



## DCMA MANUAL 2501-04

### PLANT CLEARANCE

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<b>Effective:</b>	February 14, 2019
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<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
<b>Resource Page Link:</b>	<a href="https://360.intranet.dcmsa.mil/Sites/Policy/CM/SitePages/2501-04r.aspx">https://360.intranet.dcmsa.mil/Sites/Policy/CM/SitePages/2501-04r.aspx</a>
<b>Approved by:</b>	David H. Lewis, VADM, USN, Director

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency":

- Implements policy established in DCMA Instruction 2501
- Assigns responsibility, and defines procedures for executing plant clearance

## **SUMMARY OF CHANGES**

The following identifies the most notable changes to this Manual:

- Adds subparagraphs d and e to paragraph 2.4
- Updates paragraph 3.9.c
- Removes reference to June 4, 2001, Assistant Secretary of Defense Memorandum from paragraph 3.12
- Adds reference to DoDI 8500.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” and NIST SP 800-88, “Guidelines for Media Sanitization”
- Updates Glossary with Financial Improvement and Audit Remediation definition

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This Manual applies to all DCMA organizational elements responsible for performing plant clearance duties for delegated contract administration services. DCMA Special Programs (DCMAS) will comply with this manual to the extent commensurate with the security requirements of the administered classified contracts. Where DCMAS is required to deviate from this Agency policy, the intent of the policy shall be followed. Any exceptions or deviations from this Agency policy will be documented in a Supplemental Instruction (SI) maintained by the DCMAS Directorate.

**1.2. POLICY.** It is DCMA policy to:

a. Ensure that Government property no longer required for contract performance is disposed of efficiently, expeditiously, and consistent with Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) requirements, and in accordance with contract terms and conditions.

b. Perform workload acceptance of plant clearance support for non-DoD agencies (e.g., National Aeronautics and Space Administration (NASA) in accordance with DCMA-PTM 19-003, "Workload Acceptance," and DCMA-MAN 3101-03, "National Aeronautics and Space Administration (NASA) Support)." Procedural guidance for administering non-DoD agencies' delegated Plant Clearance activities can be found in the Business Practice on the Resource Page of this Manual.

c. Execute this Manual in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, BUSINESS OPERATIONS CENTER.** The Director, Business Operations Center, will ensure effective mission execution of the Plant Clearance Group.

**2.2. DIRECTOR, SPECIAL PROGRAMS.** The Director, Special Programs, will ensure effective mission execution of the Plant Clearance activities within Special Programs.

**2.3. DIRECTOR, SAFETY CENTER.** The Director, Safety Center, will ensure effective mission execution of the Plant Clearance activities within the Safety Center Programs, particularly as it applies to ammunition and explosive materials found during clearance procedures any contractors with Government property in their custody or possession.

**2.4. PLANT CLEARANCE GROUP DIRECTOR.** The Plant Clearance Group Director will:

a. Direct the timely, effective, and efficient execution of plant clearance policies, processes, and procedures.

b. Ensure the Plant Clearance Group complies with the regulatory requirements referenced throughout this Manual.

c. Ensure Plant Clearance Officers (PLCOs) complete requisite training as well as Job Hazard Analyses to safely and successfully perform plant clearance duties.

d. Ensure that PLCOs and other appropriate plant clearance related personnel are prepared for migration of DCMA PCARSS eTool in the Government-furnished Property (GFP) Module of the Procurement Integrated Enterprise Environment (PIEE).

e. Ensure plant clearance group personnel review compliances of Financial Improvement and Audit Remediation (FIAR) mandates in order to properly support customers and related processes.

