



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEPR-A (715f)

NOV 17 1997

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS,
ATTN: DIRECTORS/CHIEFS OF CONTRACTING

SUBJECT: PARC Instruction Letter 97-5, Department of Defense Property in the Custody of Contractors, DD Form 1662

1. References:

- a. AFARS 45.505, Reports of Government property.
- b. Memorandum, CEPR-A, dated 09 September 1997, subject: Department of Defense (DoD) Property in the Custody of Contractors, DD Form 1662.

2. As functional manager, the Office of the Principal Assistant Responsible for Contracting (OPARC) will maintain a database of DoD Property in the Custody of Contractors, DD Form 1662s, beginning with this fiscal year's (FY97) reporting period. A post submission review will be done on a yearly basis to aid and support the planning, direction and assistance provided by the OPARC and, provide oversight of your operational capability. In order to populate its database/files, it is necessary to request the following:

"For contracts administered by the U.S. Army Corps of Engineers, the contracting office's property administrator, generally a GS-1103, shall forward one copy of each DD Form 1662 (RCS: DD-ACQ(A) 1087) through successively higher headquarters to HQ, USACE, ATTN: CEPR by 05 November each year. The transmittal letter with subsequent approval(s) at higher levels (Directors/Chiefs of Contracting) shall address the requirements of the Army Federal Acquisition Regulation Supplement (AFARS) 45.505-14."

3. You are not relieved from the regulatory requirement (ref. 1a. and 1b.) to forward your FY97 data on Government property in the custody of contractors directly to Army by the regulatory suspense date, 05 November 1997. Original DD Form 1662s will be forwarded to Army with a copy forwarded to the OPARC.

4. Recommend that Chiefs of Contracting request their property administrator forward a copy of this memorandum to all personnel, such as contracting officer representatives and logistical personnel, involved in the management of Government property in the custody of contractors.

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5. Point of Contact for this action is Ms. Kathleen M. Wysocki, (202) 761-1900.

FOR THE COMMANDER:


BUNNATINE H. GREENHOUSE
Principal Assistant Responsible
for Contracting