Limited Property Management System Analysis (PMSA)

National Aeronautics and Space Administration

Date	Contract Number	Contract Name	Contract Type

Contractor Company Name

Street Address	City, State, Zip Code

Phone Number	Fax Number	E-Mail Address

Accountable Company Representative	Title	Phone/Fax Number

Property Contact Check here if same	Title	Phone/Fax Number

Period of Review

THE FOLLOWING QUESTIONS PERTAIN TO THE MANAGEMENT OF GOVERNMENT PROPERTY IN YOUR POSSESSION. PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITHIN 30 DAYS OF RECEIPT.

1. Ensure that all information listed above has been provided and is correct. Update and make changes if necessary.
2. Please answer each question in this questionnaire by checking YES, NO or N/A. Use the Comment Section at the end of this form if necessary. If a question is not applicable, check N/A.
3. Ensure to include a listing where applicable.
4. Government Property Administrator (GPA) may request additional information based on responses below.

PRA Burden Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0017 and expires on 09/30/2022. We estimate that it will take xx minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: ann.cuyler@nasa.gov

1. PROPERTY MANAGEMENT	YES	NO	N/A
A. Government Property Management Plan:			
1. Have the Government Property Management Plan and procedures been submitted to the delegated GPA or NASA Industrial Property Officer (IPO)?	☐	☐	☐
If no, please submit them to the GPA or IPO.			
2. Have there been any changes to your Government Property Management System or Plan?	☐	☐	☐
3. How are your employees able to access the procedures?			
B. Does the Government (NASA or Federal Industry Partner (e.g. DCMA, ONR, etc.,)) conduct Government Property Management System oversight of your company?	☐	☐	☐
If yes, provide a copy of the latest Government Property System Determination letter.			
C. Do you currently possess any Government Property?	☐	☐	☐
If yes, please submit a listing of all Government Property accountable to the contract.			

2. ACQUISITION	YES	NO	N/A

	YES	NO	N/A
A. Have you acquired any Government property within the past 12 months (including material)?	☐	☐	☐
If yes, please provide a listing of all acquisitions of Government Property (Contractor Acquired Property (CAP) and Government Furnished Property (GFP)) and forward copies of all vendor invoices with supporting documentation.			
B. What internal screening did your company conduct to confirm that the property being ordered is not available from existing stocks?			
C. Did you obtain Contracting Officer (CO) approval prior any acquisitions in accordance to the contract?	☐	☐	☐

3. RECEIPT / IDENTIFICATION	YES	NO	N/A
A. Was there any Government Property (o & GFP) received within the last 12 months?	☐	☐	☐
If yes, how did your company perform the receipt? Provide a description for the actions that were taken from the time property arrived at your facility, until it was released from the Receiving Department.			
B. Do you have a system for reporting discrepancies incident to shipment (transit-related, shortages, overages, damages) of Government Property?	☐	☐	☐
C. Were any discrepancies incident to shipping reported?	☐	☐	☐
If yes, provide documentation of the resolution of those discrepancies.			
D. Was receipt of Government property documented and a record of information identify it as Government owned?	☐	☐	☐
E. Is Government Property clearly identified?	☐	☐	☐
F. How does your company identify Government Property?			
G. Provide a picture of the different types of identification on items of Government Property (include one equipment item and one of material, as applicable.			

4. RECORDS	YES	NO	N/A
A. Are records established and maintained for all Government property, with supporting documentation to provide audit traceability to applicable shipping, receiving, storage, and utilization documents from acquisition through disposition?	☐	☐	☐
B. If yes, provide documentation that supports that records be established within the timeframe described in your procedures.			
C. Do you use a receipt and issue system? If yes, provide the authorization and an example of the cross-referenced documents used, if applicable.	☐	☐	☐
D. What system or database do you use to perform receipt and issue of Government Property?			
E. Please forward a copy of your property record for the line items of Materials, Tooling's, and Equipment associated with this contract.			

5. PHYSICAL INVENTORY	YES	NO	N/A
A. Are physical inventories being conducted on all Government Property (including subcontractors' location)?	☐	☐	☐
B. Date of last Government equipment inventory (mm/dd/yyyy)	☐	☐	☐

	YES	NO	N/A
C. Date of last Government material inventory (mm/dd/yyyy)	☐	☐	☐
D. Describe how the physical inventory was conducted (wall-to-wall, cyclic, etc.).			
E. Were inventory schedules and result reports, including inventory adjustments/discrepancies, sent to the delegated GPA or IPO?	☐	☐	☐
If not, please attach.			

6. CAPITAL PHYSICAL INVENTORY	**YES**	**NO**	**N/A**
A. Do you have any Government property valued over the capital threshold of $500,000 in the contract?	☐	☐	☐
B. Was a physical inventory performed, and the results reported to the GPA?	☐	☐	☐

7. SUBCONTRACT CONTROL	**YES**	**NO**	**N/A**
A. Do you have Subcontractors that are in possession of Government Property?	☐	☐	☐
If yes, provide listing of subcontractors and property in their possession.			
B. Do you flow down the applicable Government Property clauses on your subcontracts?	☐	☐	☐
If yes, provide copies of the subcontractors flow down.			
C. Are you conducting periodic reviews of your subcontractors?	☐	☐	☐
If yes, provide supporting documentation.			

