

PWS 2: GOVERNMENT PROPERTY MANAGEMENT (INDIRECT)

1. INTRODUCTION:

This PWS specifies additional requirements for the Contractor's stewardship responsibilities found in FAR 52.245-1 Alternate I and associated FAR and Defense FAR Supplement (DFARS) clauses and the contract. This PWS also establishes requirements the Contractor shall perform to assure accuracy of Government Property (GP) records for accountability and fiduciary compliance and other program management requirements. The Government Property discussed in this PWS is Government Real Property (RP), Personal Property/General Equipment (PP/GE), Plant Equipment, Special Tooling, Special Test Equipment, sensitive and controlled property, and Material. Note, the Operating Contractor will be referred to as the "Contractor" from here on in this document.

1.1. Stewardship records of Government Furnished Property (GFP)/Property in the Possession of Contractor (PIPC): Contractor shall be responsible and accountable for all GFP provided under the contract and shall comply with Federal Acquisition Regulation (FAR) 52.245-1, and other FAR and DFARS cited in the contract pertaining to acquisition, use, management and disposition of GFP.

1.2. Government Programs. In coordination with the Government Property Administrator (GPA), and other designated Government personnel, the Contractor shall perform actions necessary to support various Government programs and reporting requirements. The Contractor shall also perform actions necessary to create, update, correct and sustain records for acquisition through disposition of all PP/GE and RP asset records, i.e., documentation and the Government's Accountable Property Systems of Records (APSRs), which comprise the official Government records for GP. This encompasses all Government records for all GP located at HSAAP to include both PIPC and property used by the Government staff. These requirements shall be performed in accordance with (IAW) DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property; and DoDI 4165.14, Real Property Inventory and Forecasting, DoD FMR 7000.14-R, Vol. 4, Chapters 24-25, and other policy/directives.

1.3. Unless an exception is approved by the PCO, the Contractor shall maintain Government records, in addition to stewardship records, for the following categories of GP:

1.3.1. Government Furnished Equipment (GFE) requiring Contractor stewardship records and support in maintaining Government records (documentation and APSR)

1.3.2. Incidental Property items tracked by summary record

1.3.3. Table of Distribution and Allowances (TDA) equipment (Technical Exhibit,

also recorded in Government asset records (documentation and APSR)

1.3.4. Real Property assets (documentation and APSR)

1.3.5. Equipment used by Government personnel requiring Contractor support in maintaining Government records (documentation and APSR)

1.3.6. Loss of Government Property shall be IAW FAR 52.245-1 Alternate I.

2. RESPONSIBILITIES:

2.1. The Contractor shall be responsible for establishing and maintaining a Contractor Property Management System (CPMS) that includes a Property Management Plan (PMP) and detailed procedures for processes used to manage the Contractor stewardship requirements IAW 52.245-1, and incorporates management of Government program requirements and asset records as defined in this PWS.

2.2. The Contractor shall be responsible for accurate accountability, care, and maintenance of all GP IAW FAR and DFARS requirements and the Property and Maintenance Plans established IAW this immediate PWS and the Maintenance PWS.

2.3. The Contractor shall comply with applicable local, state and Federal codes, laws, and Executive Orders in execution of this contract.

2.4. The Contractor shall supply information required for the completion of taskers, information requests, and audit preparation, testing and remediation of general equipment and real property to the Government Property Administrator/Real Property Accountable Officer (GPA/RPAO) by the requested timelines.

2.5. The Contractor is responsible for reviewing, validating, correcting Government asset records (documentation and APSR) as necessary to assure completeness and accuracy necessary for audit compliance. Additional requirements are identified in subsequent sections of this PWS.

2.6. The Contractor shall assure segregation of duties between employees maintaining stewardship records and employees maintaining Government records.

2.7. The Contractor shall employ employee personnel who are fully qualified to perform the requirements of this PWS through qualifications and certifications in Government property management and accountability.

3. CONTRACTOR PROPERTY MANAGEMENT SYSTEM (CPMS):

3.1. The Contractor shall be responsible and accountable for all Government

Property (real, personal, and material) provided under the contract, from its acquisition through its disposal. The Contractor shall have a CPMS comprising of plans, processes and procedures for effective management of the following areas: Acquisition, Receipt, Records, Physical Inventory, Subcontractor Control, Reports, Relief of Stewardship Responsibility, Utilization, Maintenance, and Property Closeout.

3.2. The Contractor shall submit a PMP that shall be evaluated during source selection process. The PMP shall provide an overview of the Contractor Property Management System approach and methodology for accountability and management of the lifecycle outcomes covered under FAR 52.245-1(f) and for the Government Property programs addressed in this PWS. The plan shall not decrease the requirements of this PWS.

