

Management System: Personal Property Management

Subject Area: Contract Property Administration

Procedure: Acquisition Planning

Issue Date and Revision Number:
6/24/2015 Rev. 0

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1.0 Applicability

The vision for the Federal Acquisition System is to deliver on a timely basis the best value product or service to the customer, while maintaining the public's trust and fulfilling public policy objectives. Participants in the acquisition process should work together as a team and should be empowered to make decisions within their area of responsibility.

2.0 Required Procedure

The Property Administrator will participate in acquisition planning during the pre-award phase. The Agency will realize significant savings of resources and other expenses by employing sound property management practices in the early stages of an acquisition strategy. It is essential that pre-award planning and post-award management of Government personal property be consistent. The following property administration activities will be addressed during the planning phase:

Step 1	Discuss and help determine the personal property requirements or needs relative to personal property. Based on those needs, explain any government asset control issues and how they relate to the project or activity.
Step 2	Evaluate accountability controls for those assets used in direct fabrication of the project end item or deliverable and those assets used in support of the project or activity.
Step 3	Ensure a property tracking system is provided and the responsibility for the system is assigned.
Step 4	Develop a process that will provide access to the Department and Federal excess screening systems.
Step 5	Ensure sensitive property is defined, controlled and managed within DOE Order 580.1A.
Step 6	Assist in determining equipment/materials disposition path(s) to be used.

Step 7	Introduce cost effective disposal strategies and ensure the proposed disposal avenues meet all regulatory requirements.
Step 8	Develop and provide a contract transition checklist identifying the areas that will need to address in order to reconcile the personal property account at the end of the project or activity.
Step 9	Identify the end-user/customer for final transfer and acceptance and of project equipment.
Step 10	Ensure the correct property clauses are incorporated, based on the type of contract to be awarded.

3.0 References – Forms/Attachments/Exhibits

- None.

4.0 Records Generated

In accordance with FAR 4.8, the property control data files established and maintained by the PA are an extension of the Contract Administration Office contract file. Upon contract completion, the property data records are provided to the Contracting Officer for inclusion into the master contract file.

Records generated by this procedure are maintained by the cognizant Contract Administration Office in accordance with the Organizational/Office File Plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or Not Applicable)
ADM 03-03-A1A	Routine Procurement Files – Transactions that exceed the simplified acquisition threshold – Official Contract File	Office of Contracting	Not Applicable

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Acquisition Planning**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial SAP	All	6/24/15