

Property Custodian User Guide

As of March 2015

SUPPLY AND EQUIPMENT MANAGEMENT BRANCH
CODE 273

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Property Custodian Responsibilities

Reference NPR 4200.1:

1. Establish and maintain a current system for the control and accountability of all Government equipment assigned to your custodial area(s).
 2. Provide adequate instructions to the equipment user of their responsibilities for the proper use of Government equipment and advise personnel that equipment is to be used for official purposes only.
 3. Report all untagged controlled equipment as Found on Station, including fabricated equipment found in your assigned area(s), to Equipment Control, Code 279. Assist in the research to identify the circumstances relating to the untagged items found on station and determine why control was not established at the time of receipt.
 4. Assign all equipment in your property account(s) to a designated user.
 5. Identify and report any controlled equipment no longer needed in your property account(s) and, ensure that all property assigned to your custodial account is in serviceable condition.
 6. Cooperate in physical inventories of controlled equipment and assist in any follow up actions.
 7. Ensure a Survey Report is submitted to the Equipment Management Team, Code 273, within 30 working days of the date of discovery of missing property. The Security Division should be notified immediately if theft is suspected.
 8. Accompany division chief during annual walkthrough inspections.
 9. Establish internal procedures to ensure that your equipment users coordinate all equipment actions with you.
 10. Perform functions of receipt inspector, signing off on a Receipt and Inspection Form for all purchases using funds from a credit card or Blanket Purchase Agreement.
 11. Promote and approve the reutilization of excess property within your organization.
 12. Establish internal procedures to minimize the unauthorized approval to cannibalize Government property.
 13. Maintain accurate documentation for Employee Loan Agreements, Shipping Documents, and borrows between property custodians at GSFC or other NASA Centers and official loans.
 14. Approve all equipment excess actions within your organizations.
 15. Approve all storage actions originating from your organizations.
- Provides assistance to property custodians:
 - Property Directorate Liaisons
 - Government Property Specialist – Code 273
 - TRAX Equipment Managers – Code 279

User Responsibility for Safeguarding Government Property

Reference NPR 4200.1 – Appendix I.

NASA employees are required to exercise the proper care to safeguard Government property. Failure to exercise minimum safeguards results in the employee being held financially liable for the loss, damage, destruction, or theft of Government property, when negligence is determined. The following are examples of precautions employees should take to minimize the loss, damage, destruction, or theft of Government property:

- **Office and Laboratories**
 - Items such as cell phones, palm pilots, blackberries, calculators, etc. should be kept under continued control.
 - Doors to laboratories, which house equipment, should be under positive control.
 - Doors to offices, which house equipment, should be locked whenever practical.
- **Travel**
 - Keep sensitive property under your positive control and do not leave unattended. Airlines and temporary lodgings do not assume responsibility for lost or stolen valuables. Do not check sensitive equipment as baggage on transportation carriers (airplanes, trains, buses, etc.).
 - If you leave sensitive property in a room in your temporary lodging while you are out of the room, store the item in a security safe (room or hotel) whenever possible. However, if a room safe is not available, place the property out of sight upon leaving the room and double check that the room door is locked.
 - Before traveling outside of the U.S., always contact your Center Export Administrative Office and local Security Officer about the items and data in your possession.
- **Equipment in a Motor Vehicle**
 - Lock the vehicle any time it is left unattended.
 - Do not leave sensitive items inside vehicles; unless secured in locking glove box or car trunk, and never leave these items inside of unattended motor vehicles overnight or for extended periods.
 - Do not leave portable equipment or instruments in open work trucks beds.
- **Office Moves**
 - Once the move is completed, report anything that you cannot find immediately to the property custodian and the person in charge of the move.
 - Notify the property custodian of the location change so that the property records can be updated to reflect the new location.
 - Notify Central Receiving, Center Equipment Management, or the responsible property custodian in accordance with the Center's policy immediately upon receipt (direct deliveries) of any controlled equipment, regardless of the procurement method so the equipment is properly controlled and tagged.
- **Others**
 - Do not leave controlled or sensitive items in unsecured areas (hallways, outside, etc.).
 - When changing organizations or office location, notify your property custodian.
 - Notify your property custodian of any property no longer needed.
 - Use property only for its intended purpose.
 - Use property only for official purposes.
 - Obtain a property pass for Government property leaving the NASA Installation or Sub-installation.
 - Via NF 598, Property Survey Report, immediately report to the property custodian property that you cannot find.
 - Whenever theft of property is suspected, immediately notify your supervisor, the corresponding property custodian, and the NASA Security Office immediately.

Inventory





Inventory “Why”

- Assess the effectiveness of the Center’s equipment control procedures and operations – ensure we will pass all external audits
- Determine the completeness and accuracy of the equipment records and make adjustments as necessary
- To be in compliance with NASA Procedures Regulation (NPR) 4200.1
 - Inventory conducted annually
 - An Annual Inventory Schedule is provided to NASA HQ and status reports
 - All surveyed items are reported to NASA HQ annually
 - The results of the walk through are reported to the Center Director annually
 - A Center Inventory Report that includes an analysis of the inventory results and surveyed items is provided to the Center Director each fiscal year; NASA HQ has requested a copy
- Good Stewardship & Accountability!
 - Goddard has over 46,000 equipment assets, which cost \$873M
 - Wallops has over 9,000 equipment assets, which cost \$240M

Annual Inventory



To be in compliance with NASA Procedures Regulation (NPR) 4200.1, Code 273/279 conducts an annual inventory of all controlled equipment

The inventory team goes to each building and scans every item in every room with an ECN bar code tag

Property custodian and/or end user will provide supporting documentation for active items not scanned such as (shippers, property loan agreements, storage requests)

It is very important for the End User and Custodian to maintain and keep accurate records of all controlled property through the EQUIPMENT (formerly N-PROP) system

EQUIPMENT INVENTORY CHECKLIST
HAVE I NOTIFIED MY PROPERTY CUSTODIAN OR EXCESSED ANY IDLE PROPERTY? THE PROPERTY CUSTODIAN AND DIVISION NEED TO CONDUCT A WALKTHROUGH AND DOCUMENT THE RESULTS FOR THE INVENTORY
DO I HAVE ALL PROPERTY FORMS FOR LOANS, BORROWS, AND STORAGE UPDATED?
DO I KNOW THE LOCATION (BLDG/ROOM) OF WHERE ALL OF MY EQUIPMENT ITEMS ASSIGNED TO ME ARE?
DO I HAVE ALL EQUIPMENT OFF-SITE DOCUMENTED ON GSFC 20-4 FORM (SHIPPER) AND PROVIDED A COPY TO THE PROPERTY CUSTODIAN?
IF I HAVE EQUIPMENT OFF-SITE AND IT HAS BEEN MORE THAN A YEAR, DO I HAVE AN EMAIL VERIFYING THE EQUIPMENT IS STILL IN USE?
DO I HAVE ANY LOCKED CLOSETS, DESKS, CABINETS, AND ROOMS THAT THE INVENTORY TEAM WILL NEED ACCESS TO WHEN THEY COME TO MY BUILDING?
HAVE I CONDUCTED AN EXTENSIVE SEARCH FOR MY MISSING ITEMS IN A TIMELY MANNER?
DO I HAVE AN ACTIVE ECN, FOR EQUIPMENT, IN MY NAME THAT I EXCESSED AS NON-CONTROLLED? IF SO, YOU WILL NEED TO PROVIDE THE SIGNED TRANSPORTATION DOCUMENTATION.
DID I SUBMIT A REPORT OF SURVEY, NF598, AND SUPPLEMENT FORM, GSFC 20-79 FORM FOR ANY LOST OR STOLEN PROPERTY TO MY PROPERTY CUSTODIAN IN A TIMELY MANNER?

GSFC 20-78 Annual Property Walk Through Inspection Form

The Property Custodian and Division Chief should conduct an annual walk-through inspection for all property in the property account prior to the start of inventory

- Excess all idle equipment items (*ensuring tagged items are not excessed as non-controlled*)
- Complete Walk Through Inspection Form, obtain division chief signature, forward to Kevin Roberts/273

Annual Property Walk Through Inspection 		
Property Accounts		
Idle Equipment Identified to be excessed:		
ECN	Item Name	Acquisition Value
Idle Equipment Identified to be reutilized within:		
ECN	Item Name	Acquisition Value
I certify that the Annual Walk Through Inspection, required by FPMR Section 101-43.101; U.S.C. Section 524(a) 2 and NPR 4200.1G 3.6.5 has been completed for the above listed property management areas.		
Property Custodian Printed Name	Property Custodian Signature	Date
Division Chief or Designee Printed Name	Division Chief or Designee Signature	Date

GSFC 20-78 (6/2013) Previous Editions Are Obsolete

NRRS 4/12C

Tips in Having a Successful Annual Inventory



- A new property custodian should inventory all equipment before you accept responsibility
 - Take responsibility & accountability for each item AFTER you have SIGHTED the items
 - Don't blindly accept responsibility for equipment you have not sighted
- Develop a good relationship with your equipment users
- Communicate – let equipment users know they are responsible and accountable at all times for the care, upkeep, condition, and location of their equipment
- Ensure all equipment has been tagged that meets the criteria
- Maintain accurate and up to date records for all controlled equipment
 - Report untagged controlled equipment including fabricated equipment found in your assigned area(s)
 - Ensure proper documentation is completed for cannibalization requests
 - Identify controlled equipment no longer needed and coordinating disposition with users
 - Ensure missing or stolen equipment is investigated, documented, and reported promptly to the Center Security Office and to the Supply & Equipment Management Branch
 - Ensure prior to retirement, transfer, or resignation of an employee, all equipment is properly transferred
 - Ensure documents for out-coded items are updated on annual renewal

Inventory Scanning



- All equipment will be scanned
 - Inventory Manager will go to each building and room and scan all equipment with a barcode tag (ECN)
 - Starting with FY15 Annual Inventory, the Inventory Team will also RFID tag NASA ECN barcode equipment
- Property custodian and/or end user will provide supporting documentation for active items not scanned such as (shippers, property loan agreements, storage requests)
- At the end of every annual inventory, any items that could not be located are considered lost or missing and a survey report must be completed.

