



PROPERTY ADMINISTRATOR'S ROLE IN BUSINESS SYSTEM PROCESSES



Property Administrator Role:

- Ensuring appropriate management of property in the hands of contractors; contractors are obligated to be stewards of that property (Federal Acquisition Regulations).

Property Administrator

- Provides oversight to help sustain Existence and Completeness of GFP.



Property Administrator Defined

Office of Personnel Management (OPM) Series

- The technical titles of the OPM GS-1103 Series are
 - Industrial Property Management Specialist and
 - Industrial Property Clearance Specialist

Historically, the position has another title applied:

- “Property Administrator means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.”
 - Federal Acquisition Regulation (FAR) 52.245-1



Property Administrator Defined

Property Administrator (PA)

- The Defense Acquisition Workforce Improvement Act (DAWIA), passed in 1990, established the “Acquisition Corps” and the education and training requirements for a number of occupation series.
- Any individual appointed to the position of PA is required to meet the training and education requirements of the position.
 - See WWW.DAU.MIL for these requirements



Appointment of a PA

Appointment requirements for Individuals serving as Property Administrator

- The appropriate agency authority shall appoint or terminate (in writing) property administrators and plant clearance officers
- The appointing authority shall consider experience, training, education, business acumen, judgment, character, and ethics.
 - “DFARS 201.670 “Appointment of property administrators and plant clearance officers.””
- All PA appointments are written



Property Administrator Defined

Appointment requirements for Individuals serving as Property Administrator

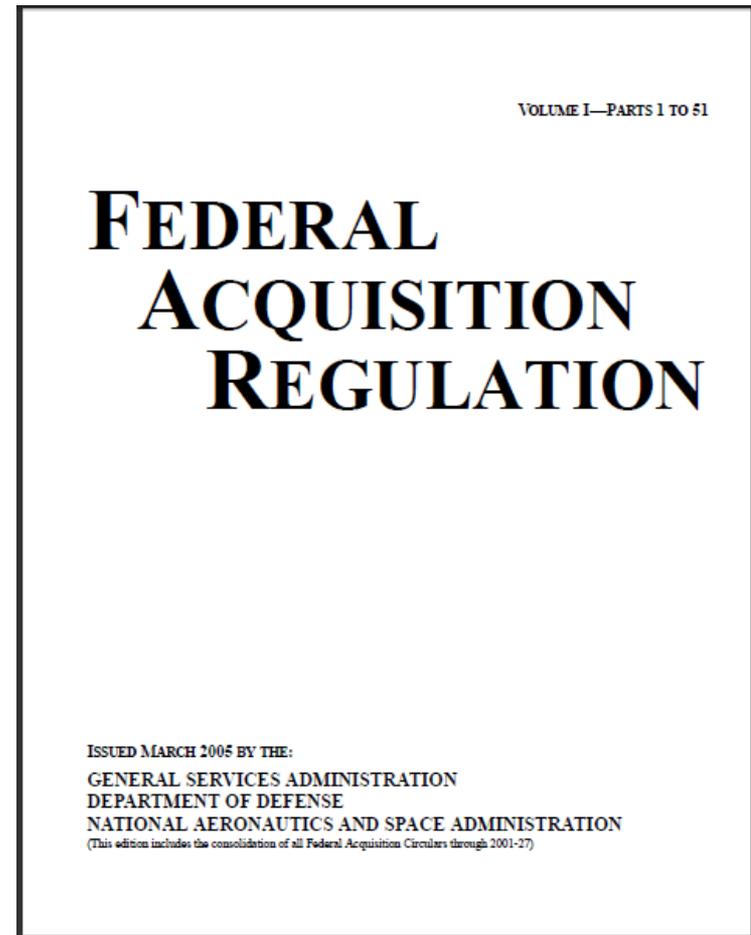
- All appointments must be “written appointments” as their actions as a Property Administrator may bind the Government.
- Contractor Officer’s Representatives (COR) and Quality Assurance Representatives (QAR), can also serve as Property Administrators.
- All DAWIA requirements must be met prior to acting or being appointed as a Property Administrator.