3.3. The PMP shall be reviewed and/or updated annually, or more frequently if required by operational or equipment changes. Proposed revisions to the PMP shall be submitted to the GPA, in electronic format, by 31 August each year for review. (CDRL A2-001) Upon review by the GPA, JMC Property, and the ACO, a recommendation of approval or disapproval of the revised PMP shall be provided to the PCO.

3.4. The Contractor shall complete annual self-assessments of the their CPMS life cycle outcomes listed above in accordance with FAR Part 52.245-1 for all available lots located at HSAAP and processes for performing Government Program requirements from this PWS. Copies of the assessment results shall be provided to the GPA. (CDRL A2-002)

3.5. GP is furnished "as is" IAW FAR 52.245.1(d)(2)(iii). Generally, the Government will not replace GFP provided 'as is, where is' when it becomes uneconomical to maintain. Replacement of any item by the Government is discretionary and will be determined on a case-by-case basis. The Contractor shall follow Army guidelines in requesting the replacement of equipment for provisioning through base-level commercial equipment, non-tactical vehicle, and equipment taskers.

4. MODIFICATIONS & STATUS OF GOVERNMENT PROPERTY: The CPMS shall include processes/procedures addressing the following requirements related to modification of Government Property and changing the status of Government Property.

4.1. Prior to any major/significant modifications to GP, the HSAAP Government Staff shall be notified in writing and approval from the ACO must be received. Major/significant changes are defined as changes effecting form/fit/function or changes requiring building drawing updates. The request shall include: property number, location, and a description of the item to be modified to ensure identification.

4.2. The Contractor shall record any changes to Government property, once Government approval is received, using a documented Process Change / Equipment Change (PC/EC) system as required under Process Safety Management. The Contractor shall hold Design Reviews on all major modification projects with design drawings being issued to the Government Staff and being maintained for permanent record in the Engineering Vault and in electronic format with back-up copies held in a secure location.

4.3. Unless approved as permanent, modifications shall be removed and item returned to its original condition, less reasonable wear and tear, for acceptance by GPA/ACO at end of contract. The Government takes complete ownership of the property and any associated intellectual property if it cannot be restored to previous condition, at no additional cost to the Government.

4.4. The Contractor shall submit all requested user status changes (ex. Active, Modified Caretaker/Closed, Nonfunctional, Caretaker/Layaway, Excess) for Government review/approval for all real and personal property. This shall include rail as well as rail classified as Mission Critical Rail. A copy of PC/EC documents shall be placed in the file asset folders established for both real and personal property as support for user status changes and equipment modification support. User status changes shall be made in the APSR within ten working days of receipt of PC/EC.

4.5. If a real property facility is taken into an excess or closed status, the Contractor shall conduct an inventory of Government property located at the facility. Inventory shall be conducted within 30 working days of Contractor taking a facility into an excess, closed/modified caretaker, or layaway status. The facility shall at that time have a listing of the inventory posted at the main entry of the facility (signed and dated by the Contractor), stenciling on the door that denotes the 100% inventory has been completed, and the main entry padlocked to prevent unauthorized access and removal of equipment without coordination through the Contractor property staff.

4.6. Any repair or modification of property furnished "as is" shall not affect the title of the Government unless expressly agreed to by the PCO.

4.7. For any permanent movement of GP, the GPA shall be notified within 20 working days of movement. Notification shall include: property number, current location, proposed location, and a description of the item to be moved. Movement for repairs, previously approved project SOW and or disposition activities does not require submittal.

5. GOVERNMENT REVIEWS:

5.1. Government Staff shall have access to all GP, including GP in possession of subcontractors/tenants, for purposes of reviewing, inspecting, and evaluating the Contractor's property control system and management procedures. This shall include plans, records, systems, and supporting documentation that pertain to

accountability, maintenance, and protection of GP. The Government GPA/RPAO shall be given unrestricted read only access, via Contractor network computers in his/her work area, to review the Contractor databases related to this PWS. Hard copies and/or electronic copies shall be made available upon request.

5.2. The Contractor shall support an average of three on-site property management reviews from other Headquarters per year. The Contractor shall support pre-visits, on-site visits, and follow-up activities. Before the visit, the Contractor may be required to review past findings, gather information and maps, plan meetings, and arrange escorts. During the visit, the Contractor may be required to discuss its programs, provide information and maps, plan and participate in meetings, and escorts visitors to various locations on the installation.

