



DEFENSE ACQUISITION UNIVERSITY

IND 100 Contract Property Administration and Disposition Fundamentals

100408

Course Learning/Performance Objectives followed by its enabling learning objectives on separate lines if specified.

1	<p>State the Government's policy and exceptions on providing property to contractors.</p> <p>Describe the Government's policy and the exceptions for providing Government property to contractors.</p> <p>Explain why it might be necessary to furnish property to contractors.</p>
2	<p>Describe the five major types of Government Property.</p> <p>List the various types of government property provided to contractors.</p> <p>State the types of Government property and characteristics peculiar to each.</p>
3	<p>Explain the Government Property Clauses cited in the FAR.</p> <p>List the elements of a contract.</p> <p>Describe the two major types of contracts and how they are used.</p> <p>Explain the two basic property clauses and how they are used with the appropriate contract type.</p>
4	<p>Describe the duties and responsibilities of the Property Administrator.</p> <p>Describe the duties/responsibilities of the Property Administrator.</p> <p>List the authorities of the Property Administrator.</p> <p>List the objectives of property administration.</p>
5	<p>Describe the Property Management requirements for Material</p> <p>State the definition of Material</p> <p>Describe the Government's policy on providing Material</p>
6	<p>Describe the Property Management requirements for Special Tooling (ST)</p> <p>State the definition of Special Tooling</p> <p>Describe the Government's policy on providing Special Tooling</p> <p>Describe the use the ST clause</p> <p>State the Property Control requirement for the ST under the ST clause</p> <p>State the disposal requirement for the ST under the ST clause</p>
7	<p>Describe the Property Management requirements for Special Test Equipment (STE)</p> <p>State the definition of Special Test Equipment</p> <p>Describe the Government's policy on providing STE</p> <p>Describe the use the STE clause</p> <p>State the Property Control requirement for the STE under the STE clause</p> <p>Describe the contractor notification requirement and timeframe under the STE clause</p> <p>Describe the Government action upon contractor notification</p> <p>Describe the Contractor's action if the Government fails to respond</p>
8	<p>Describe the Property Management requirements for Facilities</p> <p>State the definition of Facilities</p> <p>Describe the Government's policy on providing Facilities</p> <p>Describe the use of the subcontracts clause as it applies to Facilities</p> <p>Explain the factors affecting the contractor's acquisition of facilities</p> <p>Name the types of facilities contracts</p> <p>Describe the elements of a consolidated Facilities contract clause</p> <p>Compare the 3 facilities contracts clauses</p>
9	<p>Describe the Property Management requirements for Agency Peculiar Property</p> <p>State the definition of Agency Peculiar Property</p> <p>Describe the Government's policy on providing</p>
10	<p>Describe the relationship between Government Property and Progress Payments</p> <p>Describe the use of the Progress Payments Clause</p>



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	Describe the title vesting provisions of the Progress Payments Clause Compare the Property Control Requirement of the Progress Payments Clause with the Property Control requirements of the Government Property clauses
11	Describe the record keeping requirements for Government Property in the possession of Government contractors Describe the "basic information" requirements for every item of Government Property Describe the additional +/or optional record keeping requirements for the various classes of Government Property, i.e. Material and Facilities
12	Describe the identification and segregation requirements for Government Property in the possession of Government Contractors State the identification requirements for the classes of Government Property Describe the various types of commercial identification State the definition of commingling State the definition of co-location
13	Describe the requirements for performance of a Physical Inventory State the requirement for the contractor to perform a periodic physical inventory Describe the types of Physical Inventory State who establishes the type and frequency of Physical Inventory State who has the authority to approve the contractor's Physical Inventory process Describe any restrictions as to "who" may perform the Physical Inventory
14	Describe the formulation of a Property Control System Define a PCS List the four statuses of a PCS Discuss the technical requirements to be addressed in the PCS Discuss who has the authority to approve the PCS Discuss who has the authority to disapprove or withdraw approval of the PCS
15	Describe the maintenance requirements for GP in the possession of the government contractors Define sound industrial practice Define normal maintenance Define capital type rehabilitation Describe the disclosure and performance requirement for normal maintenance Describe the disclosure and reporting requirement for capital type rehabilitation Describe the maintenance requirements for facilities contracts
16	Given a GP scenario, Calculate the rental due for the use of GP Define: rental rate, acquisition cost, rental period, rent free Government use, commercial use Calculate the rental due the government for use of GP Determine the penalty due the Government for unauthorized use
17	Given a GP scenario, determine reasonable and proper consumption Determine the factors affecting consumption Perform a consumption analysis Determine the impact of unreasonable consumption
18	Given a GP scenario, apply the risk of loss assumption Describe the full risk of loss provision Determine the valuation of less under the full risk of loss provision Describe the limited risk of loss provision Describe the PCS disapproval requirement Describe the two options where contractor would not be liable under a disapproved PCS



