

DATA ITEM DESCRIPTION

Title: GOVERNMENT PROPERTY PHYSICAL INVENTORY COUNT OR CUSTODIAL BALANCE REPORT

Number: DI-MGMT-80441A

AMSC Number: 9650

DTIC Applicable: No

Preparing Activity: MDA

Applicable Forms:

Approval Date: 20160419

Limitation:

DTIC Applicable: No

Project Number: MGMT-2016-005

Use/Relationship: This report enables the contractor to periodically report to the Management Control Activity (MCA) or Accountable Supply Distribution Activity (ASDA) a balance by contract and National Stock Number (NSN).

This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation.

This DID is applicable to all contracts which require custodial records for Government owned materiel or accountable records for Government Furnished Material (GFM)

This DID supersedes DI-MGMT-80441.

Requirements:

1. Reference documents. None.
2. General. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as cited in ASSIST at the time of the solicitation; or, for non-ASSIST documents, as stated herein.
3. Format. The format shall be in electronic .xls or .xlsx compatible format with columns A through U labeled: MDA, Contract Number, CAGE Code, Item Name/Description, Manufacturer Name, Manufacturer Part Number (if applicable), Material Control Number (MCN)(if applicable), Serial Number (if applicable), Quantity, Unit of Measure, Unit Acquisition Cost, Location, Sub Location, Unique Item Identifier, Type of Government Property (Government Furnished Property (GFP) or Contractor Acquired Property (CAP)), Classification of Government Property (Equipment (EQP), Material (MAT), Special Test Equipment (STE), or Special Tooling (ST)), Posting Reference and Date of Transaction, Date Placed in Service, and Condition Code.
4. Content. The physical Inventory Plan/Schedule and Reports for Government Property (both GFP and CAP) shall be submitted in accordance with the remarks below:
 - a) Within 30 days of the contract award and by 31 October of each fiscal year, the contractor shall electronically provide the physical inventory plan/schedule to the MDA Contract Property Administration Office at MDADAPCPAO@mda.mil, MDA Accountable Property Officer at MDA-DPLP-CDRL@mda.mil, and respective MDA Program Office. During the fiscal year, any updates to the physical inventory/plan will be forwarded to same email addresses within 10 days.

DI-MGMT-80441A

(b) Within 30 days of completion of the contractor's periodic physical inventory of Government Property (both GFP and CAP) in accordance with the contractor's approved Property Management System procedures, the physical inventory report shall be delivered in electronic format as stated above to the MDA Contract Property Administration Office at MDADAPCPAO@mda.mil, MDA Accountable Property Officer at MDA-DPLP-CDRL@mda.mil, and respective MDA Program Office.

c) Within 30 days of completion of the final physical inventory of all Government Property (both GFP and CAP), unless waived by the Government Property Administrator, the Final Government Property Physical Inventory Report shall be delivered in the electronic format as stated above to the MDA Contract Property Administration Office at MDADAPCPAO@mda.mil, MDA Accountable Property Officer at MDA-DPLP-CDRL@mda.mil, and respective MDA Program Office.

END OF DI-MGMT-80441A