Inventory Reconciliation

OFF SITE JUSTIFICATION	TO CLEAR FROM INVENTORY
Equipment returned to manufacturer for repair	Shipper and ECN tag and email from company stating equipment was returned; provide information regarding replacement;
Transfers to other NASA Center or Govt Agency	Shipper with appropriate signatures: property custodian, branch head or division chief
Transfers to NASA contractors or organizations having NASA grants	Shipper with appropriate signatures: property custodian, branch head or division chief, contracting officer, grants officer
Loans to external organizations	Current External Loan Agreement (GSFC 20-52 now obsolete) or new Loan of NASA Equipment (NF 893) (Annual Email or Letter from the Loan Recipient to update Loan)
Employee Loan (Borrow)	Current Employee Property Pass/Loan Agreement and Removal Permit (NF 892) (Every 180 days for civil servants)
Equipment in Storage	Current Storage Request approved via the Storage Information Management System (SIMS2)
Equipment was excessed	Signed receipt indicating item was picked up by Transportation Pickup Documents: 270-Form-0006 or DSPL 0129 (CALL US IF YOU DON'T RECEIVE A SIGN RECEIPT!)
<p>If shipper is older than 1 year, an email confirming equipment is at current location is required. *** Automated reminder emails for expired borrows and loans will be sent to user and custodian ***</p>	

Equipment Management



Topics

- EQUIPMENT System (formerly N-PROP) Active and Inactive ECN
- NASA Tagged Property
- Non-Tagged Property
- Credit Cards
- Found on Station
- Cannibalization/Modification
- Storage
- Borrows of Government Property
- External Loans
- Transfers to Another NASA Center or Government Agency
- Trade-Ins
- Lost of Stolen Property

Equipment Manager – Directorate Oversight

Directorate	Assigned Equipment Manager	Email Address	Phone Extension
GEWA Accounts	Alex MacNabb	Alexander.g.macnabb@nasa.gov	6-0757
Directorate 100	Alex MacNabb	Alexander.g.macnabb@nasa.gov	6-0757
Directorate 200	Alex MacNabb	Alexander.g.macnabb@nasa.gov	6-0757
Directorate 300	Karen Marshall	Karen.marshall-1@nasa.gov	6-7080
Directorate 400	Kim Fisher	Kimberly.a.fisher@nasa.gov	6-9243
Directorate 500	Karen Marshall	Karen.marshall-1@nasa.gov	6-7080
Directorate 600	Patrick McGinn	Patrick.s.mcginn@nasa.gov	6-8748
Directorate 700	Patrick McGinn	Patrick.s.mcginn@nasa.gov	6-8748
Directorate 800	Valerie Moon	Valerie.m.moon@nasa.gov	6-2266

PP&E System

- EQUIPMENT System (formerly N-PROP) is a subsystem to the PP&E System

- Property Custodians and end users have access to EQUIPMENT
- Property Custodians will have access as a custodian upon the receipt of the delegation letter signed by the division chief
- End users get entitlement to EQUIPMENT
- <https://equipment.nasa.gov>
- EQUIPMENT replaced N-PROP

EQUIPMENT



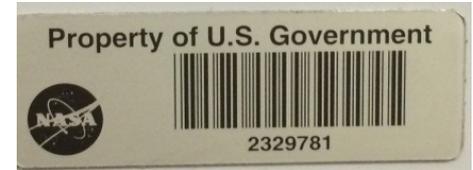
- Additions: New items put on record with an add transaction require paperwork

- This paperwork can be a purchase order, Found on Station (FOS), OF 347 that is used for credit card purchases, leases, loans, or a shipping document. The information on the paperwork is what is used to put on record. The user, building, room, and code are obtained from that paperwork.
- Previously surveyed items are items that was surveyed and is now found. An email is required with property custodians code, a end user, and location for the item(s).

- Deactivations: **All deactivations require documentation and justification to be moved to an inactive status**

- For an item that was excessed and still on your account, you will need the signed copy of the Transportation document.
- If sent off-site for repair - the tag should be removed and attached to the paperwork. If you have an email or receipt paperwork from the vendor, it should contain the information for the item they received and information for the replacement item that was sent.
- It is very important to document all items going off-site and reason for going off-site.
- Please have all the necessary signatures on the paperwork.

NASA Tagged Property



- Government controlled property meeting the criteria for a NASA Bar Code Tag which in the system it is called ECN (Equipment Control Number)
 - Items that have a cost greater than \$500 and/or listed on the sensitive items list
 - A few exceptions regardless of cost – such as weapons or hazardous items
 - Items that have a cost of \$5,000 or greater
 - Other items that are tagged: Models, Exhibits, Safes, Shipping Containers, and Rolling Stock (trailers, cars, carts, etc. with a NASA vehicle tag) per NPD 4200
- The ECN will be entered in the PP&E System for tracking (you can see the ECN in EQUIPMENT)
- Capital Equipment is equipment with a cost of \$500,000 or more and have an alternative future use.
 - You will see equipment in the system over \$500,000 but is not considered Capital Equipment because it does not have an alternative future use
- If you receive equipment that has gone through the GSFC Receiving in Bldg. 16W, that meets the criteria for tagging, and was not tagged, you can send a tagging request through EQUIPMENT (formerly N-PROP) or send an email to GSFC-05-Equipment@mail.nasa.gov.

Tagging Criteria



EQUIPMENT MEETING THE TAGGING CRITERIA

GSFC/WFF/HQ

- All equipment items with an acquisition value @ \$5,000 or more
- Capital Items - \$500,000 or more with reasonable expectation the item will be used on another program that has not yet commenced
- Sensitive Items as listed below (per NPR 4200.1G)
- Exhibit and Display Items (regardless of acquisition value – per NPD 4200.1C)
- Safes (all types – added per Security)
- Rolling Stock (items requiring a NASA vehicle tag – per NPD 4200.1C)
- Shipping Containers (specialized – per NPD 4200.1C)



SENSITIVE ITEMS LIST:

Items, regardless of acquisition value:

- 1) WEAPONS, all types including, but not limited to, air, spring, powder, or other propulsions system.
- 2) HAZARDOUS DEVICES, including environmentally hazardous devices. (Example: Breathing apparatus, portable x-ray, Defibrillator, etc.
- 3) Tablets, Mini Laptops, Smartphones, or other Computing Device

Items with an acquisition value of \$500 or more:

- 1) AUTOMATED DATA PROCESSING EQUIPMENT (ADPE), which includes the following:
 - a. Computers, all microcomputers, personal computers, including desktop systems, work stations, laptops, notebooks, handheld computers (palms), and other portables, but excluding mainframes.
 - b. External Computer Peripherals, including:
 - a. Printers.
 - b. Disk Drives, (Fixed and Removable Media). (Zip Drives included)
 - c. Tape Drives. (Magnetic, etc.)
 - d. CD and DVD Drives.
 - e. Scanners. (Optical Reader, Data Entry included)
 - f. Monitors. (Display Units for Computers only)
 - g. Terminals.
- 2) Cameras, all types.
- 3) Recorders and Players, including, but not limited to digital, laser, cassette, and reel to reel.
- 4) Radios.
- 5) Receivers. (Global Positioning System – GPS included)
- 6) Transceivers.
- 7) Televisions.
- 8) Shuttle Tiles.



Non-Tagged Property



- Government administratively-controlled Property not meeting the criteria for tagging
- Items with a acquisition cost of less than \$5,000 and are not on the sensitive item list or other items listed for tagging per the NPD 4200
- Items should have the NASA meatball tag “Property of U.S. Government” (NF 1517)
 - If you need stickers, please contact your Equipment Manager
- Tracked internally by the organization per the requirement in the NASA Equipment Management Procedural Requirement (NPR 4200.1), Chapter 3.1.3 Non-controlled Equipment
 - Spreadsheet
- Some organizations have developed their own internal tags for tracking this equipment
- If a user has personal or contract property in their area a label should be affixed stating ownership and identification

What is that tag?

- NASA ECN (Equipment Control Number) Barcode Tag
 - This tag is used by Code 273/279 and other NASA Centers for tracking controlled property in N-PROP
 - Inventory Team will scan during the Annual Equipment Inventory
 - See tagging criteria sheet



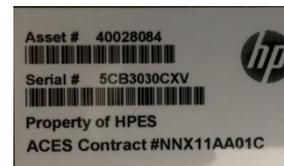
- NASA Meatball (NF 1517) Non-Tagged NASA Property
 - This tag is used on equipment that does not meet the criteria for tagging with NASA ECN and considered administratively-controlled
 - Tracked by your organization as they see fit
 - See your property custodian for stickers or email GSFC-05-Equipment@mail.nasa.gov



- RFID Tag
 - Radio Frequency Identification Tags
 - This tag is used in conjunction with the NASA ECN barcode tag



- ACES Asset Tag
 - ACES Equipment
 - Not tracked in EQUIPMENT (formerly N-PROP)
 - Not Inventoried by the Property Inventory Team



- Personal Property Tag
 - A label you can create if you have personal property on Center

Personal Property Of:
Jane Washington

Credit Cards



- Government Purchasing Card Program Manager is Dawn Murvin, Code 210
- All government property should be delivered to Central Receiving, Bldg. 35, and inspected visually or through an x-ray machine
- After inspection the purchase will be delivered to the cardholder as indicated on shipping label
- Failure to ensure your supplier/vendor labels properly and a completed Optional Form 347 (OF347) could result in delayed receipt or refused delivery of your equipment/material
- All equipment items with a value (per line item) of \$5,000 or more and/or designated on sensitive item list or other items that meet the tagging criteria are controlled with a NASA Bar Code Tag (ECN)
- The OF347 should be completed when the order is placed and sent to Pat Burns, Central Receiving Section Head (Code 279) by Fax (301) 286-7556 or email edward.p.burns@nasa.gov
 - Areas on the form marked X must be completed by the cardholder.
 - This form needs to be in Receiving prior to the arrival of your items.
- If the credit card holder purchased ADP/IT Hardware or “sensitive” material and picked it up, in lieu of shipping it to GSFC’s Central Receiving in Bldg. 35, they must forward the completed form OF347 to Equipment Control, Code 279, Fax (301) 286-3445 or email to GSFC-05-Equipment@mail.nasa.gov

