

Prepared by Property and Fund Management
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A8.537

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A8.537 Federal Reporting

Several federal agencies require periodic property reports. The requirements listed below represent key reports, but are not necessarily limited to these alone. Inventory Management serves as the office responsible for all property reporting, either as originator of the report or as the coordinator. Should a conflict arise between Federal regulations and the terms and conditions of the sponsored award, the terms and conditions of the award shall have precedence over the regulations.

Department of Defense (DOD)

By October 31 of each year, a summary report of values for various DOD-owned property categories, plus additions and deletions, is submitted to the Office of Naval Research (ONR) on DD Form 1662, DOD Property in the Custody of Contractors. The report is done on a contract-by-contract basis for any Department of Defense contracts with government-owned property as of September 30.

Department of Energy (DOE)

By April 15 and October 15 of each year, a summary report of values for various DOE-owned equipment categories, plus acquisitions and deletions, is submitted to the DOE Contract Administrator on DOE Form 4300.3, Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment. The report is done on a contract-by-contract basis for any DOE contracts or subcontracts having DOE-owned property as of February 28 and August 31.

Department of Health and Human Services (DHHS)

For every request (i.e., Public Voucher for Purchases and Services Other than Personal) for reimbursement of cost incurred to acquire property, a report of contractor acquired property is submitted to the HHS Contract Property Administrator with the public voucher on HHS Form 565, Report of Capitalized Nonexpendable Equipment. The report is done for all accountable property acquired on HHS cost reimbursement contracts.

National Aeronautics and Space Administration (NASA)

By October 31 of each year, a summary report of values for various NASA-owned property categories is submitted to the Office of Naval Research (or to the appropriate national lab, such as JPL) on NASA Form 1018, NASA Property in the Custody of Contractors. The report is done on a contract-by-contract basis for any NASA contracts or subcontracts having NASA-owned property as of September 30. Negative reports are required when no NASA-owned property is accountable under the contract or subcontract during the report period.

National Science Foundation (NSF)

By October 31 of each year, a summary report of values for various NSF-owned property categories, plus additions and deletions, is submitted to the NSF Property Administrator on NSF Form 1408, NSF Property in the Custody of Awardees. The report is done on an award-by-award basis for any NSF award with NSF-owned property as of September 30.