

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-63

**Date Received:** 4/30/2013

**Title:** Government Property Manual Reference Deletion

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**Name:** Tim Eckert

**Phone:** (202) 267-7527

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** T3.10.3A.2

**Summary of Change:** Deletion of reference to FAA Contractor's Guide for Control of Government Property

**Reason for Change:** Manual out of date and no longer in use (deleted other reference in CR 12-87)

**Development, Review, and/or Concurrence:** Acquisition Policy Division

**Target Audience:** Program Offices and contracting workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS EDITED:

Procurement Guidance:

*T3.10.3 Government Property*

*Government Property*

**Section 2 : Responsibilities** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### **Section 2 : Responsibilities**

**Old Content:** Procurement Guidance:

*T3.10.3 Government Property*

*Government Property*

**Section 2 : Responsibilities**

#### *a. Contracting Officer.*

(1) Pre-award. The Contracting Officer (CO) coordinates with the Property Administration Office regarding Government property before issuing a SIR, to ensure that contracts contain the appropriate Government property provisions.

(2) Terms and Conditions. The CO should assure that the terms and conditions of the contract clearly address the contractor's obligations regarding the Government property.

(3) Prior Approval. The CO is the only person with the authority to approve a contractor's use of Government property. The CO should include the property description and the terms and conditions for contractor possession of Government property in the contract.

(4) Property Administration Delegation. Property Administration is the responsibility of the CO when Government property is authorized on a FAA contract. In accordance with AMS policy, the CO must delegate property administration authority to the property administration office. (A sample memo is in Appendix 1.) The property administration office will identify a specialist to serve as property administrator (PA) to administer the Government property requirements under the contract. The delegation should clearly delineate the authority of the PA. The CO should provide a copy of the contract and modifications that affect Government property to the delegated PA. The CO should also provide the contractor a copy of the letter of PA delegation. (A sample letter is in Appendix 2.)

#### *b. Property Administration Office.*

(1) Provides pre-award Government property support and guidance.

(2) Administers contract provisions, requirements, and obligations, relating to government property in the possession of contractors.

- (3) Participates in pre-award surveys and post award reviews.
- (4) Evaluates the contractors' property control system, approving the system or recommending disapproval where systems create an unacceptable risk of loss, misuse, damage or destruction of property.
- (5) Reviews contracts assigned for property administration to assure that property is identified in the contract.
- (6) Provides guidance, counsel, and direction relative to government property administration.
- (7) Monitors compliance with regulations and contract requirements pertaining to FAA's GFP.
- (8) Develops and applies a property systems analysis program to assess the effectiveness of the contractors' government property control system. Establishes a property administration plan that provides for surveys of the contractors' system and integrates this plan into the entire property administration program.
- (9) Reviews documentation required by the contract and takes appropriate action to protect the Government's interest.
- (10) Renders liability determinations for loss, damage, and destruction of property on the basis of contract terms and conditions.
- (11) Verifies submission of annual financial reports from contractors and provides reconciliation support to the program office.
- (12) Ensures that the contractor promptly reports excess Government property for disposition in accordance with contract provisions and provides disposition instructions for unrequired property. Also, serves as plant clearance officer when appropriate.
- (13) Ensures final accounting of all Government property, and certifies completion of disposal actions and resolutions of lost, damage, or destroyed property issues.

*c. FAA Program Office/Custodial Office.*

- (1) Identifies and makes available required Government property.
- (2) Initiates, processes and maintains source documents, which authorize the furnishing or acquisition of Government property in accordance with contract requirements.
- (3) Performs inventory verification to assure that Government property is physically, quantitatively, and technically allocable to the contract.

(4) Validates the contractor's annual financial property reports.

d. *Contractor.*

(1) The contractor should make property requirements known to the CO in the early stages of project preparation and as required to continue contract performance. A categorized equipment requirements list should be included with the project proposal.

(2) The contractor must have a written property control system that fulfills contract requirements for the management of Government property.

(3) The contractor has the primary responsibility for exercising reasonable care and control of Government property in its possession and for maintaining property records in accordance with the FAA's instructions. Government property must only be used for the purpose set forth in the contract. The contractor is accountable for all Government property furnished until relieved of that responsibility in accordance with the terms of the contract. Responsibility for reasonable care and control of Government property provided under the contract and in the possession of a subcontractor remains with the prime contractor until the CO or PA rescinds it.

(4) The contractor must comply with all provisions of the property clauses and the FAA's Contractor's Guide for Control of Government Property as provided for in the contract.

(5) All Government property obtained by the contractor through contract must be properly marked with Government tags.

(6) The contractor must structure property controls within framework of the property management system so that lost, stolen, or damaged property as well as excess property is immediately identified and reported.

**New Content: Procurement Guidance:**

*T3.10.3 Government Property*

*Government Property*

**Section 2 : Responsibilities**

a. *Contracting Officer.*

(1) Pre-award. The Contracting Officer (CO) coordinates with the Property Administration Office regarding Government property before issuing a SIR, to ensure that contracts contain the appropriate Government property provisions.

(2) Terms and Conditions. The CO should assure that the terms and conditions of the contract clearly address the contractor's obligations regarding the Government property.

(3) Prior Approval. The CO is the only person with the authority to approve a contractor's use of Government property. The CO should include the property description

and the terms and conditions for contractor possession of Government property in the contract.

(4) Property Administration Delegation. Property Administration is the responsibility of the CO when Government property is authorized on a FAA contract. In accordance with AMS policy, the CO must delegate property administration authority to the property administration office. (A sample memo is in Appendix 1.) The property administration office will identify a specialist to serve as property administrator (PA) to administer the Government property requirements under the contract. The delegation should clearly delineate the authority of the PA. The CO should provide a copy of the contract and modifications that affect Government property to the delegated PA. The CO should also provide the contractor a copy of the letter of PA delegation. (A sample letter is in Appendix 2.)

*b. Property Administration Office.*

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- (5) Reviews contracts assigned for property administration to assure that property is identified in the contract.
- (6) Provides guidance, counsel, and direction relative to government property administration.
- (7) Monitors compliance with regulations and contract requirements pertaining to FAA's GFP.
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(11) Verifies submission of annual financial reports from contractors and provides reconciliation support to the program office.

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*c. FAA Program Office/Custodial Office.*

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(4) Validates the contractor's annual financial property reports.

*d. Contractor.*

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(4) The contractor must comply with all provisions of the property clauses as provided for in the contract.

(5) All Government property obtained by the contractor through contract must be properly marked with Government tags.

(6) The contractor must structure property controls within framework of the property management system so that lost, stolen, or damaged property as well as excess property is immediately identified and reported.

**Red Line Content:** Procurement Guidance:

*T3.10.3 Government Property*

*Government Property*

**Section 2 : Responsibilities**

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