Property Administrator Roles and Responsibilities

The FAR provides guidance for part of the responsibilities and authorities of the Property Administrator.

- FAR 45.105(b)
- FAR 45.105(d)





Property Administrator Roles and Responsibilities

DoD Guidebook for Contract Property Administration

- Provides additional guidance and direction regarding roles and responsibilities of the Property Administrator

Specific PA Roles & Responsibilities

- Reviewing contracts for Property Administration Requirements
- Planning, Scheduling and Performing a Property Management System Analysis
- Evaluating Contractor's Responsibility and Liability for the Loss of Government property
- Performing Property Administration Contract Closeout

Guidebook for Contract Property Administration can be found at:

- http://www.acq.osd.mil/dpap/pdi/pc/docs/Property_Guidebook.docx



Property Administrator Roles and Responsibilities

First Key Responsibility is Contract Review for Property Clauses

Validates FAR Clauses are included, specifically:

52.245-1

52.245-2

52.245-9

Validates DFARS Clauses are included, specifically:

252.211-7007

252.245-7000

252.245-7001

252.245-7002

252.245-7003

252.245-7004

Reports All Contract Deficiencies to KO



QUESTIONS?



Property Administrator Roles and Responsibilities

Property Management System Analysis (PMSA)

- Is the primary means and method of determining the accuracy of the data contained within the Contractor's Property Management System.
- Ensures there is evidence to support the associated transactions

The Guide for Contract Property Administration (page 7) instructs the PA to take these actions with contactors:

7.6. Ensure contractor procedures:

- 7.6.1. Address contract terms and conditions.
- 7.6.2. Have adequate management and internal control measures such as those necessary for controlling sensitive property.
- 7.6.3. Establish clear lines of authority and organizational accountability for custodial care (ASTM E 2279-03).
- 7.6.4. Describes the methods for performing prescribed tasks; e.g., acquisition, receiving, etc.