**2.5. PLANT CLEARANCE TEAM SUPERVISORS.** The Plant Clearance Team Supervisors will:

a. Assign workloads to PLCOs based on geographical areas. Monitor and adjust workload as necessary to maximize efficiency.

b. Maintain their respective team's PLCO Assignment Listing on the Plant Clearance Resource Page of this Manual.

c. Ensure their plant clearance team receives and completes requisite training to successfully perform plant clearance duties.

d. Request PLCO appointments for qualified personnel in accordance with DFARS 201.670, "Appointment of Property Administrators and Plant Clearance Officers" and DCMA-MAN

4201-01, "Acquisition Warrants and Appointments."

- e. Ensure any applicable Job Hazard Analyses are conducted.

**2.6. PLANT CLEARANCE OFFICERS.** The PLCOs will:

- a. Execute the reporting, reutilization, and disposal of contractor inventory excess to contracts in accordance with FAR Subpart 45.6, "Reporting, Reutilization, and Disposal" and DFARS Subpart 245.6 "Reporting, Reutilization, and Disposal."

- b. Establish and maintain Plant Clearance case files throughout the plant clearance process, ensuring each case file contains all information to support actions and communications.

- c. Ensure inventory verifications, allocability reviews, and witnessing demilitarization actions are performed when required. Coordinate these activities and request support from other PLCOs, Property Administrators (PAs), Quality Assurance Specialists (QAS), or other qualified functional specialists to minimize travel costs.

- d. Notify the appropriate buying commands that excess property on their contract has been reported by the contractor and is available for reutilization.

- e. For termination inventory, coordinate inventory schedule acceptance and disposition with the assigned Termination Contracting Officer (TCO).

- f. Validate Job Hazard Analyses to ensure processes, hazards, and controls are identified.

**2.7. INDUSTRIAL PROPERTY CLEARANCE SPECIALIST (IPCS).** The IPCS will assist PLCOs with day-to-day plant clearance duties, adhering to the same requirements referenced herein.

**2.8. PROPERTY DISPOSAL TECHNICIAN (PDT).** The PDT will assist PLCOs and IPCSs with day-to-day plant clearance duties, adhering to the same requirements referenced herein.

**2.9. QUALITY ASSURANCE DIRECTOR (QAD), CONTRACT MANAGEMENT OFFICE, AND PROPERTY CENTER DIRECTOR, SPECIAL PROGRAMS.** The CMO QADs will ensure Quality Assurance (QA) personnel are qualified and available if necessary to perform inventory verifications and witness demilitarization when requested by the PLCO.

**2.10. PROPERTY GROUP DIRECTOR.** The Property Group Director will:

- a. Ensure property group personnel are qualified and available to perform inventory verifications and witness demilitarization when requested by the PLCO.

- b. Ensure property group personnel review a contractor's procedures for reporting excess contractor inventory and performing disposition of Government property.

c. Ensure property group personnel coordinate with the PLCO as part of the Property Management System Analysis (PMSA) to discuss contractor performance of Government property disposition.

**2.11. TERMINATIONS GROUP DIRECTOR.** The Terminations Group Director will:

a. Ensure TCOs request Plant Clearance support from the assigned PLCO when necessary for the processing of termination inventory.

b. Ensure TCOs provide concurrence and any applicable comments on the disposal plan for termination inventory provided by the assigned PLCO within 5 business days barring any litigation or legal holds or other documented delays.

**2.12. PROPERTY CENTER DIRECTOR, SPECIAL PROGRAMS.** The Special Programs Property Center Director will:

a. Direct the timely, effective, and efficient execution of plant clearance policies, processes, and procedures.

b. Ensure Special Programs Property Center personnel comply with the regulatory requirements referenced throughout this Manual.

c. Ensure Special Programs Property Center personnel receive and complete requisite training to successfully perform plant clearance duties.

d. Request PLCO appointments for qualified personnel in accordance with DFARS 201.670 and DCMA-MAN 4201-01.

