



National Aeronautics and
Space Administration

Property Management System Analysis (PMSA)

Form Approved

O.M.B.
No. 2700-0017

Expires: xx/xx/xxxx

Date	Award Number	Award Name	Award Type
Award Recipient Name			
Street Address		City, State, Zip Code	
Phone Number	Fax Number	E-Mail Address	
Accountable Property Representative	Title	Phone/Fax Number	
Property Contact <input type="checkbox"/> 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 or NO. 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.

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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, please submit them to the GPA.			
2. Have there been any changes in the Government Property Management System or Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How are employees able to access the procedures?			
B. Does the Government (NASA or NASA's assigned Federal Industry Partner (e.g. DCMA, ONR, etc.)) conduct Government Property Management System oversight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide a copy of the latest Government Property System Determination letter.			
C. Does the organization possess Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please submit a listing of all Government Property accountable to the award.			
2. ACQUISITION	YES	NO	N/A
A. Have Government Furnished Property (GFP) and/or Acquired Property been acquired within the last auditing period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a listing of all acquisitions of Government Property and forward copies of all vendor invoices with supporting documentation.			
B. What internal screening was conducted to confirm that the property being ordered is not available from existing stocks?			
C. Was the Contracting/Grant Officer (CO/GO) approval obtained prior to any acquisitions in accordance with award requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. RECEIPT	YES	NO	N/A
A. Was there any Government Property received within the last auditing period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did the organization 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. Is there a system for reporting discrepancies incident to shipment (transit-related, shortages, overages, damages) of Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Were any discrepancies incident to shipping reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide documentation of the resolution of those discrepancies.			
D. Was receipt of Government property documented and a record of information made to identify it as Government owned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Is Government Property clearly identified as required in award clauses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. How does the organization 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If yes, provide documentation that supports that records be established within the timeframe described in the procedures.			
C. Is there a receipt and issue system? If yes, provide the authorization and an example of the cross-referenced documents used, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. What system or database is used to perform receipt and issue of Government Property?			
E. Please forward a copy of the property record for the line items of Materials, Tooling, and Equipment associated with this award.			
5. PHYSICAL INVENTORY	YES	NO	N/A
A. Are physical inventories being conducted on all Government Property (including additional locations)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Date of last Government equipment inventory (mm/dd/yyyy)			<input type="checkbox"/>
C. Date of last Government material inventory (mm/dd/yyyy)			<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, please attach.			
6. CAPITAL PHYSICAL INVENTORY	YES	NO	N/A
A. Is there any Government property valued over the capital threshold described in the award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Was a physical inventory performed, and the results reported to the GPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. SUBCONTRACT CONTROL	YES	NO	N/A
A. Are there subcontractors that are in possession of Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide listing of subcontractors and property in their possession.			
B. Is there a flow down the applicable Government Property clauses in the subcontracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide copies of the subcontractors flow down.			

C. Are periodic reviews being conducted with subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide supporting documentation.			
8. REPORTS	YES	NO	N/A
A. Is there 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 award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Has the organization reported any lost, damaged, or theft of property in the last auditing period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide listing of all reports sent to the delegated GPA.			
C. Do you perform self-assessments on your property management system and promptly initiate corrective action when audits disclose deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide copy of last self-assessment.			
D. Have any Cannibalization/Modification requests or Found on or off Station reports been submitted to the CO/GO or delegate in the last auditing period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, list type of report and date			
E. Was a NASA Form (NF) 1018 submitted last Fiscal Year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are NASA Contractor Held Asset Tracking System (CHATS) reports required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are there other Government property related reports in the award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a listing of transferred/dispositioned property.			
B. Is proper documentation supporting disposal being retained to support relief of stewardship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. UTILIZATION	YES	NO	N/A
A. Is Government property being utilized, consumed, moved, and stored as authorized by the award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is Government Property furnished on this award being used on other Government awards or commercial activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain in comments section or provide attachment.			
C. Is screening being done to identify Government Property that is excess to award performance resulting from engineering changes, modifications, award completions, termination or inactivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Is NASA Government owned material commingled with awardee owned or anyone else's material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain how NASA Government owned material is being segregated/protected?			
11. MOVEMENT	YES	NO	N/A
A. Is the movement of Government Property documented and are records updated to reflect current location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. STORAGE	YES	NO	N/A
A. Is Government Property being stored in your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. CONSUMPTION	YES	NO	N/A
A. Is a system in place to document and record receipts and consumption of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are any materials subject to receipt and issue only, and not recorded in the property system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. How does the organization determine that the amount of material issued is appropriate? i.e., what authority is required, what type of documentation?			
D. Does award performance generate scrap material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. MAINTENANCE	YES	NO	N/A
A. Does any of the Government Property in your possession require periodic maintenance (including calibration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide documentation of the most recent periodic maintenance scheduled and performed.			
B. Indicate the method(s) used for maintenance of Government property: <input type="checkbox"/> Periodic Preventive Maintenance (PM) Schedule <input type="checkbox"/> Upon Use/Inspection <input type="checkbox"/> Calibration <input type="checkbox"/> N/A			
C. If PM is not performed as scheduled is a lockout tag affixed to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are records maintained and up to date for all maintenance of Government property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. PROPERTY CLOSEOUT	YES	NO	N/A
A. Are there procedures to ensure that the final Government Property physical inventory is submitted to the NASA CO, GPA, or IPO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are there procedures to ensure the timely submittal of the final NASA Form (NF) 1018?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are there procedures to ensure that the delegated GPA have a copy of the shipping documents (DD1149, etc.) transferring all Government Property off the award and/or a Federal Industry Partner Plant Clearance Inventory Disposal Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are Government identification tags or markings removed or erased from property before disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. 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 AWARDEE'S PROPERTY MANAGEMENT SYSTEM IS CONSIDERED TO BE:			
<input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate		Is there a Corrective Action Request for this audit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
NASA Industrial Property Officer or Property Administrator Name		Department	
Signature / Date		Next PSMA Date	

Reporting Instructions for NASA Form (NF) 1019

The PMSA is administered by the designated Government Property Administrator (GPA) (NASA or Federal Industry Partner (FIP) who is assigned to assist NASA with administration of the award). This NF-1019 satisfy the information required on the NF-1018, Property in the Custody of Award Recipients line items 20 a. (Property System Approved Yes or No) and b. System Analysis (Satisfactory or Unsatisfactory). The Risk Assessment Matrix can be found NASA Procedural Document (NPD) 4500.1, Administration of Property in the Custody of Award Recipients, Table 5.1 – Risk Assessment Matrix. Depending on the value of NASA property provided, Evaluation Factor, Individual Items, etc., shall dictate whether all evaluation factors on the NF-1019 is warranted. The Risk Assessment Matrix notifies the NASA award recipients the frequency of PMSA. The result of the PMSA administered will state whether the analysis was adequate or inadequate. The PMSA results shall be documented in PMSA tabs by the designated GPA and final analysis uploaded by NASA award number in <https://ness.nasa.gov> to satisfy trackability of NASA's property and audit trails.

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 XX/XX/XXXX. 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