Optional Form 347

ORDER FOR SUPPLIES OR SERVICES						PAGE	of	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER		2. CONTRACT NO. (If any)		3. NAME OF CONSIGNEE		6. SHIP TO		
		N/A		X NASA/Goddard Space Flight Center Attn: Cardholder Name				
3. ORDER NO. CREDIT CARD		4. REQUISITION/REFERENCE NO.		5. STREET ADDRESS				
X PO NUMBER/ORDER LOG NO.				X Mail Code, Building, Room Number				
5. ISSUING OFFICE (Address correspondence to)		7. TO		8. CITY		9. STATE	10. ZIP CODE	
X Cardholder Name, Mail Code				Greenbelt		MD	20771	
a. NAME OF CONTRACTOR		b. COMPANY NAME		E. SHIP VIA				
X Vendor Info								
c. STREET ADDRESS		d. CITY		e. STATE		f. ZIP CODE		
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE						
		X Cardholder's Name, Mail Code, Phone Number						
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT						
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN OWNED		<input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone		<input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS		<input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> h. VETERAN-OWNED		
13. PLACE OF		14. GOVERNMENT B/L NO.		5. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		6. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a.)	SUPPLIES OR SERVICES (b.)	QUANTITY ORDERED (c.)	UNIT (d.)	UNIT PRICE (E.)	AMOUNT (f.)	QUANTITY ACCEPTED (g.)		
1	XXXX	XXX	XXX	XXX	XXX			
X Mark For: Requestor's Name: Requestor's Code: Requestor's Bldg/Room Number: Requestor's Phone Number:								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				
SEE BILLING INSTRUCTIONS ON REVERSE		21. MAIL INVOICE TO				17(b) TOT. (Cont. Pages)		
a. NAME		b. STREET ADDRESS (or P.O. Box)		c. CITY		d. STATE	e. ZIP CODE	
CREDIT CARD ORDER								
22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed)		TITLE CONTRACTING ORDERING OFFICER				

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 4/2006)
Prescribed by GSA/FAR 43 CFR 53.213(f)

Found on Station

- NASA Form 1618 – Found on Station form is completed when equipment is found in your area that meets the criteria for tagging. You can call Equipment Control, Code 279, Alice Williams @ (301) 286-2551 or email GSFC-05-Equipment@mail.nasa.gov
 - *Purpose of this form is if no purchase order or the purchasing document is over a year old*
- If you receive equipment delivered directly from the vendor or a credit card holder purchased equipment and bring it on site, please:
 - Log into EQUIPMENT (formerly N-PROP) and submit a request for tagging or call the above number for a Tag In Division (TID) or email GSFC-05-Equipment@mail.nasa.gov
 - Have a copy of the supporting documentation ready for the Tagger

Found on Station (FOS)

When you find a piece of government property that should be tagged email GSFC-05-Equipment@mail.nasa.gov.
 Do you have the paperwork or is the paperwork older than 1 year? You will need to complete a FOS form.
 Information to provide when submitting a "Found on Station" form for processing? The fields below must be completed prior to submitting. NASA Form 1618

Found On Station (FOS) Equipment Investigation

Note - See instructions on reverse. Please type or print clearly.

NAME AND TITLE OF INDIVIDUAL POSSESSING EQUIPMENT: **Users Name** OFFICE/MAIL CODE: **Mail Code** DOCUMENT NO.:

ITEM NAME: MODEL: FOS:

MANUFACTURER AND YEAR (PLEASE PRINT): CALL NO. EQUIP CONTROL NO.:

PROPERTY CUSTODIAN (Name and signature): OFFICE/MAIL CODE: ACCOUNT CODE: DATE SIGNED: **Prop. Custodian's Name & Signature** **Date**

PART I - INVESTIGATION AND STATEMENT OF CIRCUMSTANCES

1. SOURCE OF EQUIPMENT FOUND (Check and complete where applicable)

PURCHASED LEASED GOVERNMENT TRANSFER GOVERNMENT EXCESS CONTRACTOR OTHER

FROM: (Name of Contractor, Vendor, Government Agency) (City and State) (Date Received)

AUTHORITY: (Contract/PO, No. or Other) (Requester) (Org Code)

METHOD OF DELIVERY: CONTRACTOR/VENDOR TO USER RECEIVING LOCK TO USER CONTRACTOR INSTALLED TO USER

HANDLED BY: (Name) (Title)

FABRICATED BY: (Shop or Technician) (Work Order No.)

2. EXPLANATIONS (Use to explain why item was not controlled upon receipt, delivery through receiving, etc. Continue on separate sheet, if necessary)

Fill In Explanation Here

3. INVESTIGATION AND FINDINGS BY (Name and signature): **Name & Signature** 4. OFFICE/MAIL CODE: 5. DATE: **Date**

PART II - ACTIONS

1. USER DIVISION/REGISTRAR REVIEW

A. RECOMMENDATION TO PREVENT RECURRENCE

(Division Chief's Recommendation To Prevent Recurrence)

B. TYPED OR PRINTED NAME AND TITLE: **(Division Chief's Name)** C. SIGNATURE: **(Signature)** D. DATE: **(Date)**

Complete this Entire Section

Prop.

Also this Section

PART II - ACTIONS (Cont.)

2. EQUIPMENT MANAGEMENT REPRESENTATIVE REVIEW

B. RECOMMENDATIONS

(This Area for Supply and Equipment Management Branch)
(Equipment Manager Representative- Recommendation this Section)

B. TYPED OR PRINTED NAME: **(Equip. Mgr. Name)** C. SIGNATURE: **(Signature)** D. DATE: **(Date)**

3. SUPPLY AND EQUIPMENT MANAGEMENT OFFICER REVIEW

B. INVESTIGATION AND RECOMMENDATIONS

(SEMO Investigation and Recommendation Section)

B. TYPED OR PRINTED NAME: **(SEMO Name)** C. SIGNATURE: **(Signature)** D. DATE: **(Date)**

GENERAL INFORMATION

All capital equipment, with an acquisition cost of \$1,000 or more, or sensitive items with an acquisition cost of \$500 or more must be recorded in the NASA Equipment Management System (NEMS) and NASA financial records, and physically identified (tagged) with a NEMS control number.

In coordination with the cognizant property custodian, it is the responsibility of an individual possessing untagged equipment that appears to meet the criteria for control to ensure (1) prompt preparation and submittal of a Found on Station (FOS) Equipment Investigation; and (2) immediate notification to Equipment Management in order to facilitate prompt tagging of the equipment.

INSTRUCTIONS

Document No. -- A transaction number assigned by the NASA Equipment Management System (NEMS) for maintaining accountability of the controlled equipment item.

Part I -- Investigation and Statement of Circumstances -- To be completed by the individual possessing equipment, that individual's property custodian, or other individual responsible for investigating the circumstances that allowed the

control equipment item to bypass physical identification, and property and financial control. Note: An example of "other" source may be a "loan-in," which requires the application of a "loan-in" identification tag.

Part II -- Action -- Self-explanatory. However, Equipment Management representative may wish to obtain concurrence of individual(s) involved, and so annotate concurrence as part of his or her review.

Cannibalization/Modification

- NASA Form 1617 - Request for Cannibalization/Modification of Controlled Equipment
 - This form is completed when an item has been added or removed from a controlled piece of government owned equipment
 - The modification cost adjustment should be \$1,000 or above
- This form can be obtained through EQUIPMENT (formerly N-PROP) or on the Code 273 webpage. It needs to be filled out completely, please type or print clearly
- At the bottom of this form in Section V – Actions, it states that the users Division/Directorate or Contracting Officer's or other Official's must review and approve the information, sign, and date this form before you mail it to Code 279 Equipment Control
- Once approved a cost adjustment or a deactivation transaction 73 – Delete Resulting from Assembly/Disassembly will be processed to remove this item from your Property Account. The cost adjustment will be made to add or delete monies from your tagged equipment. The item may or may not be removed from your Property Account depending on the cost and whether it still meets the criteria for tagging

Cannibalization / Modification

What form to fill out Prior to adding or removing items to a controlled piece of government equipment.

The Property Custodian or end user must complete and submit a “Request for Cannibalization / Modification of Controlled Equipment” Form!

NASA Form 1617

National Aeronautics and Space Administration		Request for Cannibalization/Modification of Controlled Equipment		Check One
NAME OF REQUESTER Requestors Name Here		ORGS. CODE	TYPE OF REQUEST <input type="checkbox"/> CANNIBALIZATION <input type="checkbox"/> MODIFICATION	DOCUMENT NO.
SECTION I - EXISTING EQUIPMENT				
EQUIPMENT INFORMATION From EQUIPMENT Database				
EQUIP. CONTROL NO.	USER DIVISION	EQUIPMENT LOCATION	CONDITION CODE	ACQ. VALUE
SECTION II - EQUIPMENT CHANGE DATA				
Describe Type of Equipment Change.				
SECTION III - CANNIBALIZATION/MODIFICATION				
Describe Justification for Equipment Change.				
SIGNATURE OF REQUESTER Requestors Signature Here		PHONE NO. Telephone	DATE: Date	
SECTION IV - CERTIFICATION				
I CERTIFY THAT IF THE ABOVE ITEM(S) IS (ARE) APPROVED FOR CANNIBALIZATION, THE RESIDUE WILL BE TURNED IN TO THE PROPERTY DISPOSAL OFFICER FOR FURTHER UTILIZATION OR DEPOSITION.				
SIGNATURE OF PROPERTY CUSTODIAN Property Custodian Signature Here		PHONE NO. Telephone	DATE: Date	
SECTION V - ACTIONS				
USER DIVISION DIRECTORATE REVIEW				
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON (if checked "No") Check Here		
NAME AND TITLE		SIGNATURE	DATE	
Name & Title Here		Signature Here	Date	
CONTRACTING OFFICER'S OR OTHER OFFICIAL'S REVIEW, AS REQUIRED				
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON (if checked "No") Check Here		
NAME AND TITLE		SIGNATURE	DATE	
Name & Title Here		Signature Here	Date	
SUPPLY AND EQUIPMENT MANAGEMENT OFFICER OR CONTRACT PROPERTY ADMINISTRATOR REVIEW				
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO		REASON (if checked "No") AND REMARKS Check Here		
NAME		SIGNATURE	DATE	
SEMO Name Here		Signature Here	Date	

Storage



- Storage Information Management System (SIMS) is the automated tracking/data collection and reporting system for the GSFC Storage Program.
 - <https://gs279sims.gsfc.nasa.gov/sims/login>
 - Please see the User Guide located on the website above.
 - You must submit a storage request through the SIMS system.
 - All storage requests must have a valid WBS number, fun number, cost center number, or Contract Task Number in order to pay for storage services.
- The Project Storage Program is the storage of equipment and materials including program critical hardware, ground support equipment, exhibits, and other materials.
- The NASA GSFC storage facility is located in Laurel, MD.

