

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT**

**IND 101 - CONTRACT PROPERTY ADMINISTRATION
FUNDAMENTALS**

IND 101	Competency	Yes	No	Work Description/Justification
1	<p>Plan and perform property control system analysis.</p> <ul style="list-style-type: none"> • Determine when to conduct system analysis and the type and objectives of the system analysis. • Identify and brief participants in system analysis. 			
2	Participate in pre- and post-award conferences to manage property under the contract.			
3	Investigate and determine appropriate action on lost, damaged, or destroyed (LDD) Government property.			
4	Review requirements for receipt and/or the acquisition of Government property.			
5	Evaluate and prepare recommendations on requests for Government property (Facilities, Special Tooling, Special Test Equipment, Material, and APP).			
6	Review property provisions of contracts, make recommendations for revising property control system, including the procedures; and establish contract property control records.			

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7	Review contract modifications and recommend to contractor any necessary revisions to property control procedures.			
8	Identify sensitive property by type and initiate action to assure sensitive property is controlled.			
9	Initiate request to ACO for funds to test Industrial Plant Equipment for PCBS.			
10	Approve or disapprove co-mingling of Government and contractor property.			
11	Utilize Government furnished material listings received from management control activities to ensure Government furnished material has been received and posted.			
12	Request supporting contract property administration for alternate locations of prime and subcontractor plants.			
13	Arrange for storage of Government property.			
14	Monitor the actions of the contractor in returning excess property not referred to the Plant Clearance Officer (PLCO).			

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15	Advise the PLCO as to the existence at a contractor's plant of residual property requiring disposal.			
16	Upon termination or completion of a contract, accomplish final review to determine that disposition of all property has been accomplished.			
17	Resolve any property administration problems prior to final contract closeout and plant clearance actions.			
18	Notify contractor of property control system deficiencies. Participate in discussion with both contractor and Government to correct system in a reasonable period of time.			
19	Assure resolution of deficiencies or recommend to ACO that approval be withdrawn when discrepancies are not resolved.			
20	Prepare board of review cases and participate in property board of review meetings.			