Annual Supplier Property Management System Risk Assessment

**HIINC-NNS Subcontract Agreements/Purchase Orders (PO) may involve U.S. Government property. In order to maintain compliance with Federal Acquisition Regulation (FAR 52.245-1) requirements regarding property accountability, complete the following.**

*Note: All property furnished to the subcontractor is considered Buyer / Government Property. All property acquired on a Cost Type or Time & Material Purchase Order is considered Buyer / Government Property. Under fixed price type Purchase Orders, in the absence of financing provisions or other specific requirements for passage of title in the subcontract, the Subcontractor retains title to all property acquired by the Subcontractor for use on the subcontract, except for property identified as a deliverable end item.*

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| **Section I: Supplier Information** | | | | | | | | | | |
| Supplier Name: | |  | | | | | Date: | | | **Click or tap to enter a date.** |
| NNS Supplier Number: | |  | | | | | Cage Code: | | |  |
| Primary Address: | |  | | | | | | | | |
| City | |  | | State | |  | | Zip |  | |
| Accountable Supplier Representative: | | | Supplier Property Management Point of Contact: | | | | | | | |
| Name: |  | | Name: | |  | | | | | |
| E-mail: |  | | E-mail: | |  | | | | | |
| Phone: |  | | Phone: | |  | | | | | |

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| **Section II: Supplier Property Management System Status** | |
| Has a cognizant U.S Government Agency conducted a Property Management System Analysis within three years or less? | Yes  No |
| Name of the cognizant U.S Government Agency that conducted the PMSA: |  |
| Outcome of the PMSA? | Adequate  In Review  Inadequate  Not Reviewed |
| **Required**: Determination Letter attached to submission | Yes  No |
| If no to any question, provide explanation: |  |

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| **Section III: Purchase order** – Provide all open Purchase Order number(s) containing Government Property. If additional PO’s are applicable include an attachment. | |
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| **Section IV: Supplier Government Property Information** |

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| 1. | Supplier will be/has been furnished non-deliverable (i.e. equipment/tools) Government property in support of a HIINC-NNS PO/Subcontract? | Yes  No |
| 2. | Supplier will acquire/has acquired (purchase or fabricate) any non-deliverable (i.e. equipment/tools) Government property in support of a HIINC-NNS PO/Subcontract? | Yes  No |
| 3. | Supplier will be/has been furnished Government owned materials under a HIINC-NNS PO/Subcontract that will be incorporated into or attached to a deliverable end item or consumed/expended during PO performance? | Yes  No |
| 4. | Supplier will acquire/has acquired (purchase or fabricate) Government owned materials under a HIINC-NNS PO/Subcontract that will be incorporated into or attached to a deliverable end item or consumed/expended during purchase  order performance? | Yes  No |

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| **Section V: Supplier Compliance** |

1. **Procedures** – Supplier  **does**  **does not** have current Property Management procedures that comply with FAR 52.245-1 Government Property Clause.
2. **Self-Assessments** - Supplier  **has**  **has not** conducted an internal assessment of their Property Management System.

1. **Property Acquisition** – Supplier  **has**  **does not have** a system in place to properly price and purchase materials in accordance with purchase order referenced drawings, master material lists, or NNS detailed listings. Property acquired is consistent with engineering, production planning, and material control operations. All acquisitions are priced according to minimum threshold rules and all records of quotes are retained on file.
2. **Receiving and Identification** – Supplier  **has**  **does not have** proper documentation evidencing receipt and issuance of Government/Customer property and identifies property as Government/Customer owned in a manner appropriate to the type of property (i.e. stamp, tag, mark, etc.), and manages any discrepancies incident to shipment.
3. **Records** – Supplier  **does**  **does not** maintain records of all Government/Customer property accountable to the PO/Subcontract, including Government/Customer furnished as well as supplier acquired property. Records are complete, current, and record all transactions and contain at a minimum:
   1. Name, part number and description, manufacturer, model number, and National Stock Number (if needed for additional item identification tracking and/or disposition).
   2. Quantity received (or fabricated), issued, and balance on hand.
   3. Unit acquisition cost.
   4. Unique Item Identifier or equivalent (if available and necessary for individual item tracking).
   5. Unit of measure.
   6. Accountable contract number or equivalent code designation.
   7. Location.
   8. Disposition.
   9. Posting reference and date of transaction.
   10. Date placed in serviced.
4. **Physical Inventory** – Supplier  **has**  **has not** conducted a physical inventory within the last 12 months. Results were provided to HII-NNS via NN9170 Supplier Government Property Physical Inventory and PO Listing(s) form.
5. **Subcontractor Control** – Supplier  **has**  **does not have** lower tier suppliers who possess Government Property and will clearly identify assets to be provided and shall ensure appropriate flow down of contract terms and conditions, and shall assure its suppliers are properly administered and reviews are periodically performed to determine the adequacy of the supplier’s property management system.
6. **Reports** – Supplier  **has**  **does not have** a process to create and provide reports of discrepancies; loss, damage, destruction or theft; physical inventory results, audits and self-assessments; corrective actions; and other property related reports as directed by the purchase order.
7. **Property Loss** – Supplier  **has**  **does not have** a process that complies with FAR 52.245-1 property loss requirements to promptly investigate and create a report of all incidents (loss, damage, destruction, or theft) to the HIINC-NNS Buyer as soon as the facts become known or when requested by HIINC-NNS.
8. **Utilization, Consumption and Movement** – Supplier  **will**  **will not** utilize, consume, move and store Government Property only as authorized by the purchase order. The supplier shall promptly disclose and report Government/Customer property in its possession that is excess to purchase order performance.
9. **Declaration of Excess** – Supplier  **has**  **does not have** excess or obsolete property that requires authorized disposition instructions.
10. **Storage** – Supplier  **has**  **does not have** a process to store non commingled Government, Customer, and Supplier property in a secure area where it is preserved and protected in accordance with the purchase order.
11. **Maintenance** – Supplier  **has**  **does not have** a maintenance program that enables the identification, disclosure, and performance of normal and routine preventive maintenance and repair in which disclosure will be made for any replacement or capital rehabilitation.
12. **Disposition** – Supplier  **will**  **will not** dispose of Government/Customer property in accordance with authorized instructions from the purchase order or per HIINC-NNS’s direction and will remove any labels, tags, or markings that identify ownership prior to disposal.
13. **Property Closeout** – Supplier  **will**  **will not** promptly perform and report to HIINC-NNS contract property closeout, to include reporting, investigating, and securing closure of all loss reports; physically inventorying all property upon termination or completion of the purchase order; and completing authorized disposal of items at the time they are determined to be excess to purchase order needs.