SIMS

Storage Information
Management System

Borrows of Government Property to NASA Government Employees

- Internal On-Site Borrows
 - GSFC Form 20-34 - GSFC Property Custody Receipt
 - To be used when you want the equipment to stay in your property account code and you let another user in another account code borrow it for a short period (Both parties should retain a copy)
- Off-Site Borrows by GSFC Employees for less than 30 days (NF892)
 - NF 892 – Employee Property Pass/Loan Agreement and Removal Permit (see the attached)
 - This form can be found in EQUIPMENT (formerly N-PROP) under the LINKS tab (Property Pass Form – NF892)
 - 30 days or less: Employee, property custodian, and division chief signs; Copy retained by employee and property custodian – do not send form to Equipment Control
- Off-Site Borrows by GSFC Employees for 31 to 180 days (NF892)
 - NF 892 – Employee Property Pass/Loan Agreement and Removal Permit up to 180 days (see attached)
 - This form can be found in EQUIPMENT (formerly N-PROP) under the LINKS tab (Property Pass Form – NF892)
 - Signature required for employee, property custodian, and division chief; Forward to Code 279 Equipment Control or GSFC-05-Equipment@mail.nasa.gov to process in the system as a borrow out
 - Automatic reminders are being emailed before the expired due date
 - When the borrowed items are returned – you can send an email to GSFC-05-Equipment@mail.nasa.gov for updating the location and remove the borrow information

NF892 Employee Property Pass/ Loan Agreement and Removal Permit

 National Aeronautics and Space Administration		EMPLOYEE PROPERTY PASS AGREEMENT AND REMOVAL PERMIT (For use of this form see NPR 4200.1)		Page 1 of 1
This Form applies to NASA equipment in the custody of NASA employees or (on site) contractor employees performing official duties off-site (Telework or travel). This agreement is consistent with the conditions set forth herein and authorizes the employee/contractor to remove the equipment described below to the location cited for the official purpose or project stated and for a temporary period not to exceed 180 calendar days for NASA employees (30 calendar days for contractor employees). Subject equipment will be returned at the conclusion of the loan period, or immediately at the discretion of NASA upon notice to the employee.				
1. EMPLOYEE NAME (Last, First, MI):	2. ORGANIZATION	3. CUSTODIAL ACCOUNT NUMBER	4. OFFICE PHONE NO.	
5. PERIOD OF PASS/AGREEMENT (Calendar days)		6. REMOVAL DATE	7. RETURN DATE	8. CONTRACT NUMBER
<input type="checkbox"/> 30 DAYS OR LESS <input type="checkbox"/> 31-180 DAYS				
9. PURPOSE AND LOCATION OF THE EQUIPMENT ON THIS PASS AGREEMENT. (Indicate the reason why official use cannot be accomplished on site during normal or extended hours, and the location where the equipment will be used).				
10. EQUIPMENT DESCRIPTION				
ITEM #	a. ECN	b. ITEM NAME	c. MODEL	d. SERIAL NUMBER
1				
CONDITION. The employee assumes full responsibility for the accountability, care, safeguard, and use of the NAA equipment and shall not permit its use for other than the purpose of this pass/agreement. Per NASA Policy Directive outline in NPD 4200.1 (Equipment Management), the employee may be subject to disciplinary action and/or pecuniary liability for any loss, damage, or destruction of the NAA equipment resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct.				
11. EMPLOYEE ACCEPTANCE				
I request, accept, and assume complete responsibility for the equipment listed in Section 10 and I certify that the equipment will be used to conduct official NASA business. I also certify that this pass/agreement is requested for the minimum time required to complete the specified purpose or project. The use and the timely return of the above listed equipment will comply with all stipulations contained in this property pass agreement.				
EMPLOYEE SIGNATURE:			DATE:	
12 NAME AND SIGNATURE OF APPROVING OFFICIALS				
a. PROPERTY CUSTODIAN		SIGNATURE	DATE:	
b. DIVISION CHIEF OR CONTRACTING OFFICER (If contractor employee)		SIGNATURE	DATE:	
c. SEMO CONCURRENCE (For agreements exceeding 30 calendar days)		SIGNATURE	DATE:	
13. RECEIPT FOR RETURN OF PROPERTY				
SIGNATURE			DATE:	

External Loans

- Equipment may be loaned within NASA and outside NASA to:
 - NASA Center
 - Government
 - Private
 - Foreign
 - Partnership Agreement
- External loans may be loaned out for an initial period of 4 years
 - Loans may be granted up to two 1 year extensions
- Loan requestor provides a written justification that clearly explains the NASA mission requirement
- The NASA organization proposing the loan is responsible for creating and gaining approval for any loan or loan extension prior to the movement of property to a loan recipient
- External loans outside of NASA must be reviewed and concurred by Center Chief Counsel/Office of General Counsel
- Foreign Loans must be reviewed and concurred by NASA Headquarters OIIR/Export Control Administrator
- All external loans will require NF893 Loan of NASA Equipment
 - Send to Code 279/273 for processing and updating of the PP&E / EQUIPMENT System (formerly N-PROP)
 - All loans will be assigned a loan number
 - Loans should list both controlled (tagged) and administratively-controlled (non-tagged) equipment

NF893 Loan of NASA Equipment – Interactive Form

The Terms and Conditions for the external loan will change based on the box checked within section 4c (Within NASA) or 4d (Outside NASA).

National Aeronautics and Space Administration		LOAN OF NASA EQUIPMENT (For Use of this Form see NFD 4200 f)		1. LOAN/AGREEMENT NUMBER
2. LOAN FROM: (NASA)		3. LOAN TO: (Borrower)		
2a. ORGANIZATION (NASA center sponsoring the loan)		3a. ORGANIZATION (Name of Borrower and Borrower's address)		
3. SPONSOR ORGANIZATION (Program/Project and name of NASA official sponsoring the loan)		3b. ADDRESS WHERE EQUIPMENT WILL BE USED (if different from Borrower's address)		
4. LOAN DETAILS				
4a. START DATE:		4b. END DATE:		
4c. WITHIN NASA <input type="checkbox"/>		4d. OUTSIDE NASA <input type="checkbox"/>		
<input type="checkbox"/> CENTER TO CENTER <input type="checkbox"/> WITHIN CENTER <input type="checkbox"/> OTHER		<input type="checkbox"/> US GOV'T <input type="checkbox"/> PRIVATE <input type="checkbox"/> FOREIGN <input type="checkbox"/> PARTNERSHIP AGREEMENT		
5. PURPOSE OF THE LOAN: (Enter the Agreement Number or if in support of a Partnership Agreement, otherwise, clearly explain the benefit to NASA and the NASA mission requirement satisfied by the loan)				
6. EQUIPMENT DESCRIPTION (EQUIPMENT)				
Add Row Remove Row				
6a. EON	6b. NOMENCLATURE	6c. MODEL/SERIAL NUMBER	6d. ACQ. COST	
7. TERMS AND CONDITIONS				
In order to view the terms and conditions of this agreement please go to Section 4, Loan Details and select either option 4c, Within NASA or 4d, Outside of NASA.				
8. CERTIFICATIONS		NAME/TITLE OF SIGNING OFFICIAL	SIGNATURE	DATE
8a. Approved and Authorized		Program/Project Official, Division Director/ Exhibit Manager		
8b. Approved and Authorized		Borrower		

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NASA CERTIFICATIONS (For Internal Use)		NAME/TITLE	SIGNATURE	DATE
9a. I have reviewed and concur with this loan agreement/modification to the loan agreement.		Center Chief Counsel/Office of General Counsel		
9b. N/A. Proceed to 9c.				
9c. I have processed this loan IAW the requirements of NFD 4200 f.		Supply and Equipment Management Officer (SEMO)		
9d. I have updated the records of the equipment listed on this NF893 in SAP.		Equipment Manager or SEMO Designee		

NASA Form 893 01/14 (2.0) PREVIOUS EDITIONS ARE OBSOLETE NRRS 4188 Page 2 of 3

The NASA Certifications (signatures required) for the external loan will change based on the box checked within section 4c (Within NASA) or 4d (Outside NASA).

Instructions for Completing NF893 (Loan of NASA Equipment)

1. **Loan/Agreement Number** - Enter the Center generated "Loan Number" assigned to the loan by Center logistics for control purposes. Also enter the Partnership Agreement Number if in support of a Partnership Agreement. The Loan/Partnership Agreement Number shall also be recorded in SAP to indicate the "Out Status" of equipment items.
2. **Loan From (NASA)** - Complete Items 2a and 2b. This section identifies the organization and the NASA official lending the equipment.
 - 2a. **Organization (NASA Center Sponsoring the loan)** - Enter the name and address of the Center and organization within the Center lending the equipment.
 - 2b. **Sponsor Organization** - Enter the name of the Organization, Program, or Project, and the full name of the NASA official sponsoring the loan.
3. **Loan To (Borrower)** - Complete Items 3a and 3b. This Section identifies the organization borrowing the equipment.
 - 3a. **Organization (Name of Borrower and Borrower's Address)** - Enter the name and address of the organization borrowing the equipment. Also enter the name of the responsible individual/official representing the borrowing organization.
 - 3b. **Address where property will be used (if different from recipient address)** - Self explanatory. This is the address where the equipment will be located for the duration of the loan.
4. **Loan Details** - Complete Items 4a through 4d.
 - 4a. **Start Date** - Enter the effective date of the loan. This is the date the borrowing official takes custodial responsibility of NASA property, including in-transit period.
 - 4b. **End Date** - Enter the effective expiration date of the loan. This is the date the NASA official regains physical custody of the equipment after the in-transit period.
 - 4c. **Within NASA** - Check this block if the loan is internal to NASA. Select one of the following: "Center to Center" if the loan is executed among Centers; "Within Center" if the loan is executed between organizations within the Center's responsibility. "Other" if the loan is executed among NASA organizations and under circumstances not described herein.
 - 4d. **Outside NASA** - Check this box if the loan is external to NASA. Select one of the following:
"U.S. Gov't," if the loan is to a U.S. Government entity
"Private," Self explanatory IAW NPD 4200.1
"Foreign," Self explanatory IAW NPD 4200.1
"Partnership Agreement," if the loan is to an entity under a partnership agreement.
5. **Purpose of the Loan** - Enter the agreement number if in support of a partnership agreement; otherwise clearly explain the benefit to NASA and the NASA mission requirement satisfied by the loan.
6. **Equipment** - Complete Items 6a through 6d.
 - 6a. **ECN** - Enter the Equipment Control Number (ECN) assigned to the equipment item.
 - 6b. **Nomenclature** - Enter the full Item nomenclature/description
 - 6c. **Model/Serial Number** - Self explanatory. Enter the Model and Serial Number.
 - 6d. **Acquisition cost** - Self explanatory. Enter the acquisition cost.
7. **Terms and Conditions** - Terms and Conditions of the loan for all parties to read and agree upon.
8. **Certifications** - Read and Complete 8a and 8b.
 - 8a. **NAME/TITLE of Signing Official** - The loan is approved and authorized by the NASA signing official. The Program/Project Official, Division Director/Exhibit Manager, or equivalent NASA official approves the release of the equipment, signs and dates.
 - 8b. **NAME/TITLE of Signing Official** - The signing official of the borrowing organization completes this section. The responsible individual/official identified in Block 3a (representing the borrowing organization) agrees with the terms and conditions of the loan, prints name, signs and dates.
9. **NASA Certifications (For Internal Use)** - Complete items 9a through 9d (as applicable).
 - 9a. **Name/Title/Signature/Date** - OGC/OCC reviews the loan in accordance with NPD 4200.1, signs and dates prior to the agreement being signed on behalf of NASA.
 - 9b. **Name/Title/Signature/Date** - Only applicable when "Outside NASA" and "Foreign" is selected. OIIR/Export Control Administrator reviews the loan if the loan is to a foreign entity.
 - 9c. **Name/Title/Signature/Date** - The SEMO certifies the process of the loan in accordance with NPR 4200.1, signs and dates.
 - 9d. **Name/Title/Signature/Date** - The Equipment Manager, or the individual designated by the SEMO, certifies that the transaction(s) is recorded in SAP, signs and dates.