## SECTION 3: PLANT CLEARANCE PROCEDURES

**3.1. OVERVIEW.** Government property may be furnished to or acquired by the contractor if necessary for the performance of the contract. At some point during the life of the contract, this property may no longer be required for contract performance and therefore becomes excess contractor inventory. The contractor is required to report excess contractor inventory to the PLCO for disposition instructions. This section provides guidance for executing plant clearance procedures to ensure timely and cost effective reutilization, sale, and disposal of excess Government property in the possession of contractors.

**3.2. RECEIVE INVENTORY SCHEDULES.** Consistent with the terms and conditions of the contract, the contractor submits inventory disposal schedules when Government property is no longer required for the performance of a contract. Contractors are required to submit inventory disposal schedules to the PLCO administering the Plant Clearance activities for the CMO. Unless otherwise specified in the contract, this will be accomplished within the current Plant Clearance tool. In the event, use of the current Plant Clearance tool is not appropriate (e.g., Special Programs), the contractor must complete a Standard Form (SF) 1428 "Inventory Disposal Schedule" and submit it to the PLCO.

a. Ensure compliance with DoD Manual (DoDM) 4160.28, Volumes 1-3, "Defense Demilitarization," for demilitarization requirements and related disposition of contractor inventory prior to release from DoD control.

b. The PLCO must comply with FAR 45.602-1 requirements to accept, or return for correction, inventory disposal schedules within 10 calendar days following receipt from the contractor. Upon acceptance, the PLCO will establish a Plant Clearance case or refer the inventory disposal schedule to the PLCO who provides coverage in the region of the property's location.

c. Ensure completed/closed Plant Clearance case files are uploaded within 10 days into the official records management system identified on the Resource Page of this Manual.

d. The inventory disposal schedules that are returned for correction must be monitored. Continued discrepancies on inventory schedules may be indicative of systemic deficiencies within the contractor's property management system. The PLCO must notify the assigned PA of these situations. The PA will perform an analysis and submit a Corrective Action Request (CAR) if necessary.

e. When the contractor submits an inventory disposal schedule for Government property on a contract terminated for convenience, the PLCO must:

- 1) Provide a copy of the inventory disposal schedule to the TCO.
- (2) Give priority to establishing and processing termination inventory cases.
- (3) Ensure inventory verification and determination of allocability are performed in



accordance with FAR 45.602-1 and DFARS 245.602-1.

(4) Notify the TCO of any discrepancies and corrective actions required.

(5) Develop a disposal plan and coordinate disposition instructions with the assigned TCO prior to submitting instructions to the contractor.

**3.3. PLANT CLEARANCE CASE FILES.** The PLCO must ensure that all Plant Clearance cases are processed in a timely manner so that costs associated with the continued control and maintenance of the excess inventory are minimized.

a. Disposition instructions should be provided to the contractor within 120 calendar days following acceptance of their inventory schedule.

b. Disposal instructions issued after 120 days, rationale must be documented on the Plant Clearance Case Summary.

c. Each case file must include a Plant Clearance Case Summary to record the actions taken to establish, maintain, and close each case.

d. PLCO must also ensure that each case file contains copies of all communication, forms, and documents necessary to fully support the actions and disposition of all Government property associated with each case.

**3.4. FACILITATE SCREENING OF INVENTORY.** The PLCO must maintain points of contact with personnel at buying commands, inventory control points, General Services Administration (GSA), and other potential users of excess contractor inventory to ensure maximum reutilization of Government property.

a. Property subject to reutilization screening in accordance with FAR 45.602 is screened through the current Plant Clearance tool.

b. The PLCO must also provide electronic or hard copies of inventory schedules to the buying commands. An email must be sent to the Procurement Contracting Officer (PCO) with the inventory schedule attached, requesting that it be routed to the appropriate program office for reutilization screening.

c. Ozone Depleting Substances (ODS). The PLCO must forward a copy of any inventory schedule with items containing Class 1 ODS to the ODS Reserve Program Office at DSN 695-5203 or Commercial (804) 279-5203 or email [avnodsreserve@dla.mil](mailto:avnodsreserve@dla.mil). The ODS Program Office will furnish disposition guidance to the PLCO.

d. Nuclear Material. The PLCO must forward a copy of any inventory schedule with items containing Nuclear Material to the United States Nuclear Regulatory Commission (NRC) and the DCMA Contract Safety Specialist. The NRC will furnish disposition guidance to the PLCO. Contact information for the NRC can be found at [www.nrc.gov](http://www.nrc.gov).