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| **Section VI: Most Recent Inventory Count** | | | | | |
| **Provide the date of last inventory:** |  | **Click or tap to enter a date.** | |  | |
| **Non-Sensitive Property** | Dollar $ Value Inventoried | | Line Items Verified | | Line Item Inventory Accuracy % |
| Equipment |  | |  | |  |
| Special Tooling |  | |  | |  |
| Special Test Equipment |  | |  | |  |
| Material (Furnished) |  | |  | |  |
| Material (Acquired) |  | |  | |  |
| **Sensitive Property** | Dollar $ Value Inventoried | | Line Items Verified | | Line Item Inventory Accuracy % |
| **Sensitive Property includes**: Weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or waste, or precious metals. National stock numbers with a controlled item inventory code (CIIC) that indicates sensitivity level. Automated data processing equipment with memory capability, cameras, and communication equipment approved and used for classified work. See table 61 of volume 10 of DoD 4100.39-M. | | | | | |
| Equipment |  | |  | |  |
| Special Tooling |  | |  | |  |
| Special Test Equipment |  | |  | |  |
| Material (Furnished) |  | |  | |  |
| Material (Acquired) |  | |  | |  |

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| **Section VII: Current on Hand Property Listing by PO** | | | | | |
| **Provide a current on hand property listing with data elements meeting FAR 52.245-1.** | | •Name  •Description  •Original Part Number  •Model Number  •National Stock Number (NSN), if applicable  •Quantity On hand  •Unit acquisition cost  •Unique item identifier (tag #), if applicable  •Unit of measure  •Accountable Contract / Purchase Order Number  •Location  •Disposition  •Posting reference and date  •Serial number, if applicable | | | |
| **Select all applicable property types currently on hand in the possession of the Supplier** | | | | | |
| Material (Furnished)   Material (Acquired) | | | Equipment (EQ)   Special Tooling (ST) | | Special Test Equipment (STE)   No NNS/Govt Property On Hand |
| **Non-Sensitive Property** | Dollar Value On Hand | | | Line Items On Hand | |
| Equipment |  | | |  | |
| Special Tooling |  | | |  | |
| Special Test Equipment |  | | |  | |
| Material (Furnished) |  | | |  | |
| Material (Acquired) |  | | |  | |
| **Sensitive Property** | Dollar Value On Hand | | | Line Items On Hand | |
| Equipment |  | | |  | |
| Special Tooling |  | | |  | |
| Special Test Equipment |  | | |  | |
| Material (Furnished) |  | | |  | |
| Material (Acquired) |  | | |  | |

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| **Loss Reporting within previous 12 months (Loss, Damage, Destruction and Theft) “Supplier must notify NNS within a reasonable amount of time of any Loss or Damaged property”.**  **Use comment section below if anything other than “No Losses to Report” is selected.** | No Losses to Report  Losses Reported to HIINC-NNS  Supplier has loss reports to submit to HIINC-NNS |
| Comments: | |

If there are any questions related to Government Property accountable to a HIINC-NNS Purchase Order please contact your NNS Supply Chain Specialist or email [GovtProperty@hii-nns.com](mailto:GovtProperty@hii-nns.com).

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| **Section VIII: Supplier Signature** |

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| I certify that the enclosed information is true and accurate. By submission of this certification, Supplier agrees to inform Newport News Shipbuilding’s Government Property Administration: (1) any loss or damaged property (2) changes to their government approved PMSA or (3) Government Property Point of Contact.  Provide the name, title, and signature of the company official authorized to obligate your company regarding property matters.  Duly Authorized Representative: | | |
| Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail: |  |

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| --- | --- | --- | --- |
| Signature: |  | Date: | **Click or tap to enter a date.** |

**Verify the below check list is completed and attached before sending;**

Completed NN9056 form is attached.

Cognizant U.S Government Agency Property business system determination letter attached (if applicable).

Additional PO Listing (if applicable).

Current on hand property listing with data elements meeting FAR 52.245-1.

Any necessary loss reports.

Once all checklist items have been complete send to [GovtProperty@HII-NNS.com](mailto:GovtProperty@HII-NNS.com)

Send the email subject in the following format- **| Year | Supplier Number | NN9056 |**

**Example: | 2023 | 57222C | NN9056 |**

Retain a copy of this completed NN9056 for your records.

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| **Section VIIII: HII Newport News Shipbuilding Property Administration** *(to be completed by HIINC-NNS)* |

NNS Property Administration supplier risk determination: **Choose an item.**

**Comments:**

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| Property Administrator: |  | Date: | **Click or tap to enter a date.** |