PROPERTY ADMINISTRATOR DESIGNATION LETTER

MEMORANDUM FOR: ***[Insert Organization]***

ATTN: ***[Insert name of Property Administrator]***

FROM: ***[Insert Contracting Officer]***

SUBJECT: Delegation Authority of Property Administrator for ***[Insert contract number]***

Contracting Officer: ***[Insert appropriate FAA Office Designator and office address]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

1. In accordance with T3.10.3, you are delegated authority as the Property Administrator (PA) for ***[Insert******contract number and contract name]***.
2. Specific PA duties are found in T3.10.3.A.2.b.
3. General PA duties include:
4. Provides pre-award Government property support and guidance.
5. Administers contract provisions, requirements, and obligations, relating to government property in the possession of contractors.
6. Participates in pre-award surveys and post award reviews.
7. Evaluates the contractors’ property management system, approving the system or recommending disapproval where systems create an unacceptable risk of loss, misuse, damage or destruction of property.
8. Reviews contracts assigned for property administration to assure that property is identified in the contract.
9. Provides guidance, counsel, and direction relative to government property administration.
10. Monitors compliance with regulations and contract requirements pertaining to FAA’s GFP.
11. Develops and applies a property systems analysis program to assess the effectiveness of the contractors’ government property management system. Establishes a property administration plan that provides for surveys of the contractors’ system and integrates this plan into the entire property administration program.
12. Reviews documentation required by the contract and takes appropriate action to protect the Government’s interest.
13. Renders liability determinations for loss, damage, and destruction of property on the basis of contract terms and conditions.
14. Verifies submission of annual financial reports from contractors and provides reconciliation support to the program office.
15. Ensures 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.
16. Enters excess property into GSA’s Xcess database at https://gsaaxcess.gov/ for screening. Uploads photographs or digital images of excess property if available and at no cost to the Government.
17. Ensures final accounting of all Government property, and certifies completion of disposal actions and resolutions of lost, damage, or destroyed property issues.
18. The PA does NOT have the authority to:
19. Offer legal interpretation about the contract or its provisions.
20. Direct changes to the statement of work.
21. Incur an increase or decrease in the scope, price, terms or conditions of the contract.
22. Direct the disposition of any Government property accountable under the contract.
23. Direct or authorize the contractor to acquire any property.
24. Sign any contractual document, including letters, which require the signature of a contracting officer.
25. Send letters of commendation, appreciation or thanks to contractor personnel as a result of contract performance.
26. Be involved in supervision, selection rating of contractor employees.
27. The appointment of (the previous PA) is hereby rescinded (if applicable).
28. For additional information contact ***[Insert name of Contracting Officer or Contract Specialist***] at ***[contracting.officer@faa.gov]*** or ***[Insert phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***