Subject: Administration of Property in the Custody of Contractors

Responsible Office: Office of Strategic Infrastructure

Preface

P.1 Purpose

a. The largest quantities and values of Government-owned property, acquired for execution of NASA programs, are in the hands of NASA’s contractors. This procedural requirement describes the responsibilities and requirements to ensure uniformity and consistency in the administration of contract provisions relating to Government Property (GP) being used by and in the possession or custody of contractors.

b. This procedural requirement provides specific instructions for the administration of GP, pertaining to procedures and techniques consistent with contract requirements, voluntary consensus standards (VCS), customary commercial practice (CCP), and industry leading practices and standards (ILPS), to ensure performance of property management to protect the interests of the Government at best value through uniform administration of NASA and other Agency contract property practices.

c. Generally, this procedural requirement is intended to address administration of property that has been provided to contractors under the requirements of the Federal Acquisition Regulation (FAR), "Government Property" clause, FAR 52.245-1. However, in instances in which Contractors are required to perform within NASA Centers and Installations, management of property used by contractors and recordkeeping is predominantly conducted in accordance with the NASA FAR Supplement (NFS) Installation Accountable Government Property (IAGP) clause, NFS 1852.245-1, and the NASA Policy Directives and Procedural Requirements cited therein.

P.2 Applicability

a. This procedural requirement is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This procedural requirement applies to the Jet Propulsion Laboratory (a Federally Funded Research and Development Center) and other contractors only to the extent specified or referenced in the appropriate contracts.

b. Policy and procedures for the conduct of property administration when delegated to individuals from other agencies are contained in their own guidance and within official letters of delegation.

c. In this procedural requirement, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

d. In this procedural requirement, all document citations are assumed to be the latest version unless otherwise noted.

e. If a portion of this document conflicts with the requirements of the FAR or the NFS, the requirements of the FAR or NFS shall take precedence.
P.3 Authority

e. NPD 4500.1, Administration of Property in the Custody of Contractors.

P.4 Applicable Documents and Forms

b. NPD 4300.1, NASA Personal Property Disposal Policy.
e. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.
f. NPR 5800.1, Grant and Cooperative Agreement Handbook.
g. NPR 6200.1, NASA Transportation and General Traffic Management.
h. NPR 9250.1, Property, Plant, and Equipment and Operating Supplies.
i. NASA Form 1018, NASA Property in the Custody of Contractors.
j. NASA Form 1430C, Property Administration: Letter of Delegation (LOD) for NASA Contracts.
k. NASA Form 1430D, Plant Clearance: Letter of Delegation (LOD) for NASA Contracts.

P.5 Measurement and Verification

Measurement occurs through various reports defined in Chapter 6 and through the NASA Form 1018 Electronic Submission System.

P.6 Cancellation

None.

/S/
Richard Keegan
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