**3.5. PLANT CLEARANCE REFERRALS.** Acceptable inventory schedules submitted to the cognizant PLCO with property located outside of their geographical area must be referred to the PLCO assigned to the area where the property is located.

- a. Permission to retain the schedule must be approved in writing by the first line supervisor.
- b. See the PLCO Assignment Listing found on the Resource Page of this Manual for a complete list of PLCOs and their assigned geographical areas.
- c. Referrals will be accomplished within the current Plant Clearance application by generating a Department of Defense (DD) Form 1640, "Request for Plant Clearance."
- d. The PLCO receiving the referral will establish the Plant Clearance case and continue processing in accordance with the requirements referenced herein.
- e. If the inventory is located at a sub-contractor, the PLCO must notify the prime contractor of all actions affecting the disposition. This paragraph does not apply to Special Programs.

**3.6. INVENTORY VERIFICATIONS AND ALLOCABILITY REVIEWS.** The PLCO must review each inventory disposal schedule to determine if an inventory verification and/or allocability review will be required.

- a. If any of the following conditions exist; an inventory verification must be performed by those who are qualified to perform such inventories. The inventory verification must be coordinated through the DCMA Safety Center, Contract Safety Group personnel as applicable:
  - (1) Contractor's property management system is in a disapproved status.
  - (2) Problems have been identified with the disposition process.
  - (3) Government's assumption of risk has been withdrawn.
  - (4) If the PLCO suspects the data may be in error.
  - (5) Mitigation issues such as public safety concerns (i.e., to verify proper storage of arms and ammunition), high value items, customer request, or potential disposal issues exist.
  - (6) Ammunition and explosives must be coordinated through the DCMA Safety Center, Contract Safety Group personnel.
- b. In addition to an inventory verification, an allocability review must be performed (in accordance with DFARS 245.602-1) for property reported as termination inventory.
- c. Functional specialists located at or near contractor facilities will support inventory verifications and allocability reviews. The PLCO must coordinate these activities and request support from other PLCOs, PAs, or other functional specialists if necessary to prevent or minimize travel costs. PLCOs should utilize the Delegation 1.0 eTool to request support from functional specialists. When ammunition and explosives are reported as excess, the functional

specialist will be identified along with the Director, Safety Center, Contract Safety Group. This is to ensure the condition of the product requiring the inventory is in a 'safe' condition to be inventoried with the appropriate disposition.

d. Use SF 1423, "Inventory Verification Survey," to record the results of the inventory verification and/or allocability review within 20 calendar days. Additional documentation may be needed to support findings.

**3.7. TRANSFERS, DONATIONS, AND SALES.** The PLCO must process transfers, donations, and sales of excess contractor inventory in accordance with FAR 45.602-2 through FAR 45.604. Paragraph 3.8. describes additional requirements for releasing items subject to Trade Security Controls to parties outside of DoD control.

a. The PLCO must ensure that transportation costs associated with reutilization transfers, donations, and sales are the responsibility of the receiving activity. In accordance with FAR 52.245-1(j)(7)(i), the contractor is required to prepare excess contractor inventory for shipment.

b. Nonprofit organizations must be properly vetted by GSA before receiving surplus Government property. Requests for donations from nonprofit organizations that are not received via GSA Transfer Order must be coordinated with GSA prior to release.

c. Excess contractor inventory that has completed the prescribed screening without success becomes Government surplus property. Surplus property must be offered for public sale if the estimated proceeds would likely exceed the administrative costs associated with having a sale. Sales of surplus property must be in accordance with FAR 45.604, DFARS 245.604 and Federal Management Regulation (FMR) 102.38, "Sale of Personal Property." Procedural guidance for conducting public sales can be found on the Resource Page of this Manual.

d. The PLCO must ensure the potential recipient is not on the Excluded Parties List found at System for Award Management (SAM) prior to releasing Government property to any party outside of state or federal governments. A link to the SAM website can be found on the Resource Page of this Manual.