6. PERSONAL PROPERTY:

The CPMS shall include processes/procedures addressing the following requirements related Government program management and reporting requirements for Personal Property/General Equipment:

6.1. Audit Compliance:

6.1.1. Contractor shall establish and maintain Government records with supporting documentation for all GP to facilitate Government financial reporting requirements, such as but not limited to, capital asset depreciation reports and Chief Financial Officer Act financial statements. The Contractor shall run depreciation reports on a monthly basis for both real property and general equipment and maintain on file. The Contractor shall review these reports to ensure assets are depreciating IAW Army guidelines. Depreciating errors shall be corrected as they are discovered during the monthly review. The Contractor shall create asset files that follow DoD and Army guidance and policy for audit compliance. For general equipment Capital Assets, file asset folders shall be created that follow audit readiness guidelines and requirements.

6.1.2. Acquisition of Government Equipment. For ARMS Projects Modernization Projects, and Major Maintenance: The Contractor shall provide the actual cost for Government equipment purchased during this contract period to support meeting audit readiness guidelines. This shall include purchase requests, purchase orders, packing slips, invoices, acquisition costs, management costs, etc. for the equipment to support the cost of the item. In addition, a schedule listing all equipment, including incidental property, purchased as part of the project as well as all information required for entry in the Accountable Property System of Record (APSR) shall be maintained. For new acquisitions of capital equipment or special interest items, a file asset folder shall be submitted to the GPA within twenty working days of receipt of the equipment onto the installation. The Contractor shall not price requirements as stated above in this subsection related to Modernization Projects, as these will be funded directly by the

Modernization Projects.

6.2. Table of Distribution and Allowances (TDA) equipment.

6.2.1. The Contractor shall assure accuracy of the Table of Distribution and Allowances (TDA) (reference AR 71-32, paragraph 7-3 (3) and supplemental HQDA policy). Contractor shall notify the GPA and Equipment Manager within 20 working days when mission requirements necessitate increases/decreases to TDA items. The Contractor shall complete an annual review of the TDA by 31 August each year and submit to the GPA and Equipment Manager for coordination with HQ, JMC and adjustment of TDA authorizations. (CDRL A2-003).

6.2.2. The Government generally will not replace (TDA) equipment (i.e. construction, engineering equipment, material handling equipment, special purpose and special design vehicles) that are currently on-site once they become uneconomical to maintain or repair. Replacement of any item by the Government is discretionary and will be determined on a case-by-case basis with the submission of a justification by the Contractor to the Equipment Manager to document the requirement.

6.3. Equipment operators shall possess appropriate licenses/certifications prior to operation of GP which is motorized or is attached to motorized vehicles (i.e., vehicles, construction equipment, semi-trailers, forklifts, and TDA equipment). A copy of these licenses shall be provided to the ACO prior to any Contractor employee engaging in any mode of equipment operation. Contractor personnel shall complete training on the operation of motorized GP at least every two years, but more frequently if directed by the ACO. Contractor personnel who handle ammunition and explosives and operate GFP in the manufacturing process shall complete licensing/training on the operation of the equipment and the handling of explosives at least every two years, but more frequently if directed by the ACO. All licensing/training documents shall be signed by supervisory personnel as certification of the training completion and employee qualification. Licenses/training completion documents, for both motorized GP and explosives manufacturing equipment, shall be provided to the ACO as required but at a minimum on a quarterly basis by January 10th, April 10th, July 10th, and October 10th for the duration of the contract (CDRL A2-004).

6.4. Personal Property Reports/Records:

6.4.1. Contractor shall notify the GPA of incidents involving loss, theft, damage or destruction of all Government property as soon as the circumstances of the incident are known and within 3 working days of the incident. (CDRL A2-005). The Contractor shall also submit copies of the Contractor's incident report, an accident report, if applicable, associated work orders, investigation documents, root cause analyses, and any other documentation deemed necessary by the

GPA within 7 working days of the incident. Investigation reports, insurance policies, and other documentation shall be supplied by the Contractor by requested timelines as necessary. The cost for repairs to damaged property shall be burdened solely by the Contractor, unless otherwise approved by the PCO, and shall not be charged to the contract. In addition, the Contractor shall also report loss of GP using the DCMA eTools software application or its replacement (reference DFARS 252.245-7002). The Contractor incident report shall contain both the acquisition cost as well as the damage costs associated with the incident. The eTools "Property Loss" toolset can be accessed from the DCMA home page External Web Access Management application at <https://www.dcmamil/aboutetools/>.

6.4.2. Government may request copies of reports and inspections that take place on the installation, and the Contractor shall supply copies of these reports and inspections by the requested timelines.

6.4.3. Government Furnished Material (GFM): When approved by the GPA, the Contractor may maintain, in lieu of formal property records, a file of appropriately cross-referenced documents evidencing receipt, issue, and use of material that is issued for immediate consumption (reference 52.245-1(f)(1)(iii)(B)).

