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|  | Federal Aviation  Administration |
| **Memorandum** | |

Date: [Type date here]

To: [Type to whom here], [Insert Title of Property Administrator here], [Insert Routing Code]

From: [Type from whom here], Contracting Officer, [Insert Routing Code]

Subject: Delegation of Property Administrator- [Insert Contract Number]

In accordance with AMS T3.10.3, you are hereby delegated authority to perform property administration functions for [Insert Contract Number and Contract Name]. Your duties are to assist the Contracting Officer (CO) in carrying out government property administration throughout performance and closeout. As the delegated Property Administrator (PA), you must represent the CO within the following authority.

1. As the Property Administrator, in addition to the duties specified in AMS T3.10.3.A.2.b., you have the authority to:
2. Provide pre-award Government property support and guidance.
3. Administer contract provisions, requirements, and obligations, relating to government property in the possession of contractors.
4. Participate in pre-award surveys and post award reviews.
5. Evaluate 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.
6. Review contracts assigned for property administration to assure that property is identified in the contract.
7. Provide guidance, counsel, and direction relative to government property administration.
8. Monitor compliance with regulations and contract requirements pertaining to FAA’s government furnished property (GFP).
9. Develop and apply 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.
10. Reviews documentation required by the contract and takes appropriate action to protect the Government’s interest.
11. Renders liability determinations for loss, damage, and destruction of property on the basis of contract terms and conditions.
12. Verifies submission of annual financial reports from contractors and provides reconciliation support to the program office.
13. 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.
14. 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.
15. Ensures final accounting of all Government property, and certifies completion of disposal actions and resolutions of lost, damage, or destroyed property issues.
16. The PA does NOT have the authority to:
17. Offer legal interpretation about the contract or its provisions.
18. Direct changes to the statement of work.
19. Incur an increase or decrease in the scope, price, terms or conditions of the contract.
20. Direct the disposition of any Government property accountable under the contract.
21. Direct or authorize the contractor to acquire any property.
22. Sign any contractual document, including letters, which require the signature of a contracting officer.
23. Send letters of commendation, appreciation or thanks to contractor personnel as a result of contract performance.
24. Be involved in supervision, selection rating of contractor employees.
25. The appointment of (the previous PA) is hereby rescinded (if applicable).
26. The duties and responsibilities set forth herein are not intended to be all-inclusive. As the PA, you must consult with the CO when there are questions about your authority. This delegation remains in effect for the duration of the contract unless revoked in writing by the CO. You are not authorized to re-delegate your authority. If you have any questions concerning your role as the PA, please contact me at [Insert Email Address] or [Insert Phone Number].

1. A copy of this memorandum will be forwarded to the Contractor and retained in the contract file.

**PROPERTY ADMINISTRATOR ACKNOWLEDGEMENT**

*By signing this document, the designated PA is acknowledging this delegation.*

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PA Signature Date