



# Limited Property Management System Analysis (PMSA)

THE FOLLOWING QUESTIONS PERTAIN TO THE MANAGEMENT OF GOVERNMENT PROPERTY IN YOUR POSSESSION. PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITHIN 30 DAYS OF RECEIPT.

1. Ensure that all information listed above has been provided and is correct. Update and make changes if necessary.
2. Please answer each question in this questionnaire by checking YES, NO or N/A. Use the Comment Section at the end of this form if necessary. If a question is not applicable, check N/A.
3. Ensure to include a listing where applicable.
4. Government Property Administrator (GPA) may request additional information based on responses below.

***PRA Burden Statement***

*This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0017 and expires on 09/30/2022. We estimate that it will take xx minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: [ann.cuyler@nasa.gov](mailto:ann.cuyler@nasa.gov)*

1. PROPERTY MANAGEMENT	YES	NO	N/A
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A. Government Property Management Plan:			
1. Have the Government Property Management Plan and procedures been submitted to the delegated GPA or NASA Industrial Property Officer (IPO)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, please submit them to the GPA or IPO.			
2. Have there been any changes to your Government Property Management System or Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How are your employees able to access the procedures?			
B. Does the Government (NASA or Federal Industry Partner (e.g. DCMA, ONR, etc.,)) conduct Government Property Management System oversight of your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide a copy of the latest Government Property System Determination letter.			
C. Do you currently possess any Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please submit a listing of all Government Property accountable to the contract.			

2. ACQUISITION	YES	NO	N/A
A. Have you acquired any Government property within the past 12 months (including material)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a listing of all acquisitions of Government Property (Contractor Acquired Property (CAP) and Government Furnished Property (GFP)) and forward copies of all vendor invoices with supporting documentation.			
B. What internal screening did your company conduct to confirm that the property being ordered is not available from existing stocks?			
C. Did you obtain Contracting Officer (CO) approval prior any acquisitions in accordance to the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. RECEIPT / IDENTIFICATION	YES	NO	N/A
A. Was there any Government Property (o & GFP) received within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did your company perform the receipt? Provide a description for the actions that were taken from the time property arrived at your facility, until it was released from the Receiving Department.			
B. Do you have a system for reporting discrepancies incident to shipment (transit-related, shortages, overages, damages) of Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Were any discrepancies incident to shipping reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide documentation of the resolution of those discrepancies.			
D. Was receipt of Government property documented and a record of information identify it as Government owned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Is Government Property clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. How does your company identify Government Property?			
G. Provide a picture of the different types of identification on items of Government Property (include one equipment item and one of material, as applicable.			
4. RECORDS	YES	NO	N/A
A. Are records established and maintained for all Government property, with supporting documentation to provide audit traceability to applicable shipping, receiving, storage, and utilization documents from acquisition through disposition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If yes, provide documentation that supports that records be established within the timeframe described in your procedures.			
C. Do you use a receipt and issue system? If yes, provide the authorization and an example of the cross-referenced documents used, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. What system or database do you use to perform receipt and issue of Government Property?			
E. Please forward a copy of your property record for the line items of Materials, Tooling's, and Equipment associated with this contract.			