Transfer to NASA Center or a Government Agency

- GSFC Form 20-4 - Transfer/Shipping Request is required
- Off-Site Transfers to another NASA Center
 - Do not remove the tag
 - Items will be removed from your custodian account and transferred to the other NASA Center upon verification
 - Please have the other NASA Centers information as to who is receiving the item, the location, and telephone information
 - The other NASA Center is contacted to verify the item has been received and a transfer in the PP&E System will be processed
- Off-site Transfers to a Government Agency
 - Tags need to be removed from the item(s) before shipping to the other Government Agency
 - Items will be removed from your custodian account and transferred to Government Agency
 - The shipper needs to contain the information of what Agency it is going to and the point of contact with a phone number. We will need an acceptance signature from the Agency in order to transfer.

Transfer/Shipping Request (See Instructions on Reverse)

Page _____ of _____ Doc No. **276825**

<p>1. From: _____</p> <p>Pickup Location: _____</p> <p>Contact: _____ Phone: _____</p>	<p>3. Originator's Name, Code, Phone</p> <p>FAX No. _____ Date: _____</p> <p>4. Required Delivery Date: _____</p>	<p>6. Authority for Shipment</p> <p><input type="checkbox"/> A. P.O./Contract/Task No. (Gaining & Losing If Appl.)</p> <p><input type="checkbox"/> B. Project Name _____</p> <p><input type="checkbox"/> C. Letter/Loan Agreement (Date, Subject, File No.) _____</p> <p><input type="checkbox"/> D. Other (Explain in #16) _____</p>	<p>8. Property Custodian Approval _____ Date _____</p> <p>9. Contracting Officer Approval _____ Date _____</p> <p>Losing _____</p> <p>Gaining _____</p> <p>10. Other Approvals _____ Date _____</p> <p>11. Q.A. Approval _____ Date _____</p> <p>12. Approving Authority _____ Date _____</p> <p style="text-align: right;">*Division Chief Signature</p>
<p>2. Ship To/Mark For/Phone: _____</p>	<p>5. Reason For Shipment:</p> <p>A. Contract (Give P.O./Contract No. in Block 6A)</p> <p><input type="checkbox"/> Repair/Return Under Warranty</p> <p><input type="checkbox"/> Repair Out of Warranty</p> <p><input type="checkbox"/> Transfer Between Contracts</p> <p><input type="checkbox"/> Contract GFE</p> <p><input type="checkbox"/> Contractor Acquired</p> <p>B. Transfers (Give Gaining & Losing Acct)</p> <p><input checked="" type="checkbox"/> Between NASA and Another Agency</p> <p><input checked="" type="checkbox"/> Between NASA Centers</p> <p><input checked="" type="checkbox"/> Within GSFC</p> <p>Losing Acct: _____ Gaining Acct: _____</p> <p>C. <input type="checkbox"/> Other (Explain) _____</p>	<p>7. Ship Prepaid <input type="checkbox"/> Fund Yr _____</p> <p>JONI _____</p> <p>Hand Carry <input type="checkbox"/> Or Ship Collect <input type="checkbox"/></p> <p>By: _____</p>	

13. Are There Hazardous Items Y/N _____ If Yes, Explain. _____

14. ITAB Y/N _____ Commerce Y/N _____ License or Exemption No. _____ ILOA, LOA, or MOU _____ Exped. Approved _____ Date _____

Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Name, MFG, Model No, SN, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. FLT/Cnt	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p><u>TRANSFER TO ANOTHER CENTER OR GOV. AGENCY</u></p> <p>*Copy must be forwarded to Code 279, Equipment Control via mail, hand carry copy, or legible to GSFC-05-Equipment@mail.nasa.gov</p> <p>Verification of receipt must be received to allow processing of transfer transaction to another Government Agency, Center, or Within the Center</p> <p><small>Shaded Area For Traffic Management Use Only</small></p>				1234567				

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		25. Received By		Date

GSFC 20-4 (2/96) NOTE ANY DISCREPANCIES ON THIS AND ON CARRIER'S DOCUMENTS

ACCOUNTING COPY

Trade-Ins

- Equipment that is being sent to the vendor for exchange toward another item
 - The purchase order for the new item should contain the pertinent information and if money is being exchanged toward the new item
 - The item(s) being sent to the vendor should be typed on the Transfer/Shipping Request, GSFC Form 20-4
 - Please pull the tag on the item(s)
 - Please notify Code 273 – Supply and Equipment Management Branch or Code 279 Equipment Control about the trade-in via the GSFC-05-Equipment@mail.nasa.gov mailbox



Lost or Stolen Property



- NASA Form 598 – Property Survey Report and GSFC Form 20-79 – Survey Report Supplement
- If an item is lost or stolen, you will need to complete a survey report and supplement and forward to Supply and Equipment Management Branch – Code 273
 - Forward within 30 days from the discovery
 - You are required to obtain all signatures when submitting a survey report. It is the property custodian's responsibility to verify the report, ensuring that all signature blocks are completed.
 - If stolen on or off-site the Goddard Security office should be contacted
 - The security office will do a incident report and this report should accompany the survey report
- The Property Survey Board, Property Survey Officer, and Legal are making the determination for negligence and to hold someone accountable for lost property
- Each survey counts towards the agency's annual loss rate of a 0.5% that is reported to HQ

Property Survey Report

What to do if Government owned equipment is Lost, Damaged, Destroyed or Believed to be stolen! A "Property Survey Report," (NF598), must be completed, making sure all Fields and Proper Signatures are included prior to submitting form to Supply & Equipment Management Branch – Code 273.

Property Survey Report

F. BASIC DATA: (To be completed by individual upon last final possession of equipment on property)

G. USER RESPONSE:

H. REVIEW DATA: (To be completed by the Division Director or equivalent/Chief of person identified in Block E above)

Complete **Signature** **Date**

Division Chiefs Recommendation to prevent recurrence.

Fill In, Check & Sign All Boxes

Property Custodian Signature

I. INCIDENT INVESTIGATION:

J. RECOMMENDATIONS:

K. DISCIPLINARY ACTION:

L. DISTRIBUTION OF SURVEY REPORT:

NAME	SIGNATURE	DATE
ISSUING OFFICE:		
MANAGER:		
SECURITY:		
PROPERTY SURVEY OFFICER:		

DISTRIBUTION OF SURVEY REPORT

ORIGINAL - SURVEY REPORT FILE COPY TO - RESPONSIBLE DIVISION DIRECTOR/ASST/SECURITY

COPY TO - RESPONSIBLE INDIVIDUAL COPY TO - EQUIPMENT FILE/PROPERTY CUSTODIAN

Survey Board Findings and Recommendations or Corrective Actions to Prevent Recurrence

Survey Report Supplement

GSFC Form 20-79 – Questions to be completed by user, division chief, and property custodian to submit along with the NF 598, Property Survey Report, for equipment that is Lost, Damaged, Destroyed or Believed to be stolen. Submit form to Supply & Equipment Management Branch – Code 273.

Survey Report Supplement Complete and return to 273/Kevin Roberts (Kevin.J.Roberts@nasa.gov)		
Provide the following information which is needed to investigate the Survey Report. To be completed by user:		
1. ECN # of Equipment:	a. If user is a Contractor, provide Contract Number:	
2. Contracting Officer Name:	Email:	Phone:
3. Describe the missing item(s) and for what purpose you used the item(s).		
4. Were the missing item(s) in your custody? If so, when and at what location?		
5. If the missing item(s) were not in your custody and given to another user, provide the user's name, the date provided, and location. Provide any documentation (i.e., loan form, email, etc.)		
6. What was the type of facility of the last known location (i.e., lab, storage, etc.)		
7. Please provide the names of individuals who had access to the missing item(s).		
8. What security and control procedures did you have in place to maintain custody of the item(s)?		
9. Describe the search (buildings, rooms, etc.) that you have conducted to locate the missing item(s) (i.e., mass email, physical search, etc.). ("Search not completed" is not an acceptable response.)		
10. Who saw the missing item(s) last? When and where were the item(s) last seen?		
11. As corrective actions for the missing item(s), what additional security procedures (i.e., locked room or storage, etc.) have you put in place to prevent unauthorized access to the property for which you are accountable?		
12. As corrective actions for the missing item(s), what additional control procedures have you put in place to document who, when, and where someone else has custody of property for which you are accountable (i.e., sign out sheets for lab areas, use of property loan forms, notifying Property Custodian to move or transfer property, etc.)?		
13. What other corrective actions have you implemented to prevent recurrence of missing item(s) from the property for which you are accountable?		
14. What do you need from your management and coworkers to strengthen security and control procedures to prevent recurrence of missing item(s) from the property for which you are accountable?		

