

REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all Government property, accountable to a contract. One form is to be used for each contract. Property shall be broken down by the classifications as indicated. The report is to include Government property in the prime contractor's possession or in that of its subcontractors as of September 30 of the reporting year. The report is to be forwarded to the Administrative Contracting Officer specified in item 1, with a copy to the DCMA PA (if assigned) to be received by those offices no later than October 31 of each year. Report zero end of period balances when no Government property remains accountable to the contract. In as much as EPA has no Special Tooling nor Agency peculiar Property, these classifications have been deleted from this report. EPA further defines Special Test Equipment as test equipment not available to the public through commercial sources.

Superfund Site Equipment. For the purpose of this report, Superfund Site Equipment is defined as: equipment items which are located and used exclusively on a site or location that has been identified by the EPA as requiring a removal or remediation environmental response action. Items identified as Superfund Site Equipment should be reported on line 10 of this report. This definition is applicable to this report only. Do not include those items reported on line 10 of this report in the equipment items reported on line 9 of this report.

REPORT AS OF 30 SEPTEMBER. Fill in the appropriate year (or As of date for final property reports).

FINAL REPORT. A final report clearly marked "FINAL" shall be submitted within 30 days after disposition of all property subject to reporting, if the contract performance is complete.

ITEM 1 - TO. Enter the name of the Administrative Contracting Officer designated in the contract. Include the full mailing address (including City, State and ZIP).

ITEM 2 - FROM. Enter the full name and address of the reporting contractor. Enter the name as it appears on the contract, or if modified, the current contractor name.

ITEM 3, COPY TO Enter the name and address of the Government Property Administrator (if assigned). Include the mailing address (including City, State, and ZIP)

ITEM 4 - ADDRESS OF PRIMARY PROPERTY LOCATION. Enter the primary location of the property if different from block 2.

ITEM 5 - CONTRACT NO. Enter the contract number under which the Government property is accountable.

ITEM 6 - NUMBER OF SUBCONTRACTOR/ALTERNATE LOCATIONS. Number of locations of subcontract property and/or property at alternate sites of the prime contractor (one total for all).

ITEMS 7 - 12.b.(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each classification of property. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 7, 9 - 11.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all classifications of Government property except for Other Real Property, and Material on hand. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 7 - 11.c. - ADDITIONS (in dollars). For the property classifications indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Material.

ITEMS 7 - 11.d. - DELETIONS (in dollars). For the property classifications indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Material.

ITEMS 7 - 12.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each classification of property.

ITEMS 7, 9 - 11.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all classifications of Government Property except for Other Real Property and Material on hand. These will be carried forward to reflect the balance at the beginning of the following year.

ITEM 13 - CONTRACTOR'S REPRESENTATIVE. Type the name of the contractor's representative authorized by the property control system to sign this report. Include that individual's commercial area code and telephone number, signature and date.

ITEM 14 - GOVERNMENT'S PROPERTY ADMINISTRATOR. Type the name of the Government's Property Administrator or other authorized property representative. Include that individual's commercial area code, telephone number, signature and date. Items e and f are self explanatory with the exception of type. For type indicate initial (I), limited without visit (LWVOV), limited with visit (LV), or standard (ST). (PA take special note of items e and f, these must be completed on each form).