5. PHYSICAL INVENTORY	YES	NO	N/A
A. Are physical inventories being conducted on all Government Property (including subcontractors' location)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Date of last Government equipment inventory (mm/dd/yyyy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Date of last Government material inventory (mm/dd/yyyy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Describe how the physical inventory was conducted (wall-to-wall, cyclic, etc.).			
E. Were inventory schedules and result reports, including inventory adjustments/discrepancies, sent to the delegated GPA or IPO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, please attach.			
6. CAPITAL PHYSICAL INVENTORY	YES	NO	N/A
A. Do you have any Government property valued over the capital threshold of \$500,000 in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Was a physical inventory performed, and the results reported to the GPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. SUBCONTRACT CONTROL	YES	NO	N/A
A. Do you have Subcontractors that are in possession of Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide listing of subcontractors and property in their possession.			
B. Do you flow down the applicable Government Property clauses on your subcontracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide copies of the subcontractors flow down.			
C. Are you conducting periodic reviews of your subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide supporting documentation.			
8. REPORTS	YES	NO	N/A
A. Do you have a process in place to provide reports of Property Loss (Loss, Damage, Destruction, or Theft), physical Inventory, self-assessments, corrective actions and other property related reports as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you reported any lost, damaged, or theft of property in the last 12 months??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide listing of all reports sent to the delegated GPA or IPO.			
C. Do you perform self-assessments on your property management system and promptly initiate corrective action when audits disclose deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide copy of last self-assessment.			
D. Have any Cannibalization/Modification requests or Found on Station reports been submitted to the CO or delegate in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, list type of report and date			
E. Was a NASA Form (NF) 1018 submitted last Fiscal Year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are NASA Contractor Held Asset Tracking System (CHATS) reports required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Do you have other Government property related reports in your contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. RELIEF OF STEWARDSHIP	YES	NO	N/A
A. Has any Government Property been dispositioned (transfer, disposed, excess, relief of stewardship evidence) since last PMSA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a listing of transferred/dispositioned property.			
B. Is proper documentation supporting disposal being retained to support relief of stewardship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. UTILIZATION	YES	NO	N/A
A. Are you utilizing, consuming, moving and storing Government property as authorized by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is Government Property furnished on this contract being used on other Government Contracts or commercial activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain in comments section or provide attachment.			
C. Is screening being done to identify Government Property that is excess to contract performance resulting from engineering changes, contract modifications, contract completions, termination or inactivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Is NASA Government owned material commingled with contractor owned or anyone else's material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain how NASA Government owned material being segregated/protected?			
MOVEMENT	YES	NO	N/A
A. Is the movement of Government Property documented and are records updated to reflect current location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how is Government Property tracked when it is moved/issued from a location, i.e., what authority is required, what type of documentation and how is the physical move accomplished? (Please provide an example of documentation where property was moved to a different location.)			
B. Is adequate protection provided during the movement of Government Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STORAGE	YES	NO	N/A
A. Is Government Property being stored in your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe the storage facility, level of security in place and segregation of NASA Government Property.			
B. Is your storage area neat, clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSUMPTION	YES	NO	N/A
A. Is a system in place to document and record receipts and consumption of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are any materials subject to receipt and issue only, and not recorded in the property system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. How does your company determine that the amount of material issued is appropriate? i.e., what authority is required, what type of documentation?			
D. Does contract performance generate scrap material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. MAINTENANCE	YES	NO	N/A
A. Does any of the Government Property in your possession require periodic maintenance (including calibration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide documentation of the most recent periodic maintenance scheduled and performed.			
B. Indicate your method(s) used for maintenance of Government property: Periodic Preventive Maintenance (PM) Schedule    Upon Use/Inspection    Calibration    N/A			
C. If PM is not performed as scheduled is a lockout tag affixed to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are records maintained and up to date for all maintenance of Government property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. PROPERTY CLOSEOUT / DISPOSITION	YES	NO	N/A
A. Do you have procedures to ensure that the final Government Property physical inventory is submitted to the NASA CO, GPA, or IPO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Do you have procedures to ensure the timely submittal of the final NASA Form (NF) 1018?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have procedures to ensure that the delegated GPA or IPO have a copy of the shipping documents (DD1149, etc.) transferring all Government Property off your contract and/or a Federal Industry Partner Plant Clearance Inventory Disposal Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are Government identification tags or markings removed or erased from property before disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. PROPERTY TYPES, NUMBER OF LINE ITEMS, AND VALUE		
Type	Number of Line Items	Value
Equipment		
Heritage Equipment		
Special Tooling (ST)		
Special Test Equipment (STE)		
Material		
Other		
<b>Total</b>		
Comments		
<p><b>BASED ON THE RESULTS OF THIS ANALYSIS, THE CONTRACTOR'S PROPERTY MANAGEMENT SYSTEM IS CONSIDERED TO BE:</b></p> <div> ADEQUATE INADEQUATE </div>		
Analyst's Name		Title and Department
Signature		Date
<div>Submit by Email</div>		