www.acq.osd.mil/dpap/pdi/pc/docs/Property_Guidebook.docx



Property Administrator Roles and Responsibilities

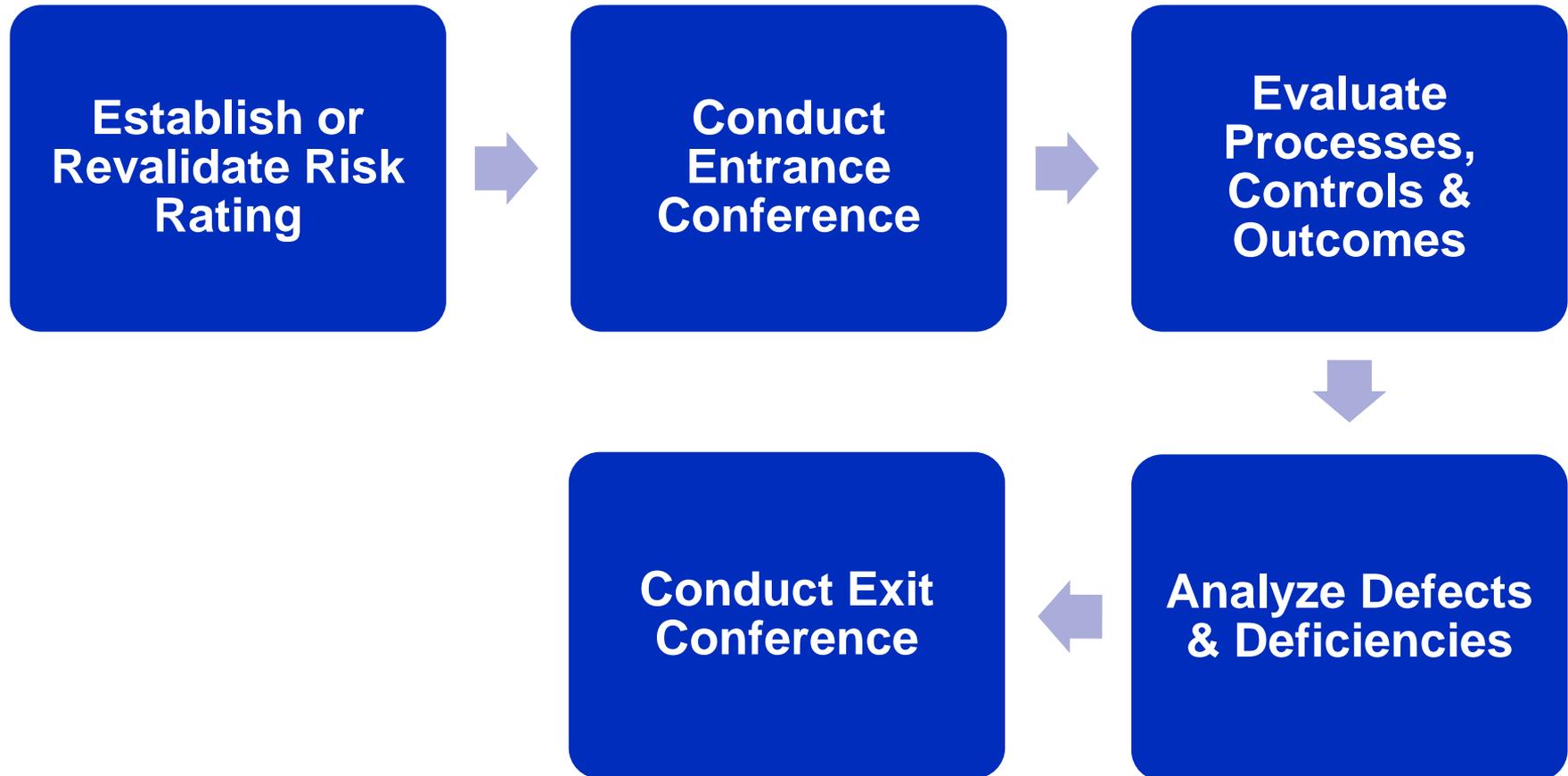
Planning, Scheduling and Performing a Property Management System Analysis (PMSA)

- Property Administrator:
 - Determines a risk management rating to support the level of performance of a PMSA
 - Establishes a frequency of PMSA based upon the risk rating
 - Schedules the performance of a PMSA



Property Administrator Roles and Responsibilities

Property Management Systems Analysis Work Flow





Property Administrator Roles and Responsibilities

Evaluating Contractor's Responsibility and Liability for the Loss of Government property

