

PROCEDURES FOR CONTROL OF GOVERNMENT FURNISHED PROPERTY

ACQUISITION - All incoming items furnished by the Government will be checked to verify contractual authorization. Any items that are to be requested to fill contractual requirements will be so requested in a timely manner to minimize the use of emergency priorities.

RECEIVING - Upon receipt, the receiving document will be compared to the incoming items to verify correctness of quantity, condition, and description. If any deviation exists, or the item is unusable in any manner, the DCMA QAR will be promptly notified for disposition procedures. The items received shall be moved to a secure area. Upon receipt of any misdirected shipments, immediately notify the DCMA QAR and the Government Property Administrator. The misdirected shipment shall be stored in a secured area. The Government Bill of Lading and packing slip will be retained for the life of the contract, in a file maintained by _____.

RECORDS - Records will be maintained by _____, and will show the location of all Government furnished property at all times. Official Government property records shall include the part name, description, identification number, quantity, unit price and unit of measure, contract number, location, date of receipt and disposition. Records of receipt, movement, maintenance, inventory, and disposition will be kept by the above named individual. Any, and all, scrap will be marked as scrap by contract number and stored in the areas designated as Government furnished property. At the close of the contract that the scrap originated on, disposition instruction will be requested from the Government Property Administrator.

IDENTIFICATION - Upon receipt the contractor shall promptly identify and mark the property as Government property.

STORAGE AND MOVEMENT - The storage areas designated for Government furnished property will be secure and will provide protection from the weather. No item will be removed from storage without proper authorization from _____.

Any loss of damage during movement will be promptly reported to the DCMAO QAR and Government Property Administrator. Government furnished material will be controlled so that it will not be commingled with company owned material of a like or similar nature.

UTILIZATION and CONSUMPTION - No item of Government furnished property will be used on any contract other than the one for which the property was furnished. Material that is used in such a way as to lose its identity by expending into an end item, will be accounted for by use of storeroom receipt and issue slips, or other such manner that will enable detection of unreasonable or unauthorized use of consumption.

MAINTENANCE - Maintenance of Government owned property shall be consistent with sound industrial practice and the terms of the contract. Where maintenance is required, by the contract the item will be so maintained and records of maintenance will be kept by _____. The contractor shall be responsible for the proper care, maintenance, and use of Government property in its possession or control from time of receipt until properly relieved of responsibility.

PHYSICAL INVENTORY - Unless the contract states otherwise, physical inventory of all Government property will be taken annually during the month of _____. The physical inventory shall consist of physically locating, tagging and recording description, quantity, and locations of items inventoried. The physical inventory shall be performed by someone other than persons assigned

responsibility of accountable records of the property. The inventory will be reconciled with accountable records, and any discrepancies reported promptly to the Government Property Administrator in writing.

DISPOSITION - Upon termination or completion of the contract, residual property will be stored in an area designated as "Government Property," inventoried and itemized on appropriate Inventory Schedules (SF 1400 series). The completed schedules will be submitted to the Plant Clearance Officer with a request for disposition instructions. The residual property will remain in the storage area until disposition instructions are received from the Plant Clearance Officer. Upon compliance with disposition instructions, advise the Government Property Administrator.

The Government Property Administrator shall be promptly notified in writing of any loss, theft, misappropriation, damage, or destruction of Government property as soon as facts become known. All correspondence in these matters shall be signed by the company official recognized as "Managerial Personnel" within the meaning of Government property clause of the contract.

REPORTS - All Government property on hand as of 30 September each year shall be reported to the Government Property Administrator on DD Form 1662 (DoD Property in the Custody of Contractors), and submitted in duplicate. The results shall include all property at the contractor's location and at all places of performance of the contract. This report will be prepared and submitted by _____, to reach the Government Property Administrator no later than 20 October each year.

Date

Signature

Typed Name and Title

Company Name