

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Government Property Management Plan	2. Date of current version 01/31/04	3. DRL Line Item No. 10	RFP/Contract No. (Procurement completes) NNJ04050170R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To describe the method of administering Government personal property.		5. DRD Category: <i>(check one)</i> <div style="margin-left: 20px;"> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA </div>	
6. References <i>(Optional)</i> Clause 52.245-5	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

8. Preparation Information *(Include complete instructions for document preparation)*
 DISTRIBUTION: Formatting and electronic distribution per Contracting Officer's letter.

INITIAL SUBMISSION: 30 days after contract award

SUBMISSION FREQUENCY: Initial, with updates as required.

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. The Plan should include interaction and Departmental/Office responsibilities. The delegated Property Administrator will request detailed procedures after contract start.

APPLICABLE DOCUMENTS: Federal Acquisition Regulation (FAR) Part 45 NASA FAR Supplement (NFS) Part 1845

CONTENTS: This plan shall reference those policies and procedures, which constitute the contractor's Property Management Manual and shall include at a minimum the following categories:

Property Management	Acquisition	Receiving
Identification	Records	Movement
Storage	Physical Inventories	Reports
Consumption	Utilization	Maintenance
Subcontractor	Control Disposition	Contractor Closeout

Reconcile Contractor Records with Financial Records Center-Unique Considerations

FORMAT: Contractor format is acceptable; electronic format and availability as required by Contracting Officer's letter.

MAINTENANCE: Changes shall be incorporated by change pages or complete reissue.