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Survey Report Supplement Complete and return to 273/Kevin Roberts (Kevin.J.Roberts@nasa.gov)	
TO BE COMPLETED BY DIVISION CHIEF	
1. As corrective actions for the missing item(s), what additional security procedures (i.e., locked room or storage, etc.) have you put in place to prevent unauthorized access to the property for which you are accountable?	
2. As corrective actions for the missing item(s), what additional control procedures have you put in place to document who, when, and where someone else has custody of property for which you are accountable (i.e., sign out sheets for lab areas, use of property loan forms, notifying Property Custodian to move or transfer property, etc.)?	
3. What other corrective actions have you implemented to prevent recurrence of missing item(s) from the property for which you are accountable?	
4. What have you done to communicate to your employees their obligation for property management/accountability?	
TO BE COMPLETED BY PROPERTY CUSTODIAN	
1. Date last inventoried:	
a. Was this annual or an internal inventory (i.e., quarterly check in with users to ensure they have the property assigned to them):	
2. If user claims that the property was excessed, what's your procedure for excessing equipment (i.e., locked storage, etc.)?	
a. Date the excess action was initiated:	b. Name of the initiator of the excess request:
c. Was it excessed as controlled or non-controlled equipment? controlled equipment <input type="checkbox"/> non-controlled equipment <input type="checkbox"/>	
d. Was it excessed via N-PROP or via the disposal email box as a pickup ticket? N-PROP <input type="checkbox"/> Disposal email box <input type="checkbox"/>	

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Contract Property



Code 270 Points of Contact

Point of Contact	Code	Location	Phone/Fax
Contract Property (NASA)			
• Gary Morris GSFC Industrial Property Officer	273	Building 26 Room N250	6-5031 6-1644 (Fax)
• Patricia Ellis Industrial Property Management Specialist	273	Building 26 Room N250	6-3265 6-1644 (Fax)
• Nadja Hardy HQ Industrial Property Officer	273	Building 26 Room N250	6-3242 6-1644 (Fax)
Equipment Management			
• Phillip Guzman (TRAX) Equip Process System Spec External Loans	279	Building 26 Room S250	6-8255 6-3445 (Fax)
• Linda Wallace (NASA) Equipment Manager	273	Building 26 Room N250	6-3244 6-1644 (Fax)

Borrows for Contractors

- NASA Form 892 – Employee Property Pass/Loan Agreement and Removal Permit – only up to 30 days
- If required off-site for more than 30 days the equipment needs to be transferred to the contractor via a GFE.
- A GSFC Form 20-4 – Transfer/Shipping Request needs to be completed for Contractor Employees use of Government Furnished Equipment (GFE) off-site and approved by a Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR).
- The External Loan process is also an option for use of Government Furnished Property off site for individuals not affiliated with a NASA Procurement award (Contracts/Grants/Cooperative Agreements) Center Property

Removal and Use of Equipment by Government Employees

NPR 4200.1: NASA Equipment Management Procedural Requirements

- Employee Property Pass/Loan Agreement and Removal Permit (NF 892)
- Approval to remove equipment from the Center for off-site use by a **NASA employee** will be granted by the division chief and processed by Equipment Control, provided the request is in accordance with the policy of this paragraph and Center policy.
- The division chief must also provide certification that removal of the property will not adversely affect the performance of official duties in the division by the requesting employee or any other division employee and that the equipment being removed is not excess equipment. **For on-site contractors, the additional approval of the Contracting Officer's Technical Representative (COTR) and the contracting officer shall be required before removal (only up to 30 days).**
- Failure to meet these policy requirements can lead to disciplinary action or financial liability for the employee, especially if loss, damage, destruction, or theft occurs during the removal period.

NF 892 – Employee Property Pass / Loan Agreement and Removal Permit – Contractors Only for 30 days

 National Aeronautics and Space Administration		EMPLOYEE PROPERTY PASS AGREEMENT AND REMOVAL PERMIT (For use of this form see NPR 4200.1)		Page 1 of 1
This Form applies to NASA equipment in the custody of NASA employees or (on site) contractor employees performing official duties off-site (Telework or travel). This agreement is consistent with the conditions set forth herein and authorizes the employee/contractor to remove the equipment described below to the location cited for the official purpose or project stated and for a temporary period not to exceed 180 calendar days for NASA employees (30 calendar days for contractor employees). Subject equipment will be returned at the conclusion of the loan period, or immediately at the discretion of NASA upon notice to the employee.				
1. EMPLOYEE NAME (Last, First, MI):	2. ORGANIZATION	3. CUSTODIAL ACCOUNT NUMBER	4. OFFICE PHONE NO.	
5. PERIOD OF PASS/AGREEMENT (Calendar days) <input type="checkbox"/> 30 DAYS OR LESS <input type="checkbox"/> 31-180 DAYS	6. REMOVAL DATE	7. RETURN DATE	8. CONTRACT NUMBER	
9. PURPOSE AND LOCATION OF THE EQUIPMENT ON THIS PASS AGREEMENT: (Indicate the reason why official use cannot be accomplished on site during normal or extended hours, and the location where the equipment will be used).				
10. EQUIPMENT DESCRIPTION				
ITEM #	a. ECN	b. ITEM NAME	c. MODEL	d. SERIAL NUMBER
1				
CONDITION: The employee assumes full responsibility for the accountability, care, safeguard, and use of the NAA equipment and shall not permit its use for other than the purpose of this pass/agreement. Per NASA Policy Directive outline in NPD 4200.1 (Equipment Management), the employee may be subject to disciplinary action and/or pecuniary liability for any loss, damage, or destruction of the NAA equipment resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct.				
11. EMPLOYEE ACCEPTANCE				
I request, accept, and assume complete responsibility for the equipment listed in Section 10 and I certify that the equipment will be used to conduct official NASA business. I also certify that this pass/agreement is requested for the minimum time required to complete the specified purpose or project. The use and the timely return of the above listed equipment will comply with all stipulations contained in this property pass agreement.				
EMPLOYEE SIGNATURE:			DATE:	
12. NAME AND SIGNATURE OF APPROVING OFFICIALS				
a. PROPERTY CUSTODIAN		SIGNATURE	DATE	
b. DIVISION CHIEF OR CONTRACTING OFFICER (If contractor employee)		SIGNATURE	DATE:	
c. SEMO CONCURRENCE (For agreements exceeding 30 calendar days)		SIGNATURE	DATE:	
13. RECEIPT FOR RETURN OF PROPERTY				
SIGNATURE			DATE:	

Temporary and Other Than Full Time Permanent (OTFTP) Short-Term and Borrows

Temporary and Other Than Full Time Permanent (OTFTP) personnel can obtain Short Term and Borrows exceeding 30 days (but less than 180 days or 6 months) when approved by appropriate authority.

- Civil Servants
- Emeritus (former GSFC employees)
- Personnel donating services under donation of services agreement (not former GSFC employees)
- Graduate Student Research Program (GSRP) and undergraduate Student Research Program (USRP)
- NASA Post-doctoral program Personnel
- Post-doctoral Fellowships
- Temporary personnel – Students and Summer Faculty
- University of Maryland, College Park, ESSIC Program
- Graduate Summer Student Program (GSSP)
- Undergraduate Student Summer Institute (SI)

Transfer of GFE Accountability to Contractor or Grantee

- Described in NPR 4200.1
- GSFC 20-4 (Transfer / Shipping Request)
- Send a copy to Code 273, EQUIPMENT / SAP Controlled

Transfer/Shipping Request (See Instructions on Reverse)

Page ____ of ____

Doc No: **276825**

8. Property Custodian Approval _____ Date _____
***Signed**

9. Contracting Officer Approval _____ Date _____
 Losing ***Must have CO**
 Gaining **signature**

10. Other Approvals _____ Date _____
COTR Signature

11. Q.A. Approval _____ Date _____

12. Approving Authority _____ Date _____
***Div. Head, Project Man., or
 Branch Head or Higher Signed**

6. Authority for Shipment
 A. P.O./Contract/Task No. (Gaining & Losing if Appl.)
Contract/Grant/Coop No.
 B. Project Name
 C. Letter/Loan Agreement (Date, Subject, File No.)
 D. Other (Explain in #16)

7. Ship Prepaid Fund Yr _____
 JON
 Hand Carry Or Ship Collect
 By: _____

1. From: _____
 Pickup Location _____
 Contact _____ Phone _____

2. Ship To/Mark For/Phone: _____

3. Originator's Name, Code, Phone
 FAX No. _____ Date: _____

4. Required Delivery Date: _____

5. Reason For Shipment:
 A. Contract (Give P.O./Contract No. in Block 8A)
 Repair/Return Under Warranty
 Repair Out of Warranty
 Transfer Between Contracts
 Contract GFE
 Contractor Acquired
 B. Transfers (Give Gaining & Losing Acct)
 Between NASA and Another Agency
 Between NASA Centers
 Within GSFC
 Losing Acct: _____ Gaining Acct: _____
xxx.x to NNG00AA00C(G)..etc
 C. Other (Explain)

13. Are There Hazardous Items Y/N _____ If Yes, Explain.

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ (LOA, LQA, or MOU) _____ Export Approved _____ Date _____
 Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Noun Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Spacial Instructions	17. FLT/Crit	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p>To GFE Contractual Agreement must be active</p> <p>* Items \$5,000 (\$500 if sensitive or as indicated on tagging list) or greater</p> <p>* To GFE Equipment against contractual Agreement the following approval are required. If no signature from CO- Call originator to pick up shipper. Obtain CO & COTR signature. (Can not process until signatures are obtained)</p> <p>* GFE includes materials (administratively- controlled equipment items), copy should be forwarded to Code 273 or 279.</p> <p>Shaded Area For Traffic Management Use Only</p>				1234567 No ECN				

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		25. Received By		Date

**INSTRUCTIONS FOR GSFC 20-4 TRANSFER/SHIPPING REQUEST
(SEE GODDARD MANAGEMENT INSTRUCTION 6000.1 B)**

Block 1: Enter the name, address, and phone number of source organization. Also add pickup location (bldg, room no., etc.) and name and phone number of person to contact.

Block 2: Provide complete name, address, and phone number of destination & consignee. Post office boxes are not acceptable for any mode of transit except the U.S. Mail.

Block 3: Provide the originator's name, mail code, telephone extension, fax number, and date the document is originated.

Block 4: Provide the required delivery date for the shipment or effective date for the transfer. (Calendar date only)

Block 5: Check the proper block for contractor or government shipments. For shipments to a contractor, indicate in Block 6A the contract number. Also, for transfers between contracts, indicate the losing contract number (account) and gaining contract number as II to I,

Block 6: Indicate the authority for shipment. For any shipment to a contractor, the contracting officer's concurrence is required. The project name should be given in 6B when available.

Block 7: Check to indicate whether the shipment is prepaid, collect, or hand-carried. If prepaid, provide the job order number and funding year. If hand carried, enter the name of the person who will carry it.