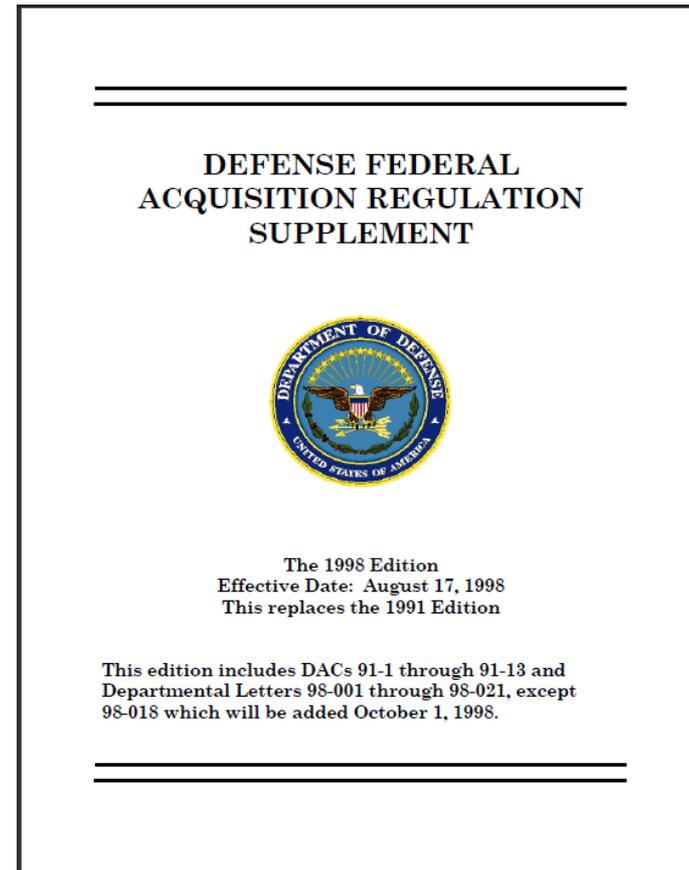
- Apply the proper Risk of Loss provision from the Government Property clause – either
 - Full Risk of Loss, FAR 52.245-1(Alt. I)
 - Limited Risk of Loss, FAR 52.245-1(h)
 - Reporting Loss of Government Property, DFARS 252.245-7002.
- Property Administrator may grant “Relief of Responsibility and Liability” in accordance with their “Certificate of Appointment.”



Property Administrator Roles and Responsibilities

Evaluating Contractor's Responsibility and Liability for the Loss of Government property

- The Property Administrator shall use the DCMA Property Loss eTool to process Loss actions that contractors report in accordance with DFARS 252.245-7002.
- The Property Administrator generally has the authority to grant “relief of responsibility and liability” for the loss of Government property based upon his certificate or letter of appointment.





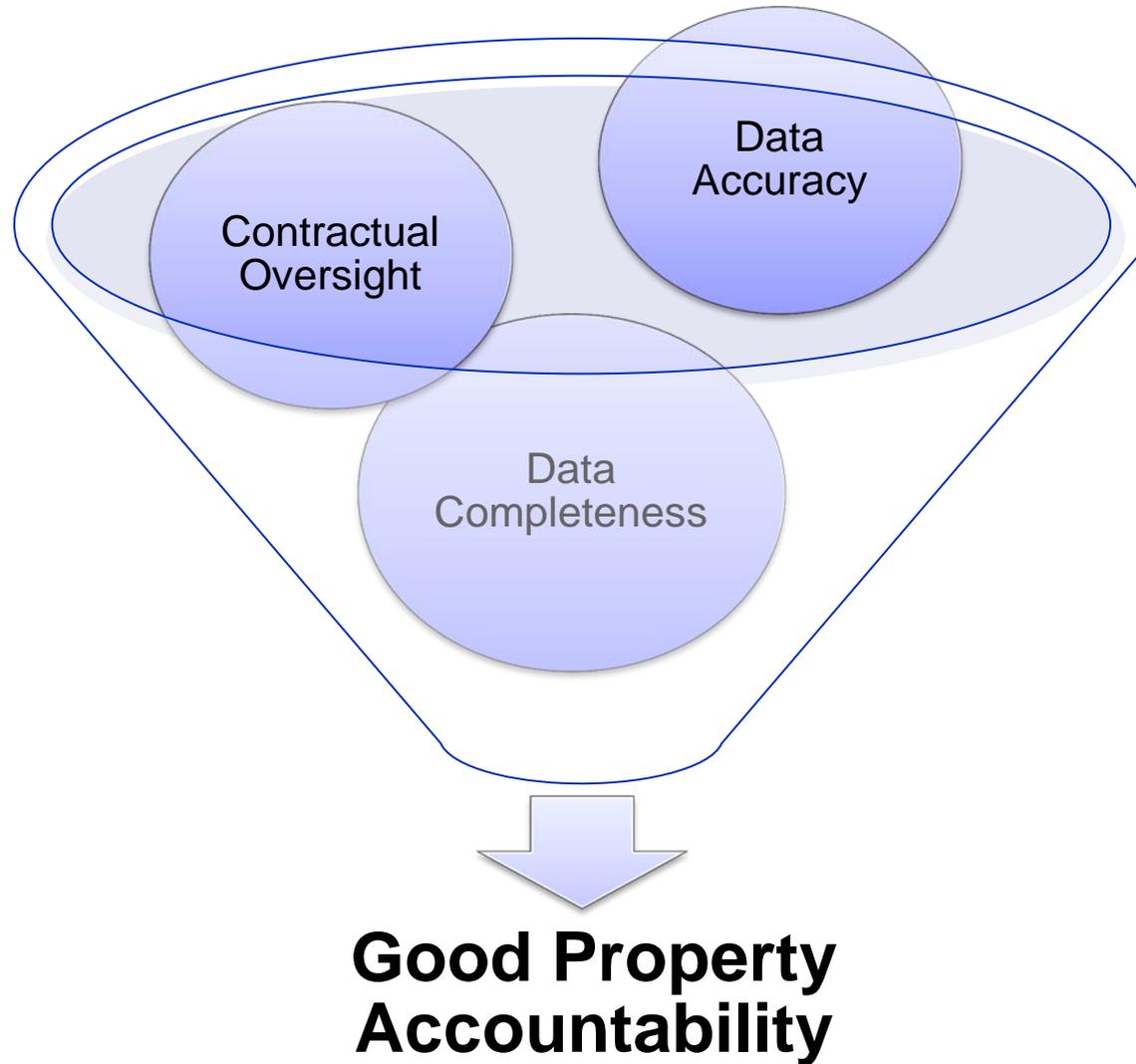
Property Administrator Roles and Responsibilities

