDD). They also develop a process of internal self-audit.

The program property focal adheres to the policy and procedures set forth by Property Management. They assist in the investigation and reporting of LDD.

■ **Acquisition** – Property Management reviews the authorization for acquisition documentation of GP to ensure the validity of the property.



The program property focal is involved with the proposal, authorization to acquire, MILSTRIP process (if allowed), or other means of acquisition of the item.

■ **Receiving** – Property Management reviews the receiving process for the location where the property was received.

The program property focal coordinates receiving property with the storekeeper. They help if the paperwork is not in order, check what contract the item is on, informs the storekeeper if the item needs to be forwarded to a different destination (lab area), or other problems the storekeeper may encounter.

■ **Identification** – Property Management when notified, places identification tags on the property and keeps the records for the items.

The program property focal, upon receipt or fabrication of the item(s), assists in determining if the asset is an end-item requiring identification or if the item(s) will be consumed. They determine the class of the property and give notification to the property management group when identification is required.

■ **Records** – There are several accountability systems in our division that record government property. Property Management is responsible to resolve, with the government, any problems incurred in documentation or establishment of the official property accountability records.

The program focal also keeps a record of all property accountable to their respective contract. They keep all documentation for providing property that is received in accordance with the contract. They assist Property Management during all types of audits. They provide the government lists of property, if required per the contract.

■ **Movement** – Property Management receives a move order or shipping documents when items of property located in their accountability system move. They update their systems to show that a move or shipment has taken place. They assure all procedures have been adhered to via audits.

The program property focal coordinates the movement of property located in all accountability systems used by the company. They provide all authorization, information, and documentation necessary to ship items out of the company (including any special packaging requirements) as well as move property from/to various locations within the company.

- **Storage** – Property Management coordinates with other organizations and approves all areas for storage of government property. Through audits, they assure these areas are maintained and controlled per company procedures.

The program focal also assures that the storage areas where the property is located are maintained per procedures. They address any issues with the assigned custodian of the area. If an issue in the program storage area cannot be resolved by the program focal then they notify Property Management to handle the issue.

- **Physical Inventories** – Property Management, per procedures, performs physical inventories on property located in all accountability systems within the division. They provide results to the Government Property Administrator.

The program property focal assists Property Management in any issue that arises from an audit. They continually update their records and perform a physical count, if a discrepancy is found. They provide that information to Property Management, as necessary, for update to the accountability system. They also provide to their government customer a physical inventory report per the contract(s).

- **Reports** – Property Management prepares and submits reports reflecting the status of Government property, as required by contract or regulations to the Property Administrator.

The program focal supplies reporting information to Property Management as requested. They also assist in the preparation of contract reports via Contract Data Requirement Lists (CDRL), when required.

- **Consumption** – Property Management, through the audit process, investigates the levels of consumption with contract requirements.

The program focal assists in acquiring authorization from the Contracting Officer for modification of government property. They keep audit trail documentation of the government property in the performance of their contract(s). They work with the program when levels of property are reaching the contracted required level.

- **Utilization** - Property Management periodically reviews the current requirements of the property and whether it needs to be retained.

The program focal works with the engineers, proposal teams, and the customer to be sure that the item is indeed needed. It may not be used for a period of time, for instance, but if you have a repair contract, that item may be needed to ensure repairs are met per the contract. There could also be an up and coming new proposal that could affect the need of the item. The program focal has to investigate thoroughly to retain the property

- **Maintenance** – Property Management performs audits for the maintenance of government property on all programs.

The program focal assists the custodian of the property for their program when maintenance issues arise. They assist in acquiring authorization or informing the Contracting Officer when maintenance criteria changes for an item of property.

- **Subcontract Control** – Property Management maintains and controls the accountability records for property located at a subcontractor. The subcontractor is obligated to the requirements of the Sub-Contractor Held Government Property Control Document. Property Management performs audits to assure compliance by the subcontractor. The Property Management group and the Materiel focal work in close proximity to assure subcontract control.

The program focal assists with property located at subcontractors. They interface with the Materiel group when items at subcontractors need to be shipped, maintained, or when there is an LDD.

- **Disposition** – Property Management, through audits, reviews the disposition of all government property. They perform disposition of the property through the Plant Clearance system.

The program focal coordinates the disposition of government property with Property Management, through screening of the property and any other action necessary to determine the requirements of the property. They can interface with the engineering group, material, stores personnel, and the Contracting Officer, if necessary. It depends what is stated in the contract.

- **Contract Close-out** – Property Management upon notification from programs will request applicable accountability organizations to begin screening all government property for firm requirements. Once disposition is completed and systems are brought to a zero balance, Property Management submits to Contracts and the Property Administrator formal notification that records for the appropriate contract are at a zero balance.

The program focal receives the screening notice for contract close-out from Property Management. The program focal will acquire written government authorization for a no-cost transfer when property has been identified for a follow-on contract. Assets having no known requirements are disposed of through the disposition process.

The program property focal plays an integral part of property management. They are involved at the proposal phase of a contract all the way through the disposition of the property. We all know that the road in-between acquisition and disposition can be a long frustrating path, but doing the job right will give you a lot of satisfaction when you perform your job well and continuously pass audits. ♦