



## DEFENSE ACQUISITION UNIVERSITY EMPLOYEE SELF-ASSESSMENT

### IND 105 - Contract Property Fundamentals

**Note:**

- Provide a justification(s) package referencing the numbered outcomes as appropriate on separate paper.
- Only the numbered outcomes (bold font) need to be addressed.
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<b>Outcomes and Enablers</b>		<b>Achieved?</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	<b>Given the need to control and account for Government property under the Chief Financial Officer Accountability Act (CFOAA), describe Office of Secretary of Defense (OSD) policy for managing that property.</b>		
	Recognize the impact of the Chief Financial Officer (CFO) on contract property		
	Recognize the impact to Office of Secretary of Defense (OSD) property/audit initiatives.		
<b>2</b>	<b>Given a contract, explain the elements of a contract.</b>		
	Name the elements of a contract.		
	Explain the meaning of each of the elements of a contract.		
	Identify uniform contract format.		
	Explain the order of precedence of requirements within a contract.		
<b>3</b>	<b>Given the need to make an acquisition via a Government contract, describe the Government policy on providing property to contractors.</b>		
	Describe the Government's policy for providing Government property to contractors in accordance with FAR and the DOD PGI.		
	Explain why it might be necessary to furnish property to contractors.		
<b>4</b>	<b>Given a contract for review, identify a need for contract property administration.</b>		
	Select correct regulatory resources (FAR and DFARS) for guidance.		
	Define responsibilities for acquisition team members.		
	Identify common terms used to describe Contract Property.		
	Identify responsibilities for the IPMS or IPCS to accept an assignment, including subcontracts and alternate locations.		
<b>5</b>	<b>Given the need to administer contract Government property under a contract, explain the duties and responsibilities of a Government Property Administrator.</b>		
	Describe the duties and responsibilities of a Government Property Administrator.		
	List the authorities of a Government Property Administrator.		
<b>6</b>	<b>Given contract Government property, describe the five major types of Government property.</b>		
	List the various types of Government property provided to contractors.		
	Define the types of Government property and state the characteristics of each.		
<b>7</b>	<b>Given a contract with the Government property clause, explain FAR 52.245-1.</b>		
	Identify the Government Property Clause at FAR 52.245-1 and explain how it is used with the appropriate contract type.		
	Explain the requirements included in FAR 52.245-1 Alt I.		
	Explain the requirement included in FAR 52.245-1 Alt II.		
<b>8</b>	<b>Given a contract with the Government property clause, Installation Operation Services explain FAR 52.245-2.</b>		
	Identify the Government Property Clause at FAR 52.245-2 and explain how it is used with the appropriate contract type.		
	Explain why the Government Property Clause at FAR 52.245-2 must be used with FAR 52.245-1.		
<b>9</b>	<b>Given a contract with the Government property clause, Use and Charges, explain FAR 52.245-9.</b>		
	Explain the meaning of rent-free use of Government Property.		
	Explain how the rental rate for Government Property is calculated.		
	Define contractual authority for use and non-interferences use.		
	Identify the steps to authorize non-interference use.		
<b>10</b>	<b>Given a Government contract with other clauses (FAR, DFARS, etc.), explain their applicability to the contractor's Property Management System (PMS).</b>		
	Identify other contract clauses that impact Government Property.		



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	Locate the other clauses in a contract.		
	Given a list of contract clauses, identify the clause that is missing from the contract .		
11	<b>Given the need to remove contract Government property from a contract, describe the historical beginning of Government property disposal.</b>		
	Explain the Federal Property and Administrative Services Act of 1949.		
	Explain Federal Government's Donation program.		
12	<b>Given the need to dispose of contract Government property under a contract, explain the duties and responsibilities of a Plant Clearance Officer (PLCO).</b>		
	Define Plant Clearance Officer.		
	Summarize the duties and responsibilities of the Plant Clearance Officer.		
13	<b>Given an incident of excess Government property explain the requirements for disposal.</b>		
	Define excess Government property.		
	Determine who is responsible for declaring excess.		
	Identify disposition requirements under the contract (DRMO, Terms and Conditions by Contracting Officer or PMS, Return to vendor, acquire at-cost).		
	Describe the contract disposal priorities.		
	Describe the disposal priorities for the contractor for Government property under FAR 52-245-1.		
	Explain the contractor and the Government actions that are required for disposal of contract Government Property.		
	Describe the contractor's responsibility for disposal of Government property using FAR 52-245-1(j) when the PCARSS e-tool is not on contract.		
	Describe the contractor's responsibility for disposal of Government property using FAR 52-245-1(j) when the PCARSS e-tool is on contract.		
	Define PCARSS e-tool under DFARS 252.245-7004.		
	Explain the requirements for using PCARSS e-tools by the contractor.		
	Explain inventory verification process.		
	Explain inventory verification process for termination inventory (SF14 23).		
	Identify condition codes.		
	Explain standard screening.		
	Explain special screening.		
	Explain the method for vehicle transfers and disposition.		
14	<b>Given the need to dispose of contract Government property requiring demilitarization, describe the process of demilitarization.</b>		
	Define demilitarization.		
	Identify contractual requirements for demilitarization (SOW, CLIN, Special provision).		
	Identify the funding requirements for demilitarization.		
	Describe the laws and/or regulations requiring demilitarization.		
	Describe the demilitarization codes.		
15	<b>Given the need to dispose of contract Government property explain the donation and abandonment process.</b>		
	Describe when the Government may donate surplus property.		
	Explain when the Plant Clearance Officer may abandon sensitive and non-sensitive Government Property.		
	Describe Executive Order 12999 and the donation of educationally useful federal equipment.		
16	<b>Given the need to dispose of contract Government property describe the sales process for surplus Government property.</b>		
	Explain the competitive sales process.		



