



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

July 5, 1996

MEMORANDUM FOR DISTRIBUTION

Subj: **SUBMISSION OF DD FORMS 1662 FOR NAVY CONTRACT ADMINISTRATION OFFICES**

Ref: (a) **NAPS 5245.505-14**

The Department of Defense Contract Property Management System (CPMS) is a sophisticated data base on the amount of Government property provided to DoD contractors. Contractors are responsible for completing DD Form 1662s and submitting them through the appropriate contract administration office. The Navy is responsible for maintaining CPMS data for any DoD contract administered by Department of the Navy personnel.

Since 1986, the Naval Industrial Resources Support Office (NAVIRSA) has acted as program manager for the Navy's portion of CPMS. However, changing responsibilities now require NAVIRSA to withdraw from this effort. Effective immediately all DD 1662s for DoN administered contracts shall be submitted, not later than November 15 of each year, to:

OASN(RDA)ABM-PR (1662)
2211 South Clark Place
Arlington, VA 22244-5104

This represents a change to reference (a) and should be noted appropriately.

Property Administrators are responsible for ensuring that contractor DD Forms 1662 are accurate. The "Beginning of the Period" balances must reflect the balances of the previous DD Form 1662 "Balance End of Period." If the contractor's DD Form 1662 contains discrepancies between reports, property administrators are to resolve discrepancies before submitting the DD Form 1662. It is requested that transmittal letters identify specific contracts and whether the report covers work in process and provide names and telephone numbers of property administrators.

Questions or comments on submitting DD Forms 1662 can be addressed to Bob Johnson, OASN(RDA)ABM-PR, 2211 South Clark Place, Arlington, VA 22244-5104. Bob can be reached at (703) 602-2805 (v), (703) 602-2117 (f), or e:mail at Johnson-Robert@HQ. SECNAV.NAVY.MIL.

Elliott B. Branch

Elliott B. Branch
Executive Director
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