

LIMITED PROPERTY SURVEY ANALYSIS

The following questions pertain to the control of Government Property (GP) and Penn State Property (PSP) accountable to your business concern under Penn State subcontract award. Please complete this survey and return to the ARL Subcontracts Office at ARLSubcontractsOffice@arl.psu.edu on or before 10 October 2013. Questions regarding the completion of this survey should be directed to Tom Herring at (814) 863-0538, email tjh192@arl.psu.edu or Ron Miller at (814) 865-3730, email rem37@arl.psu.edu.

DATE	ARL PENN STATE SUBCONTRACT NUMBER		
SUBCONTRACTOR			
STREET ADDRESS		CITY, STATE, ZIP CODE	
AUTHORIZED COMPANY REPRESENTATIVE		TITLE _____	
		PHONE _____	
		EMAIL _____	
PROPERTY CONTACT		TITLE _____	
<input type="checkbox"/> Check here if same as above		PHONE _____	
		EMAIL _____	
SUBCONTRACT SURVEY			
1. Review the data above and update where necessary.			
2. Please answer each question in the survey by checking YES, NO, or N/A (Not Applicable). Use the Comments Section of this form if needed.			
1. PROPERTY MANAGEMENT			
	YES	NO	N/A
A. Do you have written Property Control System procedures to safeguard Government property? When was your last internal Property Control System procedures last reviewed? Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Do you have a "Government Approved" Property Control System under prime contracts with the Government? If yes, please attach a copy of your most recent Government survey or letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you currently have any outstanding Loss, Damage, Destruction or Theft (LDDT) reports in process with PSU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ACQUISITION			
	YES	NO	N/A
A. Has PSU property been acquired, including transfers, in accordance with the subcontract and/or your property procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Has Government property been acquired, including transfers, in accordance with the subcontract and/or your property procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are acquisition documents (i.e. DD Form 1419, DD Form 1149, subcontract modification, purchase order or any other verifiable contractor-acquired documentation) timely and accurately processed in accordance with the terms and conditions of the subcontract and/or your property procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. RECEIVING			
	YES	NO	N/A
A. Is a Subcontractor Receiving Report promptly prepared for GP and PSP received, documenting item description, quantity received, condition, shipping / carrier data, and any other relevant data received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is each GP and PSP line item received identified on the Receiving Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. If receiving discrepancies are found, has action been taken to resolve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are discrepancies annotated on the Receiving Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are discrepancies reported to your Management for resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Does the Subcontractor Manager ensure that receiving documentation is completed in a timely manner and entered into the property tracking system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are there special handling instructions and storage regarding the acceptance inspections for sensitive property, explosives, and hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4. IDENTIFICATION			
A. Are all items furnished, fabricated or acquired for PSU / Government marked/identified in accordance with terms and conditions of the subcontract instructions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Is the ownership apparent and marked on property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are changes in identification requirements or reclassifications coordinated with PSU Subcontract Management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. RECORDS			
A. Have you established property records for PSP and / or GP in accordance with FAR 45.5 requirements, with supporting documentation to provide positive traceability to applicable shipping, receiving, storage allocation and utilization documents, from acquisition through disposition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Does the Subcontractor's Property Administrator ensure the record contains the tag number description, quantity, unit price, unit of measure, contract number, location, status, condition code, manufacturer, model and / or part number, and original acquisition date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the Subcontractor's Property Administrator ensure records for disposition requests record attributes as identified in "B" above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. TRANSFERS			
A. Are property transfers to a different subcontract / project approved by PSU and updated in the property record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
7. STORAGE			
A. Is the PSU/ Government property in storage and accountable to this subcontract, physically segregated from other PSU/Government property and Subcontractor-owned property, or clearly identified as to ownership?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Is PSU / Government property stored in a clean, secure area and preserved / protected in a safe environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. PHYSICAL INVENTORY / REPORTS			
A. Provide the date of your last physical inventory for property accountable under this subcontract: _____	YES	NO	N/A
B. Provide the last date your Physical Inventory Reports were submitted to PSU: _____			
C. Are required reports (e.g., NASA Form 1018, IUID, DD 1662, SF 1428 Inventory Reports) submitted in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. UTILIZATION			
A. Is all GP and PSP used only as authorized by PSU subcontract terms and conditions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Is continuous screening accomplished to identify excess property resulting from engineering changes contract modifications / completion, termination, or inactivity? If no, please provide justification if the property is required for future use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Have you reported all current excess GP and PSP to PSU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. MAINTENANCE			
A. Are property items maintained in accordance with maintenance schedules established by the manufacturer or current technical publications for applicable items?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Are applicable maintenance records kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. SUB-TIER / ALTERNATE LOCATION			
A. Do you have GP and/or PSP at a Sub-Tier / Alternate location(s)? If yes, please provide name(s) of Sub-Tier(s): _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Do you have and follow a process and/or procedures for the control, protection, and maintenance of GP/PSU property in the possession of your sub-tier supplier(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12. PROPERTY CLOSEOUT			
	YES	NO	N/A
A. Are Subcontractor technical and contract administration personnel aware of subcontracts / subawards approaching Period of Performance (POP) completion and property closeout requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Has Contractual Authorization / PSU Contract Office written approval been obtained to transfer GP and PSP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Have inventory adjustments, liability determinations, and property issues been resolved? If no, please explain in "Comments" section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Has a final physical inventory been performed on all property classifications as part of subcontract closeout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Has the final NF 1018, DD 1662, or equivalent property closeout report been submitted to PSU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS (Attach additional sheets as necessary)

FORM COMPLETED BY: PRINT NAME	TITLE
SIGNATURE	DATE

SUBCONTRACTOR CERTIFICATION

As a representative authorized to sign for the above-identified business concern, I hereby certify that the information and documentation provided to PSU is true and accurate to the best of my knowledge and belief.

AUTHORIZED REPRESENTATIVE'S NAME	TITLE
SIGNATURE	DATE

PSU USE ONLY

Based on the results of this survey, the subcontractor's Property Control System is found to be: Satisfactory Unsatisfactory (see attached report)

PSU AUTHORIZED REPRESENTATIVE'S NAME	TITLE
SIGNATURE	DATE

NOTES: