



DCMA MANUAL 2501-04

PLANT CLEARANCE

Office of Primary Responsibility:	Contract Maintenance
Effective:	February 14, 2019
Change 2 Effective:	January 3, 2022
Releasability:	Cleared for public release
Implements:	DCMA-INST 2501, "Contract Maintenance," August 14, 2017, as amended
Internal Control:	Process flow and key controls are located on the Resource Page
Labor Codes:	Located on the Resource Page
Resource Page Link:	https://360.intranet.dcmsa.mil/Sites/Policy/CM/SitePages/2501-04r.aspx
Approved by:	David H. Lewis, VADM, USN, Director
Change 2 Approved by:	David G. Bassett, LTG, USA, Director

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy established in DCMA Instruction 2501 Assigns responsibility, and defines procedures for executing plant clearance

SUMMARY OF CHANGES

The changes to this issuance are substantive; the most notable changes are identified below:

- Identified and updated Paragraph 1.2.b., to align with Workload Acceptance policy
- Added subparagraph d to Paragraph 2.10., to establish active communication
- Deleted subparagraph c from Paragraph 3.2., and added related language to Paragraph 3.15.d.
- Identified Paragraphs 3.3.b., and 3.14., Plant clearance case summary as the appropriate location for rationale documenting actions taken after prescribed timelines
- Added Paragraph 3.7., Disposition of Contractor Inventory
- Revised Paragraph 3.15., and refined the parameters involving overaged

TABLE OF CONTENTS

SUMMARY OF CHANGES	2
SECTION 1: GENERAL ISSUANCE INFORMATION	4
1.1. Applicability	4
1.2. Policy	4
SECTION 2: RESPONSIBILITIES	5
2.1. Director, Business Operations Center.....	5
2.2. Director, Special Programs	5
2.3. Director, Safety Center	5
2.4. Plant Clearance Group Director.....	5
2.5. Plant Clearance Team Supervisors	5
2.6. Plant Clearance Officers	6
2.7. Industrial Property Clearance Specialist	6
2.8. Property Disposal Technician	6
2.9. Quality Assurance Director, and Contract Management Office	6
2.10. Property Group Director	6
2.11. Terminations Group Director.....	7
2.12. Property Center Director, Special Programs.....	7
SECTION 3: PLANT CLEARANCE PROCEDURES	8
3.1. Overview.....	8
3.2. Receive Inventory Schedules	8
3.3. Plant Clearance Case Files.....	9
3.4. Plant Clearance Referrals.....	9
3.5. Inventory Verifications and Allocability Reviews.....	9
3.6. Facilitate Screening.....	10
3.7. Positioning of Contractor Inventory	11
3.8. Transfers, Donations, and Sales.....	11
3.9. Releasing Property Subject to Trade Security Controls.....	11
3.10. Disposition of Items Requiring Demilitarization	12
3.11. Property Containing Classified and Controlled Unclassified Information	13
3.12. Flight Safety Critical Aircraft Parts	13
3.13. Disposition of Electronic Storage Devices	13
3.14. Use of Defense Logistics Agency Disposition Services	13
3.15. Close Plant Clearance Case	13
GLOSSARY	15
G.1. Definitions.....	15
G.2. Acronyms.....	16
REFERENCES	18

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 must 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 Manual (DCMA-MAN) 4502-02, "Workload Acceptance," that is pending release (including content on associated Resource Page), 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, DCMAS. 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 property declared excess during the plant clearance process and while in the possession of contractors. Safety issues found in DCMAS will be forwarded to and handled by the Special Programs Safety Lead.

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 (PLCO) 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 Plant Clearance Automation Screening System (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. Monitor and adjust workloads 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. Ensure compliance with all applicable DoD Disposal manuals and instructions, such as DoD Manuals (DoDM) 4160.28, Volumes 1 through 3, “Defense Demilitarization,” and DoDM 5220.22, “National Industrial Security Program Operations Manual (NISPOM).”

g. 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 Property Disposal Technician 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) AND CONTRACT MANAGEMENT OFFICE. The CMO Quality Assurance Directors 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 to discuss contractor performance of Government property disposition.
- d. Ensure that property group personnel actively engage with PLCO and facilitate communications with appropriate contractor personnel (via memos, letters, emails, telephonically, notifications, etc.) when issues are identified by the PLCO within the contractor's property management system.