Perform Property Administration Contract Closeout

- DFARS 252.245-7004 Reporting, Reutilization, And Disposal, requires the contractor to report all excess Government property through the Plant Clearance Automated Reutilization Screening System (PCARSS) unless otherwise provided for in the contract.
 - Accountability for Government Property, proper Contractor records.
 - Cases of Loss



Property Administrator Roles and Responsibilities





Property Administrator Roles and Responsibilities

Property Administrators' oversight and audits of the contractors' Property Management System provides the Department of Defense a rich source of information and data regarding the life cycles processes and acquisition through disposition.



Property Administrators do not...

Even with all of the roles and responsibilities of the Property Administrator – there are certain actions that the Property Administrator does not perform:

- Physical Inventories of GP in the possession of Contractor
- Signing of Hand Receipts for Government Property issued to a contractor
- Record keeping of Government property in the possession of contractors
- Updates to the IUID Registry
- Take physical possession of Government Property
- Have the authority to direct Contractual Transfers of Government property
- Prepare a Report of Survey or a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200)
 - http://comptroller.defense.gov/fmr/archive/12arch/12_07.pdf



In Conclusion, Property Administrator...

- Is a Critical role within DoD
- Provides oversight to ensure contractors are satisfying their stewardship responsibilities
- Ensure reliance on contractor data is appropriate by evaluating Contractor's property systems
- Periodically tests Contractor's systems to confirm a controlled environment



Resources

Resources Used:

FAR Guidance

- <http://www.acquisition.gov/far/>

DFARS Guidance

- <http://farsite.hill.af.mil/VDFDARA.HTM>

Property and Equipment Policy Website

- <http://www.acq.osd.mil/pepolicy/>

DPAP Procurement

- <http://www.acq.osd.mil/dpap/index.html>

DoD Procurement Toolbox

- <http://dodprocurementtoolbox.org/>

DFARS PGI

- <http://www.acq.osd.mil/dpap/dars/dfars/changenotice/2014/20140311/pgi-changes-20140311.pdf>

FMR

- <http://comptroller.defense.gov/fmr.aspx>

DoDi 5000.02

- http://www.dtic.mil/whs/directives/corres/pdf/500002_interim.pdf