**3.8. RELEASING PROPERTY SUBJECT TO TRADE SECURITY CONTROLS.** The PLCO must comply with DoD Instruction (DoDI) 2030.08 "Implementation of Trade Security Controls (TSCs) for Transfers of DoD Personal Property to Parties Outside DoD Control." Sales, abandonment, donations, and transfers of United States Munitions list (USML) and Commerce Control List (CCL) items are permitted to parties outside of DoD control provided the contractor, buyer, or other potential recipient is registered with the Department of State, Directorate of Defense Trade Controls (DDTC). Prior to release of USML or CCL items, the PLCO must:

a. Obtain from the contractor, buyer or potential recipient, a copy of their current DoS registration letter. Statutes and regulations require that persons engaging in manufacturing or exporting defense articles or furnishing defense services are required to register (and keep their

registration current) with the U.S. DoS DDTC. The PLCO must include a redacted copy of the current DoS registration letter in the Plant Clearance case file. The contractor's DDTC Registration Code is considered proprietary and redaction of the code is required.

b. If the potential recipient is not registered with the DoS, the PLCO must consult with the Defense Logistics Agency (DLA) TSC Assessment Office. The recipient must complete DLA Form 1822, "End Use Certificate." The PLCO must have approval from the DLA TSC Assessment Office before items can be released to the recipient.

c. Include (notwithstanding the DoS registration) in all property sales, abandonment, donations in lieu of abandonment, and transfers under Executive Order 12999 transaction documents, a statement clearly stating: "It is [insert name and address of recipient and Commercial Activity Government Entity (CAGE) code if the recipient is a DoD contractor] responsibility to comply with all applicable laws and regulations regarding export-controlled items. This responsibility exists independent of, and is not established or limited by, this document."

**3.9. DISPOSITION OF ITEMS REQUIRING DEMILITARIZATION (DEMIL).** The PLCO must ensure compliance with Volumes 1 through 3 of DoDM 4160.28, "Defense Demilitarization" prior to disposal of any item requiring DEMIL. Items requiring DEMIL will have a DEMIL code and/or one of the indicators listed in Volume 1 of DoDM 4160.28, Tables 2 and 3, (Critical Federal Supply Group (FSG)/Federal Supply Class (FSC)/Key Words). This applies to property in both serviceable and unserviceable condition.

a. The contractor is required to perform the physical DEMIL action and will sign a DEMIL certificate to certify the action has been completed. Government personnel are required to witness the DEMIL action and will also sign the DEMIL certificate as verification. However, in limited circumstances involving demilitarization in overseas locations where U.S. personnel are not located and travel is not possible, contractors may act as both certifier and verifier. The verifier must be a U.S. citizen unless the DoD Demilitarization Program Office grants an exception. The PLCO must provide the DEMIL certificate to the contractor for all parties to sign upon completion. Examples can be found in Volume 3 of DoDM 4160.28.

b. The PLCO must request assistance from other functional specialists located at or near the contractor location. Functional specialists residing at contractor plant residency offices must support these activities as part of their normal duties.

c. All DCMA PLCOs responsible for the issuance of disposal instructions for Government contract property are required to complete the Defense Demilitarization Program Course and annual refresher training in accordance with Volume 1, Section 4 of DoDM 4160.28. All functional specialists involved in verifying (witnessing) demilitarization actions for Government contract property and all PLCOs are required to complete the online CBT located on the DOD DEMIL Program Office website (<https://demil.osd.mil>) titled, "DOD DEMIL Certifier/Verifier Training," which can be found at <https://demil.osd.mil/training/demilcv/index.html>