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	Describe the difference between formal and informal bid procedures.		
	Explain when non-competitive sales may be used.		
	Describe conditions of sales.		
17	<b>Given the need to dispose of contract Government property, summarize the FAR clause requirements for scrap disposal.</b>		
	Explain the scrap disposal process.		
	Explain the Federal Government's requirement for the Precious Metals Recovery Program		
18	<b>Given a contract with Government property, explain contract closeout as it relates to Government property.</b>		
	Identify the steps to closeout a contract property account.		
	Describe the requirement in the Government Property Clause at FAR 52.245-1 for contract property closeout. (checklist – make available).		
	Summarize the steps for contract property closeout		
19	<b>Given the need to use voluntary consensus standards, industry leading practices, and customary commercial practices, define these terms.</b>		
	Define voluntary consensus standard.		
	Define industry leading practices.		
	Define customary commercial practices.		
20	<b>Given the life-cycle of a Property Management System (PMS), describe the processes and outcomes requiring evaluation in a PMS audit.</b>		
	Identify outcomes/processes.		
	Describe outcomes/process.		
21	<b>Given a contractor possessing contract Government property, describe the concepts involved with planning a Property Management System Audit (PMSA).</b>		
	Explain terms (property management systems audit (PMSA), standard audit, limited audit, process, defect, population, sample, sample item, confidence levels, choose a random sample using a randomizer e-tool).		
	List the ten steps in the commercial audit process in order.		
	Describe the underlying concept of each step.		
	Cite the reference for the Government's authority to audit the contractor.		
	Cite the reference requiring the Property Administrator to perform a Property Management System Audit.		
	Describe the types of Property Management System Audit.		
	Describe when to use the two types of Property Management Systems Audit.		
	Explain the frequency requirement for performing a Property Management System Audit (PMSA).		
	Explain the FAR requirement for scheduling/planning a PMSA.		
	Describe the Property Administrator's advance notification requirement to the contractor.		
	Explain the requirement for a PMSA Entrance Conference/Interview.		
	Identify data collection techniques and methods.		
	Define systemic and non-systemic findings.		
	Describe the two statuses of a PMSA (approved/disapproved).		
	Describe the distribution of a PMSA Summary.		
22	<b>Given a Property Management System Audit (PMSA) result, describe the reporting requirements for PMSA deficiencies.</b>		
	Define findings in a PMSA report.		
	Identify examples of systemic and non-systemic findings.		
	Explain the process for corrective action (Business Systems Rules).		



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	Explain notification requirements for a corrective action plan.		
23	<b>Given a FAR requirement to complete an audit, explain contractor/sub-contractor self-audit.</b>		
	Identify the FAR requirement for contractor self-audits.		
	Identify the FAR requirement for sub-contractor self-audits.		
	Define contractor self-audit.		
	Explain the process required for contractor self-audit.		
	Describe the requirements for reporting the results of a contractor self-audit.		
24	<b>Given an incident of loss involving contract Government property, explain the contractor's and Government's responsibilities under the contract.</b>		
	Define loss of government property.		
	Describe the process for reporting loss of Government property by the contractor under FAR 52.245-1.		
	Describe the reporting requirements for loss of Government property.		
	Define e-tools under DFARS 252.245-7002.		
	Explain the requirements for using e-tools by the contractor.		
	Describe the Government's responsibility for reporting loss of Government property when the contractor does not use e-tools.		
25	<b>During work performance as a property specialist, explain elements of risks.</b>		
	Define risks in terms of property management.		
	Identify the risks that are inherent in the processes that comprise a system.		
	Explain negative impacts of not identifying risks.		