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	<p>Determine the contractor liability under the limited risk of loss</p> <p>Describe PA's authority to grant relief for responsibility</p> <p>Describe the CO's authority to hold contractor liable</p> <p>Describe flow down if liability from prime to sub contractor</p>
19	<p>Describe the elements of a Property Control System analysis</p> <p>Describe the two forms of a PCSA</p> <p>Describe the functions/processes reviewed under a PCSA</p> <p>Describe the techniques used in performing a PCSA</p> <p>Describe the evaluation criteria used in performing a PCSA</p> <p>Describe the statuses of a PCSA</p>
20	<p>Describe the requirements for control of subcontractors provided GP</p> <p>Describe the Prime contractors requirements to control GP provided to subcontractors</p> <p>Describe the flow down requirements for GP from Prime contractor to subcontractor</p> <p>Define supporting property administration</p> <p>Describe the support property administration delegation request</p> <p>Describe the acceptance if a supporting property administration delegation</p>
21	<p>Explain the contracting terms relating to disposal of GP</p> <p>Define: contractor inventory, termination inventory, scrap, salvage, plant clearance officer, inventory schedule, surplus, excess</p>
22	<p>Describe the priorities established by law for the disposal of contractor inventory</p> <p>Arrange the disposal actions in the appropriate priority</p> <p>Recognize the role of the Contracting Office in the disposal of GP at contract formation</p>
23	<p>Describe the responsibilities and authorities of the Plant Clearance Officer (PLCO)</p> <p>Describe the responsibilities of the PLCO</p> <p>Describe the authorities of the PLCO</p> <p>Describe the source of the PLCO's authority</p>
24	<p>Describe the use and acceptance of inventory schedules</p> <p>List the 5 types if inventory schedules</p> <p>Describe the use of each of the 5 inventory schedules</p> <p>Describe the data to be completed on each of the 5 inventory schedules</p> <p>Describe the inventory schedule submission process</p> <p>Describe the inventory schedule acceptance and rejection process</p>
25	<p>Describe the use of Plant Clearance Automated Reutilization Screening System (PCARSS)</p> <p>Describe the historical development of PCARSS</p> <p>Describe the use of PCARSS for the disposal of contractor inventory</p> <p>Describe the benefit to the PLCO and contractor by using PCARSS (ie. Demil codes, FSC/SE look up, mfg)</p>
26	<p>Describe the inventory notification process</p> <p>Name the form used for inventory verification</p> <p>Describe the responsibility for performing inventory verification</p> <p>Describe the technical verification requirement</p> <p>Describe the allocability verification for termination inventory</p> <p>List individuals who may assist in this process</p>
27	<p>Select the proper condition codes for use with excess contractor inventory</p> <p>Define condition code</p> <p>Describe the various DoD supply/condition codes</p>



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	Prepare an inventory schedule using the proper condition codes
28	Describe the screening cycles Define screening cycle List the 4 screening cycles Describe the appropriate use of the 4 screening cycles (ie. Standard, agency, limited, & special)
29	Describe the sales process for surplus Government property Define: formal sale, informal sale, auction, scrap sale, lotting Describe PLCO's role in the sales process Describe contractor responsibility in the sales process Describe the use of a formal sales informal sales, and online auctions (ie. Ebay) Describe the notification requirement to Fed Biz Ops Describe the sale approval and award process Describe the processing of proceeds of sale
30	Describe the donation process for surplus Government Property Define: public body, eligible donee, state agency for surplus property (SASP) Describe agency responsible for donations
31	Describe the abandonment or destruction process Describe the authority to abandon surplus Government property on the contractor's premises Describe the restrictions placed on the Government for abandoning surplus Government property
32	Describe the requirements for the disposal of hazardous wastes Define hazardous wastes List laws governing the disposal of hazardous wastes Describe Government's responsibility in disposing of hazardous wastes Describe contractor's responsibility in disposing of hazardous wastes Describe funding required for disposing of hazardous wastes
33	Describe the requirements for demilitarization Define Demil List the regulations governing Demil Describe Government's responsibility in disposing of Demilitarization Describe contractor's responsibility in disposing of Demilitarization