6.4.4. The Contractor shall maintain control of GP furnished to its subcontractors, vendors, and tenants IAW FAR 52.245-1(f)(1)(v). The Contractor shall track when equipment is shipped, received, and returned. The item shall be tracked by property tag number and/or serial number. Documentation shall identify the reason the item is being shipped offsite (rework, repair, calibration, etc.). The date that the item is received back on the installation shall be documented with notification to the GPA within three working days of the item's return onto the installation. Implementation of this program shall be completed within the first year of contract award.

6.5. The following reporting requirements are in addition to those identified in FAR 52.245-1:

6.5.1. Contractor shall provide information to ACO staff on inventory, utilization, costs, and fuel used for the Army owned motor vehicles and input the results into the Federal Automotive Statistical Tool (FAST) data system. The information shall be provided by 10 October each year or by an established timeline. (CDRL A2-006)

6.5.2. The Contractor shall supply the information required for Vehicle Allocation Methodology (VAM)/Vehicle Utilization Review Board (VURB) reporting for Army-Owned Non-Tactical Vehicles (NTVs). The Contractor shall complete an annual review of each Army-Owned NTV and collect data to create a baseline fleet profile (ex. utilization, down-time, maintenance, number of users, mileage rate, trips per vehicle, etc.). Also included in this effort is the requirement to develop

minimum vehicle utilization criteria, compare existing fleet composition to mission task needs, and to develop a plan for future acquisition and replacement. The VAM/VURB process shall be completed in accordance with HQDA G9 VAM/VURB Implementation SOP (or its replacement) and shall be submitted to the HSAAP Equipment Manager annually by the requested timelines. (CDRL A2-007).

6.5.3. Contractor shall prepare the Report of Disposition of Contractor Inventory (DD Form 1638) and submit along with support documents and scrap metal voucher tickets to the GPA for review, approval and transmittal to HQ JMC. This report shall be submitted on a quarterly basis (on or before 10 April, 10 July, 10 October, and 10 January). (CDRL A2-008)

6.5.4. The Contractor shall establish and maintain accountability of personal property inventory in the Army's APSR (currently identified as Defense Property Accountability System). Inventory accountability shall be updated within 20 working days of acquisition, disposal, or other data changes (i.e. inventory date updates) to facilitate compliance with DoD requirements for asset management, accountability, and financial reporting. A monthly report showing these changes shall be provided to the GPA by the third working day of the following month. (CDRL A2-009) At a minimum, the database shall be used to track items with acquisition cost of \$5,000 and greater; and mission essential, serial managed, sensitive, pilferable, or controlled inventory, regardless of acquisition cost.

6.5.5. The Contractor shall make changes needed in the Army's APSR to reflect the accurate user of the GP; i.e. Loan Code 'C' for GFP provided to the Contractor and Loan Code 'G' for GP property used solely by Government personnel. This effort shall be accomplished as part of the yearly inventory process.

6.5.6. The acquisition cost of general equipment assets shall be traceable to the contract and shall reflect the Government's cost for the asset. Documentation to substantiate the government's cost for the asset shall be submitted prior to entry into the APSR and within 20 working days of acquisition.

6.5.7. The Army Enterprise Systems Integration Program (AESIP) or its replacement shall be used to assign National Stock Numbers (NSNs) or Non-Standard NSNs to all equipment currently listed in, as well as new acquisitions to, the APSR. Assets shall be catalogued with accurate NSNs or N-NSNs in the APSR.

6.5.8. An annual reconciliation and validation between Contractor stewardship records, APSR records, IUID registry records, and Contract GFP lists shall be conducted by 31 December each year. A report showing the results of the validation shall be included with the yearly Equipment inventory and submitted to the GPA within 30 working days of completion of inventory.

6.5.8. Stewardship records of Government Furnished Property (GFP)/Property in the Possession of Contractor (PIPC): Contractor shall maintain stewardship records so that records are kept up-to-date and in sync with the government's accountable record.

6.5.9. A listing of incidental equipment shall be maintained by the Contractor for accountability of Government owned equipment. Updates to the listing shall be made within 30 working days for new acquisitions, disposals, or other data changes. The information required on this listing is: tag number (HOL, if one has been assigned), location, sub-location, acquisition cost to the Government, acquisition date, last inventory date, description (including serial number and other distinguishable information), and previous location(s) on the installation. A monthly report showing updates to this listing shall be provided to the GPA by the third working day of the following month. (CDRL A2-010)

6.5.10. The Contractor shall submit inventory listings of GP in their possession (RP, GE, Incidental, serially managed, sensitive, pilferable, etc.) to the GPA at a minimum of annually by 31 December or more frequently if required for incorporation into the contract GFP attachment. (CDRL A2-011)

6.6. Personal Property Inventories: Contractor shall inventory and make all adjustments to the applicable property database(s) and APSR of all Government Property. The inventory frequency is listed below:

6.6.1. Government Furnished Material – Annually. This includes all material owned by the Government and Contractor Acquired Property that the Government has paid the Contractor for or which has been charged to a contract.

