
The information presented herein supplements the government property requirements contained in the purchase order General Provisions.

Definitions

Government Property - goods or material (raw or manufactured) that is acquired for use under the order and charged directly to it regardless of nature, value, or end use. In addition, includes all property with title in the government loaned by FMP or others for use under the order. Such property includes, but is not limited to, raw materials, test equipment, scrap, manufactured, storeroom, or loaned items.

Accountable Government Property consists of property for which the acquisition cost is \$10,000 or greater, or is Sensitive Property as defined below.

Administratively Controlled Government Property - property for which the acquisition cost is less than \$10,000 and is not sensitive; however this property must still be managed by the supplier as government property.

Sensitive Property - those items that require special control and accountability because of susceptibility to unusual rates of loss, theft, misuse, or due to national security and export control considerations. Questions related to determining if property is considered to be sensitive should be directed through the FMP Property Management organization. Sensitive Property includes:

- Automated Data Processing Equipment - examples include laptop computers, portable computers, portable printer (used with laptop and portable computers), personal data assistants (PDA), portable global positioning systems (GPS)
- Portable Imaging/Viewing Devices - examples include telescopes; night vision devices; portable thermal imaging devices
- Photographic and Reproduction Equipment - examples include cameras (exclusion of non-memory bearing cameras), audio/tape recorders; televisions (TV) pocket; video cameras (camcorders)
- Radios - Examples include portable two way radios and scanners
- Firearms
- Modems (External)
- Power Tools Valued Over \$500 (Pneumatic, Electric, Gasoline, Battery)

Approval of Supplier Property Control Plan

In order to receive government property, or acquire property for which title of ownership will be vested in the government valued at or greater than \$500,000, a supplier must have an approved property control plan. The supplier's property control plan identifies the requirements that the supplier intends to initiate and maintain to manage government property. The supplier's written policies, practices, and procedures that implement the supplier's property control plan become the supplier's property management system.

Should the supplier have a property management system previously approved by another government agency, FMP may accept that agency's approval provided they meet the requirements. In order for FMP to consider acceptance of the approval, the supplier must provide a copy of the prior approval to FMP. To remain current, the supplier's property management system must be reviewed by the approving agency every three years.

When it is intended to provide a supplier with government property having a cumulative value of \$500,000, and the supplier's property management system has not been approved, the supplier must provide a copy of their property control plan to FMP, for approval. At any time, FMP may choose to conduct a property management appraisal at the supplier's facility to determine the adequacy of the supplier's property control plan.

General Requirements

Accountable government property is to have a unique identifier assigned and a Property of US Government tag applied or engraved on the property. Accountable government property must be recorded in FMP's government property records and inventoried according to the schedule identified below.

The supplier shall maintain an accurate listing of administratively controlled government property.

Inventory Requirements

Government property shall be inventoried and reported in accordance with the instructions identified below:

- Accountable Government Property - a statistical sample inventory every even numbered fiscal year initiated in April and a 100% wall-to-wall inventory every fifth inventory in March
- Sensitive Property - a 100% wall-to-wall annual inventory
- The inventory report shall include the number of accountable assets and the associated value. In addition, the results of the inventory, providing sufficient details for property that was not located, and a narrative describing why the property cannot be located.
- The inventory listing shall specify:
 1. Property number (government tag number)
 2. Item description
 3. Serial and model numbers
 4. Contract number
 5. Quantity
 6. Acquisition cost and date
 7. Manufacturer
 8. Responsible department
 9. Note whether the property was located in the previous inventory
- A final inventory of all residual government property, including administratively controlled.

Reports

- Loss, damage or destruction of government property **MUST** be reported to FMP as events occur. Loss of government property includes theft and unauthorized disposal.
- Form P-315, Supplier Property Certification Data shall be submitted to FMP when 1) government property is acquired, and 2) at the completion of the order.