The following questions pertain to the control of Government Property (GP) and Penn State Property (PSP) accountable to your business concern under Penn State subcontract award. Please complete this survey and return to the ARL Subcontracts Office at ARLSubcontractsOffice@arl.psu.edu on or before 10 October 2013. Questions regarding the completion of this survey should be directed to Tom Herring at (814) 863-0538, email jh192@arl.psu.edu or Ron Miller at (814) 865-3730, email rem37@arl.psu.edu.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ARL PENN STATE SUBCONTRACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBCONTRACTOR</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>CITY, STATE, ZIP CODE</td>
</tr>
<tr>
<td>AUTHORIZED COMPANY REPRESENTATIVE</td>
<td>TITLE</td>
</tr>
<tr>
<td>PROPERTY CONTACT</td>
<td>Check here if same as above</td>
</tr>
</tbody>
</table>

**SUBCONTRACT SURVEY**

1. Review the data above and update where necessary.
2. Please answer each question in the survey by checking YES, NO, or N/A (Not Applicable). Use the Comments Section of this form if needed.

### 1. PROPERTY MANAGEMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Do you have written Property Control System procedures to safeguard Government property? When was your last internal Property Control System procedures last reviewed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date: ____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Do you have a “Government Approved” Property Control System under prime contracts with the Government? If yes, please attach a copy of your most recent Government survey or letter.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Do you currently have any outstanding Loss, Damage, Destruction or Theft (LDDT) reports in process with PSU?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. ACQUISITION

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Has PSU property been acquired, including transfers, in accordance with the subcontract and/or your property procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Has Government property been acquired, including transfers, in accordance with the subcontract and/or your property procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Are acquisition documents (i.e. DD Form 1419, DD Form 1149, subcontract modification, purchase order or any other verifiable contractor-acquired documentation) timely and accurately processed in accordance with the terms and conditions of the subcontract and/or your property procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. RECEIVING

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Is a Subcontractor Receiving Report promptly prepared for GP and PSP received, documenting item description, quantity received, condition, shipping / carrier data, and any other relevant data received?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Is each GP and PSP line item received identified on the Receiving Report?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. If receiving discrepancies are found, has action been taken to resolve them?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Are discrepancies annotated on the Receiving Report?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Are discrepancies reported to your Management for resolution?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Does the Subcontractor Manager ensure that receiving documentation is completed in a timely manner and entered into the property tracking system?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Are there special handling instructions and storage regarding the acceptance inspections for sensitive property, explosives, and hazardous material?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4. IDENTIFICATION

A. Are all items furnished, fabricated or acquired for PSU / Government marked/identified in accordance with terms and conditions of the subcontract instructions?  

- YES  
- NO  
- N/A

B. Is the ownership apparent and marked on property?  

- YES  
- NO  
- N/A

C. Are changes in identification requirements or reclassifications coordinated with PSU Subcontract Management?  

- YES  
- NO  
- N/A

### 5. RECORDS

A. Have you established property records for PSP and / or GP in accordance with FAR 45.5 requirements, with supporting documentation to provide positive traceability to applicable shipping, receiving, storage allocation and utilization documents, from acquisition through disposition?  

- YES  
- NO  
- N/A

B. Does the Subcontractor’s Property Administrator ensure the record contains the tag number description, quantity, unit price, unit of measure, contract number, location, status, condition code, manufacturer, model and / or part number, and original acquisition date?  

- YES  
- NO  
- N/A

C. Does the Subcontractor’s Property Administrator ensure records for disposition requests record attributes as identified in “B” above?  

- YES  
- NO  
- N/A

### 6. TRANSFERS

A. Are property transfers to a different subcontract / project approved by PSU and updated in the property record?  

- YES  
- NO  
- N/A

### 7. STORAGE

A. Is the PSU/ Government property in storage and accountable to this subcontract, physically segregated from other PSU/Government property and Subcontractor-owned property, or clearly identified as to ownership?  

- YES  
- NO  
- N/A

B. Is PSU / Government property stored in a clean, secure area and preserved / protected in a safe environment?  

- YES  
- NO  
- N/A

### 8. PHYSICAL INVENTORY / REPORTS

A. Provide the date of your last physical inventory for property accountable under this subcontract:  

- _____

B. Provide the last date your Physical Inventory Reports were submitted to PSU:  

- _____

C. Are required reports (e.g., NASA Form 1018, IUID, DD 1662, SF 1428 Inventory Reports) submitted in a timely manner?  

- YES  
- NO  
- N/A

### 9. UTILIZATION

A. Is all GP and PSP used only as authorized by PSU subcontract terms and conditions?  

- YES  
- NO  
- N/A

B. Is continuous screening accomplished to identify excess property resulting from engineering changes contract modifications / completion, termination, or inactivity?  

- YES  
- NO  
- N/A

C. Have you reported all current excess GP and PSP to PSU?  

- YES  
- NO  
- N/A

### 10. MAINTENANCE

A. Are property items maintained in accordance with maintenance schedules established by the manufacturer or current technical publications for applicable items?  

- YES  
- NO  
- N/A

B. Are applicable maintenance records kept on file?  

- YES  
- NO  
- N/A

### 11. SUB-TIER / ALTERNATE LOCATION

A. Do you have GP and/or PSP at a Sub-Tier / Alternate location(s)?  

- YES  
- NO  
- N/A

B. Do you have and follow a process and/or procedures for the control, protection, and maintenance of GP/PSU property in the possession of your sub-tier supplier(s)?  

- YES  
- NO  
- N/A
## 12. PROPERTY CLOSEOUT

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Are Subcontractor technical and contract administration personnel aware of subcontracts / subawards approaching Period of Performance (POP) completion and property closeout requirements?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Has Contractual Authorization / PSU Contract Office written approval been obtained to transfer GP and PSP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Have inventory adjustments, liability determinations, and property issues been resolved? If no, please explain in “Comments” section.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Has a final physical inventory been performed on all property classifications as part of subcontract closeout?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Has the final NF 1018, DD 1662, or equivalent property closeout report been submitted to PSU?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (Attach additional sheets as necessary)**

---

FORM COMPLETED BY:

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE | DATE
---|---

**SUBCONTRACTOR CERTIFICATION**

As a representative authorized to sign for the above-identified business concern, I hereby certify that the information and documentation provided to PSU is true and accurate to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>AUTHORIZED REPRESENTATIVE’S NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE | DATE
---|---

---

**PSU USE ONLY**

Based on the results of this survey, the subcontractor’s Property Control System is found to be: □ Satisfactory □ Unsatisfactory (see attached report)

<table>
<thead>
<tr>
<th>PSU AUTHORIZED REPRESENTATIVE’S NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE | DATE
---|---

NOTES: