

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT**

IND 201 - INTERMEDIATE CONTRACT PROPERTY ADMINISTRATION

IND 201	Competency	Yes	No	Work Description/Justification
1	<p>Plan 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	<p>Conduct Property Control System Analysis.</p> <ul style="list-style-type: none"> • Identify deficiencies and recommend corrections in the contractor's process 			
3	<p>Plan and Initiate Property Management Under Contracts.</p> <ul style="list-style-type: none"> • Review property provisions of contracts. • Make recommendations for revising property control procedures and/or changes to the contractor's property control system. • Establish contract property control records and develop property administration plan. 			
4	Participate in pre- and post-award conferences to manage property under the contract.			

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5	Investigate and determine appropriate action on lost, damaged, or destroyed (LDD) Government property.			
6	Review requirements for Government property and evaluate and prepare recommendations on requests for Facilities, Special Tooling, Special Test Equipment, Material and APP.			
7	Review contract modifications and recommend to contractor any necessary revisions to its property control system including the 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 commingling 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.			

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12	Arrange for storage of Government property.			
13	Monitor the actions of the contractor in returning excess property not referred to the Plant Clearance Officer (PLCO).			
14	Advise the PLCO as to the existence at a contractor's plant of residual property requiring disposal.			
15	Upon termination or completion of a contract, accomplish final review to determine that disposition of all property has been accomplished.			
16	Resolve any property administration problems prior to final contract closeout and plant clearance actions.			
17	Close out property aspects of contract.			
18	Identify roles and responsibilities of other personnel and organizations involved with property management.			
19	Identify statutory provisions for property management.			
20	Provide contractor with instructions and advise regarding the proper preparation of inventory schedules.			