6.6.2. Equipment (except Incidental Property) – Once every 3 years accountable property recorded in the Government APSR (including controlled, serially managed, sensitive, and pilferable items). The completion of the inventory shall include a manual inventory for existence with application of stickers denoting the inventory year, the photographing of capital equipment and special interest items, data validation in the APSR against stewardship records and available historical records, and the updating of the APSR with the inventory date. If available, the next cyclic inventory due date shall also be scheduled. This inventory shall be conducted by calendar year with completion prior to 31 December of each year. The final results of the inventory along with Contractor working papers shall be provided to the GPA within 30 working days of completion (CDRL A2-012). If the Contractor's Property Control System is in an unapproved status, the Contractor shall be required to inventory all equipment, special tooling, special test equipment, and Incidental Property annually.

6.6.3. Incidental Property – Incidental property is Government property identified as incidental to the Contractor's performance of base operations and production

missions that will be available to the Contractor to use until expended, unserviceable or determined excess to requirement. Items identified as incidental may include administrative items such as office space, desks, chairs, telephones, (ref. FAR Part 45.000(b)(5)), as well as industrial items such as hand tools, work benches/tool cabinets, fans, etc. "Incidental" items are not critical or essential to the direct performance of the mission although they may provide indirect support to its accomplishment such as the foregoing examples. Excluded are: material, real property, sensitive property, property potentially dangerous to the public safety or security, protection, control, and accountability, such as classified property, weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or waste, or precious metals. The initial listing of incidental property is subject to further review by the Government to assure property classification. Contractor shall coordinate with the GPA to assure that correction, additions, and deletions are properly documented. Cyclic or scheduled inventories of incidental property are not required throughout the lifecycle of the property. However, a 100% inventory of incidental property shall be conducted by the Contractor at contract termination or completion.

6.6.4. Precious metals shall be inventoried monthly. All consumptions shall be documented. Any scrap generated from production shall be reported to the GPA for disposition instructions. Personnel conducting the monthly inventory of precious metals shall be rotated so that the same individual does not conduct the inventory for two consecutive months.

6.6.5. Other inventory frequencies as determined by the GPA for mission essential, serially managed, sensitive items or controlled inventory, such as weapons, precious metals, etc. Government owned weapons and ammunition shall be inventoried monthly. Personnel conducting the monthly inventory of Government weapons and ammunition shall be rotated so that the same individual does not conduct the inventory for two consecutive months.

6.6.6. Contractor shall support other inventories as directed by JMC, AMC and the Department of the Army (DA).

6.6.7. The outgoing and incoming Contractors shall conduct independent inventories for 100% accountability of all Government property.

6.7. Disposal of Personal Property:

6.7.1. The Contractor shall report Government property in its possession that is excess to contract performance IAW requirements of the PMP/CPMS, 52.245-1(j), and DFARS 252.245-7004 and within 30 working days of determination of excess status. The Contractor shall use the DCMA eTools software application or its replacement to initiate Plant Clearance cases in coordination with the HSAAP Government Plant Clearance Officer when equipment is excess to

requirements, is in a condition that may be usable by another installation, and does not require thermo-decontamination. The eTools "Plant Clearance Automated Screening System" toolset can be accessed from the DCMA home page External Web Access Management application at <https://www.dcmamil/aboutetools/>. The Contractor shall handle excessing and disposing of excess GP in a timely manner.

6.7.2. Prior to excess action, items shall be assessed for potential contaminations, such as asbestos, Polychlorinated Biphenyl, explosives, lead based paint, etc. Contaminated items shall be disposed of IAW applicable laws and regulations. Explosive contaminated items shall be disposed of IAW Contractor procedures.

6.7.3. All proceeds from the sale of GP shall be deposited into an overhead account to be retained by the Contractor and to be used as directed by the ACO. A monthly report of the funds, showing receipts and expenses, shall be submitted by the third working day of the following month to the Government. The Government reserves the right to examine all records relating to the sales and expenses. These funds shall be the property of the Government and upon completion or termination of this contract, the balance of the funds shall be reconciled and disbursed in a manner directed by the PCO, which could include requiring a check issued to the U.S. Treasury, transfer into a new account, or other. (CDRL A2-013)

6.7.4. The Contractor shall actively pursue the identification of excess equipment and timely disposal of scrap equipment located on the installation through internal audits of facilities and contact with plant personnel on a monthly basis with submission on the first day of the following month. The Contractor shall perform physical audits of two buildings a month based a Contractor determined schedule or priority. Property yards and storage facilities shall be reviewed on a yearly basis to determine if items can be excessed with justifications for keeping equipment maintained on file. The Contractor property administration department shall maintain direct oversight of the disposal process throughout the installation to ensure appropriate paperwork is submitted and physically assist in disposal actions when necessary. Request for disposal documentation shall list all applicable data regarding the items listed on the request along with the proposed disposal method that has been approved by the Safety, Environmental, Security, and other applicable departments. The Contractor property administration shall submit work orders on behalf of the ACO Staff. The Contractor shall also relocate and/or dispose of furniture and electronic devices as necessary for USG Staff by requested timelines.