**3.10. PROPERTY CONTAINING CLASSIFIED AND CONTROLLED UNCLASSIFIED INFORMATION.** The current Plant Clearance tool is not to be used for processing disposition

of excess contractor inventory accountable to classified contracts. Contractors requesting disposition of excess property on classified contracts must be directed to contact DCMA Special Programs Property Center for instructions. Items having a DEMIL code "P" (Security Classified) accountable to an unclassified contract can be processed in the current Plant Clearance tool unless otherwise specified in the contract. Disposition instructions for DEMIL "P" items must be in accordance with Volume 2 of DoDM 4160.28, Enclosure 5.

**3.11. FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP).** The PLCO must direct contractors to mutilate items coded/identified as FSCAP and Life-Limited Parts as required by contract terms and conditions. See FMR 102-33.370, "Special Requirements for Disposing of Flight Safety Critical Aircraft Parts (FSCAP) and Life-Limited Parts," for special requirements on disposal of FSCAP and Life-Limited parts.

**3.12. DISPOSITION OF ELECTRONIC STORAGE DEVICES.** Prior to disposal and/or release from DoD control, any item having electronic data storage capabilities (i.e., hard drives, computers, cell phones, circuit cards) must be incinerated, destroyed, purged, degaussed, sanitized, or overwritten. The PLCO must direct the contractor to take appropriate action and provide certification upon completion in accordance with DoDI 8500.01, "Risk Management Framework (RMF) for DoD Information Technology (IT)," and NIST SP 800-88, "Guidelines for Media Sanitization."

**3.13. USE OF DEFENSE LOGISTICS AGENCY DISPOSITION SERVICES (DLADS).** The disposal of excess contractor inventory is the responsibility of the contractor and every attempt should be made to reutilize and/or recover any proceeds from the sale and/or scrap value of the property. The PLCO may direct the contractor to turn in excess contractor inventory to DLADS only in unusual or compelling situations and the PCO has determined it to be in the best interests of the Government. The PLCO must have concurrence from the PCO to use DLADS for the disposition of excess contractor inventory.

**3.14. CLOSE PLANT CLEARANCE CASE.** Upon receipt of signed documentation showing evidence of disposition from the contractor for all items, the PLCO must close the Plant Clearance case. Plant Clearance cases must be closed within 200 calendar days from receipt of an acceptable inventory disposal schedule. The PLCO must follow up with the contractor to ensure disposition instructions are carried out in a timely manner. If the contractor is nonresponsive, the PLCO must request assistance from the assigned PA. If the Plant Clearance case cannot be closed within 200 calendar days, the PLCO must document the case file with the rationale for becoming overaged.

a. The PLCO must sign and save the current Plant Clearance tool generated SF 1424, "Inventory Disposal Report" to the Plant Clearance case file. The SF 1424 must include in the remarks section, any items withdrawn from the Plant Clearance case and a brief description of the disposition action taken.

b. For termination inventory, the PLCO must provide the signed copy of the SF 1424 to the TCO. The SF1424 must include how proceeds (if any) were credited to the termination settlement.

c. The PLCO must review the Plant Clearance case file to ensure each case file contains copies of all communication, forms, and documents necessary to fully support the actions and disposition of all Government property associated with the case.

d. The PLCO must ensure closed Plant Clearance case files are uploaded/filed in the Official Records Management System.

## GLOSSARY

### G.1. DEFINITIONS.

**Abandonment.** When the Government relinquishes title to Government property in the possession of a contractor.

**Demilitarization.** The act of eliminating the functional capabilities and/or inherent military design features from DoD personal property.

