

## Annual Property Self Assessment / Review Worksheet

In order to be compliant with FAR 52.204-6 Property Inventory / C 2 \_ 0 - 0 . 0 0

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

Reviewer: \_\_\_\_\_ Signature of Reviewer: \_\_\_\_\_

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

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:

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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 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, 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, to ensure the proper accountability 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, and accurate record of all transactions and shall, unless otherwise approved by the Property Administrator, contain the following:
  - x 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.
  - x Quantity received (or fabricated), issued, and balance-on-hand.
  - x Unit acquisition cost.
  - x Unique-item identifier or equivalent (if available and necessary for individual item tracking).
  - x Unit of measure.
  - x Accountable contract number or equivalent code designation.
  - x Location.
  - x Disposition.
  - x Posting reference and date of transaction.
  - x 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, use of material that is issued for immediate consumption.

Physical inventory. The Contractor shall periodically perform, record, and disclose physical inventory results. A

- x 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
- x 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 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 repair of normal and routine preventative maintenance and repair. The Contractor shall disclose and report to Property Administrator the need for replacement and/or capital rehabilitation.

Property closeout The Contractor shall promptly perform and report to the Property Administrator contract