6.8. Item Unique Identification (IUID):

6.8.1. Contractor is responsible to fully implement IUID requirements IAW DFARS 252.211-7003 and DFARS 252.211-7007 for the legacy GP provided to

the Contractor and new GP acquisitions, as applicable.

6.8.2. Contractor shall ensure that a Unique Item Identifier is assigned, items are physically marked with an IUID compliant 2-D barcode, as applicable, and accurate item information is input to the IUID Registry within 20 working days of receipt. Items to be tagged and registered include new property acquisitions and legacy GP with acquisition cost of \$5,000 and greater, as well as mission essential, serially managed, sensitive/pilferable, or controlled inventory regardless of acquisition cost. The Contractor shall ensure the data entered for assets is accurate and shall update within 20 working days of the item entering or leaving their possession or control. A monthly report showing updates to assets shall be provided to the GPA by the third working day of the following month. An annual report of all IUID Registry items shall be submitted to the GPA by 31 December each year. Missing or weathered IUID tags shall be replaced upon the completion of the yearly cyclic inventory; new tags shall be applied within 120 days of inventory completion.

6.8.3. Vessels and mobile equipment shall be stenciled with the property tag number (HOL number) as well as identification that the item is Government owned to ensure optimum visibility. If the item cannot be stenciled due to lack of space or if marking would have a deleterious effect, the Contractor shall ensure Government property tags and/or IUID tags are on the equipment, as applicable. Items located in a confined entry space shall be stenciled so that the item can be read from outside the confined space. Re-stenciling shall be accomplished once stencil becomes weathered and within 120 days of inventory completion. A listing items identified as requiring re-stenciling shall be submitted with Equipment inventory results on a yearly basis.

6.9. Ownership of Personal Property:

6.9.1. In accordance with, FAR 52.245-1 - Alternate I, Government Property, and PWS 2 Government Property Management, the Government will retain title and ownership to all Government-furnished property and modifications to Government furnished property provided under the contract. In addition, the Government will establish title and ownership in all property acquired and/or utilized by the Contractor in the performance of the contract as provided for in FAR 52.245-1 - Alternate I. Pursuant to FAR 52.245-1 - Alternate I, paragraph (e)(2), this narrative establishes specific requirements for passage of title, wherein title to property acquired, fabricated, or utilized by the Contractor for use on fixed price contracts or fixed price line items will vest with the Government, rather than be retained by the Contractor. This requirement for passage of title to the Government for property acquired and/or utilized by the Contractor under fixed price efforts applies to acquisitions under the contract, as well as third party contracts and commercial work authorized by the Government under the contract. The requirement for Government title includes, but is not limited to, plant equipment required to maintain capabilities to produce explosives and other

components for the DoD at HSAAP. The Government will retain title and ownership of all personal property, including vehicles and mobile equipment, that is maintained, upgraded, replaced, or added, as necessary, to sustain existing, new, or additional capabilities as may be determined by the Government throughout the life of the contract. No separate funding will be provided, except in the case of direct funded PWSs. Title to any property, including special tooling and test equipment, will vest to the Government in accordance with FAR 52.245-1 - Alternate I, PWS 2, and the provisions of this narrative, whether provided or acquired and/or utilized under fixed-priced, or cost reimbursable contract efforts, and whether as a direct, or indirect cost item. In clarification, this provision applies only to the Contractor and does not apply to the property of Contractor's subcontractors or ARMS tenants, unless that property was purchased with ARMS funds. For property acquired and/or utilized by the Contractor under fixed price efforts, where absent the provisions of this narrative, title would have vested in the Contractor, title will vest with the Government at the end of the final contract performance period, whether or not the contract is extended by execution of an award term. Once acquired/utilized by the Contractor in performance of the contract, the property shall not be removed from HSAAP without approval of the Contracting Officer except for repair/modification with subsequent return to HSAAP. Prior to passage of title, the Contractor shall manage and maintain the property in accordance with this PWS and PWS 8 – Maintenance of Facilities; and plans and procedures associated with those PWSs. The Contractor shall provide a Transferrable Property List of all tagged property acquired in performance of the contract, including investment projects, wherein title is vested with the Contractor until transfer to the Government at the end of the contract as outlined herein and in accordance with PWS 2. (CDRL A2-014)

7. REAL PROPERTY/REAL ESTATE:

7.1. The CPMS shall include processes/procedures addressing the following requirements related Government program management and reporting requirements for Real Property.

