

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Government Property Management Plan (PMP)	2. Version 11/02/2012	3. DRL No. 13	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To describe the method of administering and controlling Government personal property.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References Federal Acquisition Regulation (FAR) 52.245-1, Government Property	8. Interrelationships (e.g. with other DRDs)		

A. SCOPE:

The Government Property Management Plan defines the contractor's use, maintenance, repair, protection, and preservation of Government personal property. It shall describe the contractor's approach to receiving, handling, stocking, maintaining, protecting, and issuing Government property (equipment and material). The plan should include interaction and department/office responsibilities. The delegated Government Property Administrator (PA) will request detailed supplemental procedures, which are separate from this plan, after the contract start date.

B. CONTENT:

This plan shall reference those policies and procedures which are part of the contractor's property management system and shall include at a minimum the following functions/outcomes:

1. Property management
2. Acquisition of property
3. Receipt of Government property
 - (a) Receiving
 - (b) Identification
4. Records of Government property
5. Physical inventory
6. Subcontractor control
7. Reports
8. Relief of stewardship
 - (a) Consumed/loss, theft, damage, destruction
 - (b) Delivered
 - (c) Contractor inventory disposal
 - (d) Abandonment of Government property (if directed by the Government)
9. Utilizing Government property
 - (a) Utilization
 - (b) Consumption
 - (c) Movement
 - (d) Storage
10. Maintenance
11. Property Closeout
12. Reconcile Contractor Records with NASA Financial Property Records (NASA Form 1018 and CHATS if applicable)
13. JSC-unique considerations (as they arise or are known now)

C. FORMAT:

Contractor's format is acceptable but must include the content listed above.

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D. MAINTENANCE:

Changes to the PMP shall be incorporated by change pages or complete reissue after coordination with the Government PA.

E. SUBMISSION AND DISTRIBUTION:

Initial – Due with proposal

Final – Due 30 days after contract award