**Financial Improvement and Audit Remediation.** Ensures financial statements are created in compliance with audit requirements. It verifies all resources for approved mission priorities are allocated legally. Furthermore, complete and accurate data supports better decision-making in day-to-day operations.

**Reutilization.** Releasing excess Government property to the DoD Services, Federal agencies, State agencies or other eligible donees.

**Job Hazard Analysis.** A technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment

## G.2. ACRONYMS.

CAGE	Commercial Activity Government Entity
CAR	Corrective Action Request
CCL	Commerce Control List
CMO	Contract Management Office
CO	Contracting Officer
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCMAS	DCMA Special Programs
DDTC	Directorate of Defense Trade Controls
DEMIL	Demilitarization
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
DoD	Department of Defense
DoDM	Department of Defense Manual
DoS	Department of State
FAR	Federal Acquisition Regulation
FIAR	Financial Improvement and Audit Remediation
FMR	Federal Management Regulation
FSCAP	Flight Safety Critical Aircraft Parts
GFP	Government-furnished Property
GSA	General Services Administration
IPCS	Industrial Property Clearance Specialist
JHA	Job Hazard Analysis
NASA	National Aeronautics and Space Administration
NRC	Nuclear Regulatory Commission
ODS	Ozone Depleting Substances PA Property Administrator
PCARSS	Plant Clearance Automated Reutilization Screening System
PCO	Procurement Contracting Officer
PDT	Property Disposal Technician
PIEE	Procurement Integrated Enterprise Environment
PLCO	Plant Clearance Officer
PMSA	Property Management System Analysis
QA	Quality Assurance
QAD	Quality Assurance Director



QAS	Quality Assurance Specialists
SAM	System for Award Management
SF	Standard Form
SF 1423	Inventory Verification Survey
SF 1424	Inventory Disposal Report
TCO	Termination Contracting Officer
TSC	Trade Security Controls
USML	United States Munition List

## REFERENCES

- DCMA Instruction 2501, "Contract Maintenance," August 14, 2017
- DCMA Manual 3101-03, "National Aeronautics and Space Administration Support," February 14, 2019
- DCMA Manual 250-01, "Contract Receipt and Review," March 24, 2019
- DCMA Manual 4201-01, "Acquisition Warrants and Appointments," January 17, 2019
- DCMA Manual 4201-16, "Safety and Occupational Health," November 5, 2018
- DFARS 201.670, "Appointment of Property Administrators and Plant Clearance Officers," April 21, 2014
- DFARS 245.6 "Reporting, Reutilization, and Disposal," August 19, 2011
- DFARS 245.602, "Reutilization of Government Property," August 19, 2011
- DFARS 245.602-1 "Inventory Disposal Schedules," August 19, 2011
- DFARS 245.604, "Disposal of Surplus Property," August 19, 2011
- DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- DoD Instruction 2030.08, "Implementation of Trade Security Controls (TSCs) for Transfers of Personal Property to Parties Outside DoD Control," May 24, 2017
- DoD Instruction 8500.01, "Risk Management Framework (RMF) for DoD Information Technology (IT), Incorporating Change 1, Effective May 24, 2016
- DoD Manual 4160.28, "Defense Demilitarization," August 9, 2017
- FAR 45.6, "Reporting, Reutilization and Disposal," January 19, 2017
- FAR 45.602, "Reutilization of Government Property," April 2, 2012
- FAR 45.603, "Abandonment or Destruction Personal Property," April 2, 2012
- FAR 45.604, "Sale of Surplus Personal Property," April 2, 2012
- FAR 52.245-1, "Government Property," January 19, 2017
- Federal Management Regulation 102-33.370, "Special Requirements for Disposing of Flight Safety Critical Aircraft Parts (FSCAP) and Life-Limited Parts," October 12, 2016
- Federal Management Regulation 102-38 "Sale of Personal Property," August 26, 2003
- NIST SP 800-88, "Guidelines for Media Sanitization," December 14, 2014