7.2. Audit Compliance:

7.2.1. Real Property Accountability Requirements. Compliance with the Chief Financial Officers Act requires accurate accountability and valuation of improvements to real property assets and construction of new assets. Real Property Assets are the physical infrastructure of the facility and includes buildings, bridges, structures, roads, parking lots, sidewalks, fencing, utility equipment and pipelines, electrical/communication equipment and lines, etc. (Note: real property assets does not include process equipment and pipelines).

7.2.2. When real property assets are upgraded, modernized, or constructed; the Contractor shall complete draft, interim, and final DD Form 1354 in accordance

with UFC 1-300-08 and other governing regulations for entry or update of the asset in the real property inventory in GFEBS. A final DD Form 1354 shall be submitted within 10 working days of project completion. Once the DD Form 1354 is completed, the Contractor shall enter the information into GFEBS within 10 working days of acceptance by the RPAO. The Contractor shall not price requirements as stated above in this subsection related to Modernization Projects, as these will be funded directly by the Modernization Projects.

7.2.3. A file must also be kept on each asset with documentation to verify the cost to the Government for the asset or improvement. The Contractor shall show traceability for all cost elements to include supporting documentation such as purchase requests, purchase orders, packing slips, invoices, acquisition costs, management costs, drawings, etc., with costs directly traceable to the contract for the real property asset.

7.3. Physical Inventory: Real Property shall be physically inventoried once every five years, except for historic/heritage facilities, which are physically inventoried every three years. The inventory of real property shall consist of physical siting, and verification of operational status, current usage, and other elements of the facility along with the photographing of each piece of real property and the application of an inventory sticker denoting the inventory year. It shall also entail the update of the APSR with the inventory date as well as the scheduling of the next cyclic inventory. At this time, the data elements listed in the APSR shall be validated against Government asset records, the file asset folder, Geographic Information System (GIS) data, and historical documentation. Based on the validation, the APSR shall be updated or corrected as necessary. Applicable support documents for the changes to the APSR shall be completed by the Contractor for audit readiness compliance and placed in file asset folders. Updates to the APSR shall be made and all support documentation completed before the inventory is considered complete. The completed inventory shall be submitted to the RPAO by 30 September of each year. The submission shall include a listing of the facilities inventoried, working papers, and shall be signed by the personnel who completed the inventory along with the Contractor's Property Manager. (CDRL A2-015)

7.4. The Contractor shall conduct annual Utilization Surveys IAW AR 405-70. Note, facilities which have been reported to HQDA as excess or declared excess according to Public Law 100-526 or Public Law 101-510 or future Base Realignment and Closure rounds shall not be surveyed. The Utilization Survey shall be submitted to the RPAO by 31 December annually.

7.5. The Contractor shall establish and maintain document files with source documentation to support the financial and management information on all real property assets in accordance with DoDI 4165.14 and Real Property Management Handbook.

7.6. Regulation/pamphlets for Real Estate/Property (405- Series) are available at

Army Publication Directorate homepage: <https://armypubs.army.mil/to> use as reference and guidance for Real Property acquisition, management/outgrant, inventory, utilization, and disposal. Such actions shall be coordinated with the GPA/RPAO for Army staffing and approval.

7.7. Disposal of Real Property:

7.7.1. Contractor shall identify excess real property (i.e. land, buildings, or other improvements) not needed for support of assigned mission, facility use or future production planning purposes. Facilities that are not required for assigned mission or future production planning requirements, but have potential future value in the Contractor's facility use mission, shall be placed into Modified Caretaker/Closed status. The Contractor shall provide all support documentation required to prepare Reports of Excess/Disposal Reports or DA Form 337 as stated in AR 405-90.

7.7.2. The status of excess actions shall be maintained in the APSR. The real property accountable record shall be updated with HUD/McKinney Act determinations and disposal planning data within 10 working days of this information becoming available. Demolition or disposal data shall be updated to reflect the completion of the disposal and retirement in the APSR within 10 working days of completion of the disposal action.