8. REPORTS	**YES**	**NO**	**N/A**
A. Do you have a process in place to provide reports of Property Loss (Loss, Damage, Destruction, or Theft), physical Inventory, self-assessments, corrective actions and other property related reports as required by the contract?	☐	☐	☐
B. Have you reported any lost, damaged, or theft of property in the last 12 months??	☐	☐	☐
If yes, provide listing of all reports sent to the delegated GPA or IPO.			
C. Do you perform self-assessments on your property management system and promptly initiate corrective action when audits disclose deficiencies?	☐	☐	☐
If yes, provide copy of last self-assessment.			
D. Have any Cannibalization/Modification requests or Found on Station reports been submitted to the CO or delegate in the last 12 months?	☐	☐	☐
If yes, list type of report and date			
E. Was a NASA Form (NF) 1018 submitted last Fiscal Year?	☐	☐	☐
F. Are NASA Contractor Held Asset Tracking System (CHATS) reports required?	☐	☐	☐
G. Do you have other Government property related reports in your contract?	☐	☐	☐

9. RELIEF OF STEWARDSHIP	**YES**	**NO**	**N/A**
A. Has any Government Property been dispositioned (transfer, disposed, excess, relief of stewardship evidence) since last PMSA?	☐	☐	☐
If yes, please provide a listing of transferred/dispositioned property.			
B. Is proper documentation supporting disposal being retained to support relief of stewardship?	☐	☐	☐

10. UTILIZATION	**YES**	**NO**	**N/A**
A. Are you utilizing, consuming, moving and storing Government property as authorized by the contract?	☐	☐	☐
B. Is Government Property furnished on this contract being used on other Government Contracts or commercial activities?	☐	☐	☐
If yes, please explain in comments section or provide attachment.			

		YES	NO	N/A
C. Is screening being done to identify Government Property that is excess to contract performance resulting from engineering changes, contract modifications, contract completions, termination or inactivity?		☐	☐	☐
D. Is NASA Government owned material commingled with contractor owned or anyone else's material?		☐	☐	☐
If yes, explain how NASA Government owned material being segregated/protected?				

MOVEMENT	YES	NO	N/A
A. Is the movement of Government Property documented and are records updated to reflect current location?	☐	☐	☐
If yes, how is Government Property tracked when it is moved/issued from a location, i.e., what authority is required, what type of documentation and how is the physical move accomplished? (Please provide an example of documentation where property was moved to a different location.)			
B. Is adequate protection provided during the movement of Government Property?	☐	☐	☐

STORAGE	YES	NO	N/A
A. Is Government Property being stored in your facility?	☐	☐	☐
If yes, please describe the storage facility, level of security in place and segregation of NASA Government Property.			
B. Is your storage area neat, clean and organized?	☐	☐	☐

CONSUMPTION	YES	NO	N/A
A. Is a system in place to document and record receipts and consumption of material?	☐	☐	☐
B. Are any materials subject to receipt and issue only, and not recorded in the property system?	☐	☐	☐
C. How does your company determine that the amount of material issued is appropriate? i.e., what authority is required, what type of documentation?			
D. Does contract performance generate scrap material?	☐	☐	☐

11. MAINTENANCE	YES	NO	N/A
A. Does any of the Government Property in your possession require periodic maintenance (including calibration)?	☐	☐	☐
If yes, provide documentation of the most recent periodic maintenance scheduled and performed.			
B. Indicate your method(s) used for maintenance of Government property: Periodic Preventive Maintenance (PM) Schedule Upon Use/Inspection Calibration N/A			
C. If PM is not performed as scheduled is a lockout tag affixed to the property?	☐	☐	☐
D. Are records maintained and up to date for all maintenance of Government property?	☐	☐	☐

12. PROPERTY CLOSEOUT / DISPOSITION	YES	NO	N/A
A. Do you have procedures to ensure that the final Government Property physical inventory is submitted to the NASA CO, GPA, or IPO?	☐	☐	☐
B. Do you have procedures to ensure the timely submittal of the final NASA Form (NF) 1018?	☐	☐	☐
C. Do you have procedures to ensure that the delegated GPA or IPO have a copy of the shipping documents (DD1149, etc.) transferring all Government Property off your contract and/or a Federal Industry Partner Plant Clearance Inventory Disposal Schedule?	☐	☐	☐
D. Are Government identification tags or markings removed or erased from property before disposal?	☐	☐	☐

12. PROPERTY TYPES, NUMBER OF LINE ITEMS, AND VALUE		
Type	**Number of Line Items**	**Value**
Equipment		
Heritage Equipment		
Special Tooling (ST)		
Special Test Equipment (STE)		
Material		

Other		
Total		

Comments

BASED ON THE RESULTS OF THIS ANALYSIS, THE CONTRACTOR'S PROPERTY MANAGEMENT SYSTEM IS CONSIDERED TO BE:

ADEQUATE　　INADEQUATE

Analyst's Name	Title and Department
Signature	Date

Submit by Email