LOSS, THEFT, DAMAGED, AND DESTROYED (LTDD)

Below information is provided as required by FAR 52.245-1(f)(vi)(B)

SUB-Contractor No:		Date:	10/22

Sub-Contractor Name:	
Contractor Control No:	

Government Furnished Property :	Contractor Acquired Property:

1. Circumstances in which property/material was:	Loss:	Theft:	Damaged:	Destroyed:

2. Date of Incident:		6. Last Known Location:	
3. Unique Item Id:		7. Last Date Seen:	
4. Commingled Property is a part of:		8. Sensitive/Hazardous:	
5. Statement of current or future needs:		9. Appropriate Agency Notified:	

10. Contractor Equip No:	11. NASA Equip No:	12. Description	13. Manufacturer	14. Model No:	15. Serial Number	16. Last Inv. Date	17. Cost

18. Action(s) Taken to locate property/material	
19. Root Cause	
20. Corrective Action:	

21. Statement that the Government will receive any reimbursement covering the loss, damage, destruction, or theft, in the event the Contractor was or will be reimbursed or compensated:	

22. Supporting Document(s):	

23. LTDD Grand Total: (Subject to Audit Supportable)	

24. Contractor Comments:	

25. Person Completing Blocks 1-24:	Name:	Position:	Phone No:

26. Approved By: (COR or Delegated Official)	Name/Position:	Signature/Date:

This document has been reviewed and determined not to contain export controlled technical data.

JPL 7505 10/22

LOSS, THEFT, DAMAGED, AND DESTROYED (LTDD)

Below information is provided as required by FAR 52.245-1(f)(vi)(B)

Continuation from Block(s) 10 thru 17:

Contractor Equip No:	NASA Equip No:	Description	Manufacturer	Model No:	Serial No:	Last Inv. Date	Cost

This document has been reviewed and determined not to contain export controlled technical data. JPL 7505 10/22

ver. 2.5

LOSS, THEFT, DAMAGED, AND DESTROYED (LTDD)

Below information is provided as required by FAR 52.245-1(f)(vi)(B)

LTDD Form Instructions:

JPL Control Number – Enter LTDD tracking number assigned by JPL

Contractor Control Number – Enter LTDD tracking number assigned by subcontractor

Government Furnished Property (GFP) – Check if known property was in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract.

Contractor Acquired Property (CAP) – Check if known property/material was acquired, fabricated, or otherwise provided by the Contractor for performing a contract, and to which the Government has title.

Block 1. Circumstances in which property/material was – Identify who, what, where, when, and how the property or material was lost, theft, damaged, or destroyed. (Be specific and provide in detail of event to best of knowledge).

Loss – Check if the item cannot be found

Theft – Check if you believe the item was stolen

Damaged – Check if the item was damaged and can be repaired

Destroyed – Check if the item was destroyed and cannot be repaired

Block 2. Date of Incident – Enter the date that item(s) were stolen (theft), missing (loss), damaged (repairable) or destroyed (unrepairable).

Block 3. Unique Item Identifier (UII) – Enter **UII** d**ata marked on item(s) if known or present. This data** functionally replaces the use of serial numbers.

Block 4. Commingled property – Parts, material, or equipment part of an end item (if known). If so, provide end item information.

Block 5. Statement of current of future needs – Yes - if you do have a current or future need and complete stating **Why? No** – Check if you do not a current or future need.

Block 6. Last Known Location – Enter closest site, building and room number (locked room, parking lot, trunk of car, etc.)

Block 7. Last Date Seen – Enter date of last time physically seen or touched the property or material.

Block 8. Sensitive/Hazardous – Yes – Check if the item is sensitive or did contain hazardous material. No – Check if the item is not sensitive or did not contain hazardous material.

Block 9. Approprtiate Agency Notified (required if missing or stolen) – Yes – Check if proper authority or security was notified. No – Check if item(s) were not missing or stolen.

Block 10. Contractor Equipment Number – Internal inventory number assigned by contractor. Enter Contractor assigned Tag.

Block 11. NASA Equipment Number – Government inventory number assigned. Enter JPL/NASA Tag.

Block 12. Description - Enter the item's description, name, manufacturer, model, and serial number.

Block 13. Manufacturer – Enter the name of company that fabricated the material or equipment**.**

Block 14. Model Number – Enter the item's model number. This can be found on the item's data plate.

Block 15. Serial Number - Enter the item's serial number. This can be found on the item's data plate.

Block 16. Last Inventory Date - Enter the date you last saw or inventoried the item.

Block 17. Cost – Enter the acquisition cost of the item or material.

Block 18. Action(s) taken to locate property/material - Describe what you did to find the property. Was any causative researched conducted? (i.e. locating last known documentation where the property was signed down to; questioning personnel with most knowledge or direct end user.)

Block 19. Root Cause – Describe main reason(s) why property went missing, damaged, or destroyed. What could've prevented this?

Block 20. Corrective Action - Describe what you have done or what is being implemented to prevent this from happening in the future

Block 21. Statement that the Government will receive any reimbursement covering the loss, damage, destruction, or theft, in the event the Contractor was or will be reimbursed or compensated - Intended for comments by subcontractor pertaining to the LTDD of GFP/CAP.

Block 22. Supporting Documents – Provide any documentations that will assist in this report as exhibits. (i.e. police report).

Block 23. LTDD Grand Total – This number is automatically calculated based on the dollar amount inputed in block 17 and block 17 cont.

Block 24. Contractor Comments – Intended for comments by subcontractor pertaining to the LTDD of GFP/CAP.

Block 25. Person Completing blocks (1 – 24) – Enter Name, Position, and Phone Number of person filling out this form.

Block 26. Approving Official – Person authorized or delegated to approve relief of governement property within organization.

COR - (Contracting Officer Representative)