

# MMRP-09-008

## DATA ITEM DESCRIPTION

**Title:** Property Management Plan/Property Management Control System

**Number:** MMRP-09-008

**Approval Date:** 20090819

**AMSC Number:** 00

**Limitation:** None

**DTIC Applicable:** N

**GIDEP Applicable:** N

**Office of Primary Responsibility:** CEHNC-CX-MM

### Applicable Forms:

**Use/Relationship:** This Data Item Description (DID) contains instructions for preparing a Property Management Plan/Property Management Control System to address Government property management under contracts involving Government Furnished Property (GFP), Government Furnished Equipment (GFE) or Contractor Acquired Property which will be acquired, controlled, maintained, and utilized by the contractor. The Property Management Plan (PMP) will be used to describe how management of Government property will be performed. This DID applies to both firm fixed price (FFP) and cost plus fixed fee (CPFF) Task Orders. Additional site specific standard operating procedures (SOPs) may be required by the Contractor in the execution of a project with GFP/GFE/CAP.

### Requirements:

1.0 The contractor shall prepare a detailed plan for management of Government property in accordance with FAR 52.245-1 and in addition it is recommended that the contractor also use DoD Manual 4161.2-M as the Government will use this as a guide for evaluating the Contractor's Property Management Control System. The PMP shall not just reiterate what the FAR says, but shall have procedures and instructions as to what will be done for each of the requirements listed in the FAR under this clause.

2.0 The Contractor shall provide all contractor-acquired property such as equipment, supplies, materials, repair parts, and sensitive/pilferable property as required to effectively perform the services under the individual task order.

3.0 The Contractor shall provide for the maintenance and repair of all equipment in his possession in accordance with FAR 52.245-1.

4.0 The Contractor shall maintain a purchasing and distribution system at the Administrative Office to provide the contractor-acquired property (CAP) to the sites and associated housing/storage areas.

5.0 The Contractor shall designate a Project Property Manager whom shall, in conjunction with designated Government representatives, be required to maintain up-to-date Government property records and inventory of property for all Program Government-Furnished Property, Government Furnished Equipment, and Contractor-Acquired Property (GFP/GFE/CAP). The Contractor Project Property Manager shall maintain accounting documentation regarding the issuance of GFP/GFE/CAP to all Program contractor employees or subcontractors in accordance with (IAW) FAR 52.245-1. The Contractor Program Property Manager shall coordinate with other Project contractor property personnel, and designated Government representatives, as applicable, regarding the management and accounting of GFP/GFE/CAP. The Contractor Property Manager shall at a minimum be Certified Professional Property Administrator (CPPA), but the Certified Professional Property Manager (CPPM) is preferred.

6.0 FAR 52.245-1 sets forth the basic minimum requirements to be observed by contractors in establishing and maintaining control over Government property provided pursuant to the terms of this contract.

7.0 The Contractor shall establish a Contractor's Property Management Control System (PMCS) in accordance with sound business practice and industry-leading practices to manage Government property in their possession, to control, protect, preserve and maintain all Government property provided, acquired, and utilized under this contract and its subsequent task orders. As per FAR Clause 52.245-1, the Contractor shall establish and implement property

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management plans, systems, and procedures at the base contract level which will be supplemented at the task order (project, site, or entity) level to enable the outcomes identified further in this FAR Clause. The plan shall be in writing and maintained (retained) by the Contractor and made available to the Contracting Officer not later than 30 days after the base contract award. Additionally, any site specific procedures or processes necessary to ensure that all Government property is controlled, protected, or maintained properly, shall be submitted no later than 15 days after the award of the Task Order (unless specifically spelled out in the schedule).

### 8.0 Site Specific Property

8.1 The Contractor shall process expendable/durable and non-expendable property item requisitions as needed. The Contractor shall review and verify that the requisitions are completed with required information. The Contractor shall have the Contracting Officer and the designated representative sign all property requisitions. The Contractor shall establish a hard-copy supporting document file for each document register entry. The Contractor shall process the requisition in accordance with their established Property Control System.

8.2 The Contractor shall process receipts of complete and partial shipments, bar tag as feasible, and prepare material receiving reports.

8.3 The Contractor shall provide property accounting and material management services to include providing and accounting for Government property or personal property (contractor owned property); providing inspection and inventory support; providing special program management for GFP/GFE/CAP; and maintenance and repair of GFP/GFE/CAP.

8.4 The Contractor shall maintain an up-to-date Government property record for each Project Site's GFP/GFE/CAP. Maintenance parts (i.e., generators, tires, batteries, lights, fuses, etc.) are accountable on the maintenance parts property listing. The Contractor shall maintain a receipt and issue listing, in accordance with industry-leading practices. (CONUS Replacement Center (CRC) issued equipment for combat zone deployments do not become a part of the Contractor's property accountability report, as they are accountable by the individual that they are issued to. The Contractor however, shall track these items on a separate personal property listing.)

8.5 The Contractor shall process lateral transfers and change document lateral transfers as directed and approved by the Contracting Officer or designated Government Property Administrator (GPA)/Representative.

8.6 The Contractor shall process turn-ins. The Contractor shall receive and validate the s request for turn-in, using DD Form 1149 (Requisition and Invoice Shipping Document) for each item.

8.7 Government material generated as excess during the life of each task order shall be properly identified and turned in as directed by the Contracting Officer or designated representative.

8.8 The Contractor shall randomly, and at a minimum quarterly, conduct inventories and inspections of property in its possession and any subcontractors in accordance with FAR 52.245-1.

8.9 The Contractor shall physically inventory 100% of all sensitive items on hand every 30 days IAW FAR 52.245-1, and DoD Manual 4161.2-M. Additionally, the contractor shall follow AR 710-2 for weapons and ammunition or explosives, i.e. sensitive items.

8.10 The Contractor shall perform annual and periodic inventories IAW FAR 52.245-1, and DoD Manual 4161.2-M, and the Contractor's Property Management Control System. The Contractor shall post current inventory data to the master property database. Inventory results will be prepared per FAR Clause 52.245-1. The Contractor shall only adjust data elements provided as directed by the Contracting Officer or designated representative.

8.11 The Contractor shall submit an annual report using DD Form 1662 (DoD Property in the Custody of Contractors) for all Government property on hand as of 30 September of each year IAW DFARS 252.245-7001. The report shall be submitted to the KO/GPA following the close of the period of which the report is made.

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8.12 The Contractor shall report all incidents of loss, damage, destruction, or theft of Government property immediately to the KO/GPA verbally or by email, and submit a full written report of investigation no later than five (5) calendar days of occurrence to the KO and/or GPA.

8.13 The Contractor shall prepare all reports and necessary documents on contract closeout per FAR 52.245-1, and DoD Manual 4161.2-M.

9.0 End of DID MMRP-09-008.