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 DCMAS Property Center Director will:

- a. Direct the timely, effective, and efficient execution of plant clearance policies, processes, and procedures.
- b. Ensure DCMAS Property Center personnel comply with the regulatory requirements referenced throughout this Manual.
- c. Ensure DCMAS 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 and in accordance with contract terms and conditions. During contract performance and upon contract completion, property that is not consumed or delivered to the customer becomes excess Government property (contractor inventory). Absent specific terms and conditions related to disposition within the contract, 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 cognizant PLCO. Unless otherwise specified in the contract, this will be accomplished within the appropriate current Plant Clearance system of record. In the event, use of the current Plant Clearance system of record is not appropriate (e.g., Special Programs), the contractor must complete a Standard Form (SF) 1428, "Inventory Disposal Schedule," and submit it to the cognizant PLCO.

a. The PLCO must comply with FAR subpart 45.602-1, "Inventory Disposal Schedules," 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 is assigned to the area and location of the property.

b. 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 and coordinate with the PA for potential issuance of a Corrective Action Request (CAR).

c. 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 disposition action 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. For cases closed after 200 days or disposal instructions issued after 120 days, rationale must be documented on the Plant Clearance Case Summary form.

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

c. 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. 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. Refer to the PLCO Assignment Listing found on the Resource Page of this Manual for a complete list of PLCOs and their assigned workloads.

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.

3.5. 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;

(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 approved DCMA delegation tool to request support from functional specialists. When ammunition and explosives are reported as excess, the functional specialist will be identified along with the Director, Center, Contract Safety Group so they can ensure product is in a safe condition to be inventoried and dispositioned.

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

3.6. 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 system of record.

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. 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.

3.7. DISPOSITIONING OF CONTRACTOR INVENTORY. The PLCO shall issue disposition instructions, in writing, to the contractor for all active line items on the inventory schedule.

a. Disposition instructions should be provided to the contractor within 120 calendar days following acceptance of their inventory schedule IAW FAR 45.602-1, (b)(4), “Inventory Disposal Schedules.”

b. If disposition instructions cannot be issued within 120 calendar days following acceptance of the inventory schedule, rationale shall be documented on the Plant Clearance Case Summary form.

3.8. 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 3.9., 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.”

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.

3.9. 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. Disposition documents for property sales, abandonment, donations in lieu of abandonment, and transfers under Executive Order 12999 (notwithstanding the DoS registration) shall include the following statement: "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."

3.10. DISPOSITION OF ITEMS REQUIRING DEMILITARIZATION (DEMIL). The PLCO must ensure compliance with Volumes 1 through 3 of DoDM 4160.28, 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. If any question remains after review of DoDM 4160.28 requirements, the PLCO should verify through the program office.

a. The contractor is required to perform or witness the physical DEMIL action and will sign a DEMIL certificate to certify the action has been appropriately completed IAW DoDM 4160.28, Volume 1, Defense Demilitarization: Program Administration." 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.

b. The PLCO may 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>

3.11. PROPERTY CONTAINING CLASSIFIED AND CONTROLLED UNCLASSIFIED INFORMATION. The current Plant Clearance system of record 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 system of record unless otherwise specified in the contract. Disposition instructions for DEMIL "P" items must be in accordance with DoDM 5220.22, and Volume 2 of DoDM 4160.28.-

3.12. 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.

3.13. 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, "Cybersecurity," and NIST SP 800-88, "Guidelines for Media Sanitization."

3.14. 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.

3.15. 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 the date in which the plant clearance case is established. 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 notify request the assigned PA and coordinate with the PA for potential issuance of a CAR. 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 system of record 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 SF 1424 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 identified on the Resource Page of this Manual within 10 days of closure.

GLOSSARY

G.1. DEFINITIONS.

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

Contractor Acquired Property. Means property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.

Contractor Inventory. (1) Any property acquired by and in the possession of a contractor or subcontractor under a contract for which title is vested in the Government and which exceeds the amounts needed to complete full performance under the entire contract; (2) Any property that the Government is obligated or has the option to take over under any type contract, e.g., as a result either of any changes in the specifications or plans thereunder or of the termination of the contract (or subcontract thereunder), before completion of the work, for the convenience or at the option of the Government; and (3) Government-furnished property that exceeds the amounts needed to complete full performance under the entire contract).

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.

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.

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

Termination Inventory. Termination inventory means any property purchased, supplied, manufactured, furnished, or otherwise acquired for the performance of a contract subsequently terminated and properly allocable to the terminated portion of the contract. It includes Government-furnished property.

G.2. ACRONYMS.

CAGE	Commercial Activity Government Entity
CAP	Contractor Acquired Property
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
DoDM	DoD 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,"
December 2, 2020
- DCMA Manual 2501-01, "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, "Cybersecurity," October 28, 2019
- DoD Manual 4160.28, Volumes 1 through 3, "Defense Demilitarization," July 15, 2019
- DoD Manual 5220.22, "National Industrial Security Program Operating Manual (NISPOM),"
May 21, 2016
- 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