Block 8: Signature block for the property custodian, who will review every shipment to ensure proper accounting with the NASA Equipment Management System (NEMS).

Block 9: Signature block for the contracting officer, which is required for any contractual shipment action identified in block 5A. For transfer between contracts, both losing and gaining contracting officers' signatures are required in this block.

Block 10: Signature blocks for other signatures that may be required by the originating organization. For shipments to tracking stations, route to Code 533.

Block 7 1: Signature block for quality assurance approval. This is required if any items are identified in column 17 as flight or critical hardware.

Block 12: Signature block for designated final approving authority by the originating organizations. At the GSFC, this is normally the Division Chief/Project Manager or higher.

Block 13: indicate with Y or N whether or not the shipment contains hazardous materials. If it does, describe the quantity, type, proper shipping name or UN identification number, and packaging of these materials. Provide Material Safety Data Sheet(s), if available.

Block 14: This will be completed for any shipment from or to locations outside the United States. The Export Control Office (Code 234), as the Center-designated export approval authority, will complete all applicable portions of Block 14 in coordination with the Originator/Project prior to submission to the Traffic Management Office/Code 239.

Block 15: Number each line item sequentially.

Block 16: List each line item and describe by noun name, manufacturer, model number, serial number, stock number, and any other necessary or useful descriptive data. Multiple quantities of serialized or tagged items may be listed as a single line item if the identifying numbers of each are clearly described. If there are any special packing, handling, or shipping instructions, explain them in this block.

Block 17: Indicate by Y if the item is flight or critical hardware. If Y is entered for any item, Q.A. approval is required in block 11.

Block 18: Enter the quantity of each line item.

Block 19: Enter the unit description (i.e., each, package, lot, etc.).

Block 20: Provide the NEMS Equipment Control Number (ECN) for each applicable line item. If the item is a container, system, or rack, list all ECNs therein.

Block 21: Enter the unit cost of each line item here. If estimated, precede the cost with "E".

Block 22: Enter the total cost of each line item here. If estimated, precede the cost with "E".

Block 23: Provide the actual or estimated weight of the line item, with units of measure. Enter total at bottom.

Block 24: Provide the actual or estimated dimensions of the line item, with units of measure. Enter total dimension at bottom.

Block 25: Signature block for person(s) hand carrying and receiving shipment.

For any questions, contact GSFC Traffic Management Office, Bldg 16W, x6-9933.

Instructions, GSFC 20-4

Transfer/Shipping Request (See Instructions on Reverse)

Page ____ of ____

Doc No: **276825**

1. From: Pickup Location: _____ Contact: _____ Phone: _____	3. Originator's Name, Code, Phone FAX No. _____ Date: _____	6. Authority for Shipment: <input type="checkbox"/> A. P.O./Contract/Task No. (Gaining & Losing If Appl.) <input type="checkbox"/> B. Project Name <input type="checkbox"/> C. Letter/Loan Agreement (Date, Subject, File No.) <input type="checkbox"/> D. Other (Explain in #16)	8. Property Custodian Approval _____ Date _____
	4. Required Delivery Date: _____		9. Contracting Officer Approval _____ Date _____ Losing Gaining
2. Ship To/Mark For/Phone:	5. Reason For Shipment: A. Contract (Give P.O./Contract No. in Block 6A) <input checked="" type="checkbox"/> Repair/Return Under Warranty <input checked="" type="checkbox"/> Repair Out of Warranty <input checked="" type="checkbox"/> Transfer Between Contracts <input checked="" type="checkbox"/> Contract GFE <input checked="" type="checkbox"/> Contractor Acquired B. Transfers (Give Gaining & Losing Acct) <input checked="" type="checkbox"/> Between NASA and Another Agency <input checked="" type="checkbox"/> Between NASA Centers <input checked="" type="checkbox"/> Within GSFC Losing Acct: _____ Gaining Acct: _____ C. <input checked="" type="checkbox"/> Other (Explain)	7. Ship Prepaid <input type="checkbox"/> Fund Yr: _____ JONI Hand Carry <input type="checkbox"/> Or Ship Collect <input type="checkbox"/> By: _____	10. Other Approvals _____ Date _____
			11. Q.A. Approval _____ Date _____
13. Are There Hazardous Items Y/N _____ If Yes, Explain.			12. Approving Authority _____ Date _____

***Division Chief Signature**

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ RLOA, LOA, or MOU _____ Export Approved _____ Date _____
Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Noun Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. Part/Cat	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	Property Custodian Signature Required				1234567				
	Approving Authority Signature Required				Yes				
	*Item \$5,000 or greater \$500.00 for Sensitive Items or as indicated on tagging list				Item ECN Tagged				
	End User or Property Custodian Signature Required				No				

Must be reviewed by Code 279 or 273 for possible tagging.

Car No.	Car Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By	GBL Number			
					CBL Number	15. Received By		Date

Transfer/Shipping Request (See Instructions on Reverse)

Page _____ of _____

Doc No. **276825**

<p>1. From:</p> <p>Pickup Location _____</p> <p>Contact _____ Phone _____</p>	<p>3. Originator's Name, Code, Phone</p> <p>FAX No. _____ Date: _____</p>	<p>6. Authority for Shipment</p> <p><input type="checkbox"/> A. P.O./Contract/Task No. (Gaining & Losing If Appl.)</p> <p><input type="checkbox"/> B. Project Name _____</p> <p><input type="checkbox"/> C. Letter/Loan Agreement (Date, Subject, File No.) _____</p> <p><input type="checkbox"/> D. Other (Explain in #16)</p>	<p>8. Property Custodian Approval _____ Date _____</p> <p>9. Contracting Officer Approval _____ Date _____</p> <p>Losing _____</p> <p>Gaining _____</p>
<p>2. Ship To/Mark For/Phone:</p>	<p>4. Required Delivery Date: _____</p>	<p>5. Reason For Shipment:</p> <p>A. Contract (Give P.O./Contract No. in Block 6A):</p> <p><input type="checkbox"/> Repair/Return Under Warranty</p> <p><input type="checkbox"/> Repair Out of Warranty</p> <p><input type="checkbox"/> Transfer Between Contracts</p> <p><input type="checkbox"/> Contract GFE</p> <p><input type="checkbox"/> Contractor Acquired</p> <p>B. Transfers (Give Gaining & Losing Acct)</p> <p><input checked="" type="checkbox"/> Between NASA and Another Agency</p> <p><input checked="" type="checkbox"/> Between NASA Centers</p> <p><input checked="" type="checkbox"/> Within GSFC</p> <p>Losing Acct: _____ Gaining Acct: _____</p> <p>C. <input type="checkbox"/> Other (Explain) _____</p>	<p>10. Other Approvals _____ Date _____</p> <p>11. O.A. Approval _____ Date _____</p> <p>12. Approving Authority _____ Date _____</p> <p>*Division Chief Signature</p>

13. Are There Hazardous Items Y/N _____ If Yes, Explain _____

14. ITR Y/N _____ Commerce Y/N _____ License or Exemption No _____ ILOA, LOA, or MOU _____ Export Approved _____ Date _____

Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. FLT/Crit	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p>*Copy must be forwarded to Code 279 if item is controlled or GFE.</p> <p>Verification of receipt must be received to allow processing of Transfer Transaction to another Agency, Center, or Within the Center</p> <p>Shaded Area For Traffic Management Use Only</p>				1234567				

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By				
						25. Received By		Date

GSFC 20-4 (2/96)

NOTE ANY DISCREPANCIES ON THIS AND ON CARRIER'S DOCUMENTS:

ACCOUNTING COPY

Transfer/Shipping Request (See Instructions on Reverse)

Page _____ of _____ Doc No: **276825**

6. Authority for Shipment
 A. P.O./Contract/Task No. (Gaining & Losing If Appl.)
 B. Project Name
 C. Letter/Loan Agreement (Date, Subject, File No.)
 D. Other (Explain in #16)

7. Ship Prepaid Fund Yr: _____
 JON
 Hand Carry Or Ship Collect
 By: _____

8. Property Custodian Approval _____ Date _____
***Signed**

9. Contracting Officer Approval _____ Date _____
 Losing _____
 Gaining _____

10. Other Approvals _____ Date _____

11. O.A. Approval _____ Date _____

12. Approving Authority _____ Date _____
***Signed**

1. From: _____
 Pickup Location _____
 Contact _____ Phone _____

2. Ship To/Mark For/Phone: _____

3. Originator's Name, Code, Phone
 FAX No. _____ Date: _____

4. Required Delivery Date: _____

5. Reason For Shipment:
 A. Contract (Give P.O./Contract No. in Block 6A)
 Repair/Return Under Warranty
 Repair Out of Warranty
 Transfer Between Contracts
 Contract GFE
 Contractor Acquired
 B. Transfers (Give Gaining & Losing Acct)
 Between NASA and Another Agency
 Between NASA Centers
 Within GSFC
 Losing Acct: _____ Gaining Acct: _____
 C. Other (Explain) _____

13. Are There Hazardous Items Y/N _____ If Yes, Explain: _____

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ ILQA, LOA, or MOU _____
 Tech. Contact _____ Phone _____ Fax _____
 Export Approved _____ Date _____

15. Item	16. Noun Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. FLT/Cdt	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
					1234567				

***ECN Tag should be removed by PC, if not, Code 279 (TRAX) must do.**

Shaded Area For Traffic Management Use Only

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		25. Received By		Date

GSFC 20-4 (2/96)

NOTE ANY DISCREPANCIES ON THIS AND ON CARRIER'S DOCUMENTS

ACCOUNTING COPY

Transfer/Shipping Request (See Instructions on Reverse)

Page _____ of _____ Doc No. **276825**

6. Authority for Shipment
 A. P.O./Contract/Task No. (Gaining & Losing if Appl.)
 B. Project Name
 C. Letter/Loan Agreement (Date, Subject, File No.)
 D. Other (Explain in #16)

7. Ship: Prepaid Fund Yr _____
 JON
 Hand Carry Or Ship Collect
 By: _____

8. Property Custodian Approval Date
***Signed**

9. Contracting Officer Approval Date
 Losing
 Gaining

10. Other Approvals Date

11. Q.A. Approval Date

12. Approving Authority Date
***Signed**

1. From: _____
 Pickup Location _____
 Contact _____ Phone _____

2. Ship To/Mark For/Phone: _____

3. Originator's Name, Code, Phone
 FAX No. _____ Date: _____

4. Required Delivery Date: _____

5. Reason For Shipment:
 A. Contract (Give P.O./Contract No. in Block 6A)
 Repair/Return Under Warranty
 Repair Out of Warranty
 Transfer Between Contracts
 Contract GFE
 Contractor Acquired
 B. Transfers (Give Gaining & Losing Acct)
 Between NASA and Another Agency
 Between NASA Centers
 Within GSFC
 Losing Acct: _____ Gaining Acct: _____
 C. Other (Explain) ***LOAN**