7.8. Reporting/Records:

7.8.1. Contractor shall maintain new and existing installation, infrastructure, and utility maps showing the location of capital equipment or special interest items. Installation, infrastructure, and utility maps prepared under this contract shall be created or maintained in a GIS, using the Army's Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) format. The GIS shall be the electronic facility drawing system, showing all aspects of the general facility (Area A, Area B, the corridor, lease agreements, and land boundaries), including 'improvements', utilities, natural resources and environmental references. It shall be available to the ACO Government Staff as well as Contractor personnel. It shall be updated, at a minimum, quarterly with quarterly updates submitted to the GPA on or before 10 April, 10 July, 10 October, and 10 January. The Government shall have unlimited rights to all data related to and including GIS.

7.8.2. The Contractor shall review "as built" property drawings and update when required or when modifications are completed, placing updates in the Engineering Vault and retaining electronic copies with back-up copies held in a secure location.

7.8.3. Contractor shall input and maintain the Real Property Inventory (RPI) in the Government APSR, currently General Fund Enterprise Business System (GFEBS). The RPI shall be maintained and updated as transactions occur,

within ten working days and IAW statutory and regulatory guidance to facilitate data extractions by JMC, AMC, DA and DoD or routine and special reporting requirements (i.e. Facility Reduction Program and Utilization Survey) (reference AR 405-45). The Contractor shall submit a listing of monthly updates to the RPAO for verification that the ten working day requirement has been met by the third working day of the following month. (CDRL A2-016)

7.8.4. The Contractor shall maintain the real property asset folders established for each real property asset at HSAAP and assure asset folder documentation is updated when RPI information is updated in support of auditability.

7.8.5. The Contractor shall maintain and update, as required, the Real Property Planning and Analysis System (RPLANS) data and shall submit proposed changes to the ACO Government Staff for concurrence. RPLANS data should accurately reflect the current usage and requirements for facilities. The Contractor shall make approved changes to RPLANS as well as any adjustments to the APSR as a result. The RPLANS file shall be updated quarterly by 10 April, 10 July, 10 October, and 10 January and IAW AR 210-20 0, "Real Property Master Planning for Army Installations".

7.8.6. The Contractor shall collect data based on implementing standards, populate and maintain the Installation Status Report – Infrastructure (ISR-I) in a format compatible with the Army's automated database. Approximately one fourth of the required inspections shall be completed each quarter to ensure the ISR-I is kept current and that data is available for Army quarterly data extracts and other requirements, and shall include an inspection rating of all facilities IAW AR 210-14. The Contractor shall complete inspections and enter results into the ISR-I database prior to the established cutoff each FY, roughly the second week of September. Personnel conducting the ISR-I inspections shall be knowledgeable of building inspection and maintenance activities of the facility that is being evaluated. He or she should have training beyond that offered through the ISR-I program to include real property maintenance, building inspector qualifications, etc.

DOCUMENT SUMMARY LIST
For Holston Army Ammunition Plant
Property Performance Work Statement 2

Document Number (Contract Reference)	Document Title	Document Date Document Category
AR 71-32 (PWS, para 1.1)	Force Development & Documentation Consolidated Policies	20 March 2019 Cat 1
AR 210-14 (PWS, para 7.8.6)	Installation Status Report Program	11 June 2019 Cat 2
AR 210-20 (PWS, para 7.8.5)	Real Property Master Planning for Army Installations	16 May 2005 Cat 2
AR 405-45 (PWS, para 7.8.3)	Real Property Inventory Management	1 November 2004 Cat 2
AR 405-70 (PWS, para 7.4)	Utilization of Real Property	12 May 2006 Cat 1
AR 405-90 (PWS, para 7.7.1)	Disposal of Real Property	8 June 2020 Cat 2
DoDI 5000.64 (PWS, para 1.2)	Accountability & Management of DoD Equipment & Other Accountable Property	June 2019 Cat 1
DoD FMR 7000.14-R, Vol. 4, Ch 24 (PWS, para 1.2)	Real Property	October 2019 Cat 1
DoD FMR 7000.14-R, Vol. 4, Ch 25 (PWS, para 1.2)	General Equipment	May 2019 Cat 1
DoDI 4165.14 (PWS, para 1.2)	Real Property Inventory (RPI) and Forecasting	August 2018 Cat 1
Real Property Management Handbook (PWS, para 7.5)	Real Property Management Handbook	20 June 2019 Cat 2

Category Codes:

Category 0. Unless otherwise specified in the solicitation, contract, or contract modifications, all documents are for guidance and information only.

Category 1. The requirements contained in the directly cited document are contractually applicable to the extent specified. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirements contained in reference and subsequently referenced documents are contractually for guidance and information

only.

Category 2. The requirements contained in the directly cited document and the reference documents identified in the directly cited document are contractually applicable to the extent specified. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirements contained in subsequently referenced documents within reference documents are contractually for guidance and information only.

Category 3. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirement contained in the directly cited document and all reference and subsequently referenced documents are contractually applicable to the extent specified.