

#6-2 Determine Inventory Verification Requirements Worksheet

Introduction

An inventory verification is when government personnel verifies government property reported as excess by a contractor. Property is verified to ensure that the contractor reported it accurately. It is checked for things such as correct quantity and accurate description. Inventory verifications, however, are not always performed. Contractors often report a lot of property. So, a Plant Clearance Officer (PLCO) must determine when to conduct or request an inventory verification property from an Inventory Disposal Schedule (IDS). Finally, a PLCO should document the rationale and justification for whether or not to conduct a verification within their plant clearance case file.

Objective

This job aid worksheet was designed to help PLCOs determine the need for inventory verification of the property on a plant clearance. The worksheet includes a listing of common inventory verification requirement criteria and associated examples. This worksheet can be used to assist you with ensuring inventory verification are conducted or requested appropriately.

References

Use the following references when performing this process:

- DFARS 245.602-1
- FAR 45.602-1
- DCMA-MAN 2501-04 Section 3.6 or Agency Policy

Worksheet

IV Requirement Criteria	Yes	No	Examples
1. Inadequate status of the contractor's property management system.			A contractor's property management system is disapproved.
2. A contractor has had past issues with disposition or timely closeout.			The Government has reported past issues with disposition or timely closeout.
3. Property includes the following items: classified, public safety concerns, or termination inventory.			Classified items, ammunition and explosives (A&E), and property allocable to a terminated contract.
4. The Government's assumption of risk has been withdrawn.			Contracting officer determined that the Property Administrator (PA) systematic findings (contractor does not follow or maintain their property management system) happened often enough that constitute a withdrawal of a government assumption of risk.
5. A PLCO suspects the data may be in error.			A normally low-dollar item (a resistor) is submitted with a high acquisition value (\$50,000.00).
6. Any other reason not already specified.			The owning agency has requested verification of the condition of the property.