

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT**

IND 103 - CONTRACT PROPERTY SYSTEMS ANALYSIS

| IND 103 | Competency | Yes | No | Work Description/Justification |
|--------------------|---|------------|-----------|---|
| 1 | Outline the conduct of a property control system analysis. | | | |
| 2 | Identify deficiencies to the property control system. | | | |
| 3 | Record unsatisfactory conditions uncovered during the analysis. | | | |
| 4 | Describe the satisfactory or unsatisfactory status of each functional segment. | | | |
| 5 | Write a system analysis summary. | | | |
| 6 | Define what is included in a property control system analysis. | | | |
| 7 | State when to conduct analysis. | | | |
| 8 | List types and objectives of property control system analyses. | | | |
| 9 | Identify and brief participants in analysis. | | | |
| 10 | Select the proper classifications of Government property for analysis determined by function. | | | |
| 11 | List functions/populations of property for data analysis. | | | |
| 12 | List functional segments for data analysis. | | | |
| 13 | State the adequacy of the sample data. | | | |
| 14 | State the use of statistical sampling with selected populations. | | | |

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| 15 | Explain the requirements for preparation of worksheets for review of the processes/ functions in the contractor's Property Control System. | | | |
| 16 | Summarize Property Control System deficiencies and prepare notification to the contractor. | | | |
| 17 | Describe how to support resolutions of Property Control System deficiencies. | | | |
| 18 | List the elements of reports prepared and sent to the Administrative Contracting Officer that suggest withdrawing approval when system analysis discrepancies are not resolved. | | | |
| 19 | Write a letter of approval designating a Satisfactory Property Control System. | | | |
| 20 | Define reports and follow-up procedures for property control system analysis. | | | |