13. Are There Hazardous Items? Y/N _____ If Yes, Explain.

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ ILOA, LOA, or MOU _____ Export Approved _____ Date _____
 Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Mount Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions.	17. FLT/Crit	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p>*See Code 279 to verify Loan agreement; active agreement number must be on file (L00XXX).</p> <p>NOTE: "Process/Return" is not considered a Loan</p> <p>Equipment Control (Code 279) Approval required for ILOA, LOA & MOU Type Loan</p> <p>Shaded Area For Traffic Management Use Only</p>								

Cntr No	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		25. Received By		Date

Transfer/Shipping Request (See Instructions on Reverse)

<p>1. Facility</p> <p>Pickup Location _____</p> <p>Contact _____ Phone _____</p>	<p>3. Originator's Name, Code, Phone</p> <p>FAX No. _____ Date: _____</p>	<p>6. Authority for Shipment</p> <p><input type="checkbox"/> A. P.O./Contract/Task No. (Gaining & Losing If Appl.)</p> <p style="text-align: center;">Contract/Grant/Coop No.</p> <p><input type="checkbox"/> B. Project Name</p> <p><input type="checkbox"/> C. Letter/Loan Agreement (Date, Subject, File No.)</p> <p><input type="checkbox"/> D. Other (Explain in #16)</p>	<p>Doc No. 276825</p> <p>8. Property Custodian Approval _____ Date _____</p> <p style="text-align: center;">*Signed</p> <p>9. Contracting Officer Approval _____ Date _____</p> <p style="text-align: center;">*Must have signature</p> <p>10. Other Approvals _____ Date _____</p> <p style="text-align: center;">COTR Signature</p> <p>11. O.A. Approval _____ Date _____</p> <p>12. Approving Authority _____ Date _____</p> <p style="text-align: center;">*Signed</p>
<p>2. Ship To/Mark For/Phone:</p> <p style="text-align: center;">PRIME Contractors Name C/O Subcontractor, employee...etc.</p>	<p>4. Required Delivery Date:</p>	<p>5. Reason For Shipment:</p> <p>A. Contract (Give P.O./Contract No. in Block 6A)</p> <p><input type="checkbox"/> Repair/Return Under Warranty</p> <p><input type="checkbox"/> Repair Out of Warranty</p> <p><input type="checkbox"/> Transfer Between Contracts</p> <p><input checked="" type="checkbox"/> Contract GFE</p> <p><input type="checkbox"/> Contractor Acquired</p> <p>B. Transfers (Give Gaining & Losing Acct)</p> <p><input type="checkbox"/> Between NASA and Another Agency</p> <p><input type="checkbox"/> Between NASA Centers</p> <p><input type="checkbox"/> Within GSFC</p> <p>Losing Acct: _____ Gaining Acct: _____</p> <p style="text-align: center;">Code/Contract/Grant/Coop No.</p> <p>C. <input type="checkbox"/> Other (Explain)</p>	<p>7. Ship Prepaid <input type="checkbox"/> Fund Yr _____</p> <p>JON</p> <p>Hand Carry <input type="checkbox"/> Or Ship Collect <input type="checkbox"/></p> <p>By: _____</p>

13. Are There Hazardous Items: Y/N _____ If Yes, Explain.

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ ILOA, LDA, or MOU _____ Export Approved _____ Date _____

Telex Contact _____ Phone _____ Fax _____

15. Item	16. Noun Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. FLT/Crit	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p>* Even for materials (non-equipment items), copy should be forwarded to Code 273 or 279.</p> <p>* If no signature from CO- Call originator to pick up shipper. Obtain CO signature. (Do not ok until CO signs)</p> <p>* Industrial Property Officer (IPO) Approval required for GFE</p> <p>Shaded Area For Traffic Management Use Only</p>								

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		*STAMP HERE		
							25. Received By _____ Date _____	

Transfer/Shipping Request (See Instructions on Reverse)

Page _____ of _____	Doc No. 276825
6. Authority for Shipment <input type="checkbox"/> A. P.O./Contract/Task No. (Gaining & Losing if Appl.) Contract/Grant/Coop No. <input type="checkbox"/> B. Project Name <input type="checkbox"/> C. Letter/Loan Agreement (Date, Subject, File No.) <input type="checkbox"/> D. Other (Explain in #16)	8. Property Custodian Approval _____ Date *Signed
7. Ship Prepaid <input type="checkbox"/> Fund Yr _____ JON Hand Carry <input type="checkbox"/> Or Ship Collect <input type="checkbox"/> By: _____	9. Contracting Officer Approval _____ Date Losing _____ Gaining _____
	10. Other Approvals _____ Date
	11. O.A. Approval _____ Date
	12. Approving Authority _____ Date

1. From: _____
 Pickup Location _____
 Contact _____ Phone _____

2. Ship To/Mark For/Phone:
PRIME Contractors Name C/O Subcontractor, employee...etc.

3. Originator's Name, Code, Phone
 FAX No. _____ Date: _____

4. Required Delivery Date: _____

5. Reason For Shipment:
 A. Contract (Give P.O./Contract No. in Block 6A)
 Repair/Return Under Warranty
 Repair Out of Warranty
 Transfer Between Contracts
 Contract GFE
 Contractor Acquired
 B. Transfers (Give Gaining & Losing Acct)
 Between NASA and Another Agency
 Between NASA Centers
 Within GSFC
 Losing Acct: _____ Gaining Acct: _____
Code/Contract/Grant/Coop No.
 C. Other (Explain) **Return of GFE**

13. Are There Hazardous Items Y/N _____ If Yes, Explain.

14. ITAR Y/N _____ Commerce Y/N _____ License or Exemption No. _____ ILOA, LOA, or MOU _____ Export Approved _____ Date _____
 Tech. Contact _____ Phone _____ Fax _____

15. Item	16. Noun Name, MFG, Model No, S/N, Stock No, Owner's Control Number, Other Unique Identifying Data and Special Instructions	17. FLT/Crit	18. Qty	19. Unit	20. ECN Number	21. Unit Cost	22. Total Cost	23. Wt	24. Dimensions
	<p>* Copy should be forwarded to Code 273 or 279.</p> <p>* For return of GFE no CO signature required, in most cases. Property Custodian signature or acceptance required.</p> <p>* Industrial Property Officer (IPO) Approval required for GFE</p> <p>Shaded Area For Traffic Management Use Only</p>								

Cntr No.	Cntr Type	Dimensions	Weight	Packed By	Date Shipped	Carrier / Mode of Transport	Total Wt	Total Size
				Checked By		25. Received By		Date
						*Signed		

GSFC 20-4 (2/96) NOTE ANY DISCREPANCIES ON THIS AND ON CARRIER'S DOCUMENTS

ACCOUNTING COPY

Federal Acquisition Regulation (FAR) and NASA FAR Supplement Contract Clauses

- Federal Acquisition Regulation (FAR) Part 45, Section 45.107 Contract Clauses
 - Records of Government property
 - The Contractor shall create and maintain records of all Government property accountable to the contract, including Government-furnished and Contractor-acquired property.
- NASA FAR Supplement (NFS), Part 1845 Government Property
 - 1852.245-71 Installation-Accountable Government Property
 - Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. **NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.**

Return of GFE Contractor Accountable Equipment

- Equipment being return from off site contractor must be documented.
 - The DD 1149 or GSFC 20-4 is used to document return. Controlled items are place in a N-PROP property custodial account upon approval.
- NASA chooses to use the property for performance of work at the NASA Center. The Center IPO shall coordinate the physical transfer and receipt of the property. On notification of receipt, the Center Equipment Manager should activate or reactivate an ECN with the acquisition method 06 - "Receipt by Transfer - From Contractor" to place the items in the appropriate property custodial account.
- Government Furnished Property provided to contractor and no longer needed by contractor or the government is not returned to the installation for disposal.

Disposal of Excess Property



Topics

- Property Disposal Services
- DISPOSAL NASA Property Disposal Property System
- Excess Controlled Property (Tagged Property)
- Excess Administratively-Controlled (Non-tagged) Property
- Transportation Document from EQUIPMENT System (formerly N-PROP)
- Disposal Form for Excess Labeling and Transportation Pick-up (Form 270-0129)
- Excess Furniture and Miscellaneous Items for Pick-up Ticket
- Cancellation of Excess Request
- Reutilization of Excess Property
- Excessing Artifacts
- Recycling of Scrap Metal
- NASA Property Sales

Property Disposal Services

- The Property Disposal Team (Code 273) at Greenbelt provide guidance to Center personnel on property disposal policies and procedures. Services include:
 - disposal of hazardous material and hazardous waste
 - disposal of property in foreign countries
 - disposal of precious metals
 - transfer of property to educational activities
 - disposal of NASA artifacts

Point of Contact – Code 273

Diane Goddard, Property Disposal Officer, 301-286-5924

DISPOSAL NASA Property Disposal Management System

- An Agency wide system that tracks all property that is declared excess from the time it is reported to the Property Disposal Officer for excess action until the item receives final disposition.
 - EQUIPMENT gives users the capability to screen excess equipment that is pending pickup on Center, other NASA Centers, or located in the Excess Warehouse pending reutilization
 - For EQUIPMENT System training, please contact Amy Goldberg 301-286-6465.

TRAX - Logistics Contract Support (Code 279):

GSFC-05-Disposal@mail.nasa.gov; Fax no. 301-286-0255

Branch Manager: Connie Higgs 301-286-2004

Warehouse Supervisor: Marvin Jackson 301-286-9042

Warehouse Lead: Keith McNair 301-286-0157

Property Disposal Office Staff:

Shane Ittenbach, Property Disposal Specialist, 301-286-9304

Tanika Crockett, Property Disposal Specialist, 301-286-6649

Dawne Chandler, Property Disposal Specialist, 301-286-7717

Excess Controlled Property (Tagged Property)



- Controlled Property – Equipment with a NASA Bar Code Tag
 - To excess controlled property, the end user or property custodian will process their excess via EQUIPMENT <https://equipment.nasa.gov>.
 - EQUIPMENT will automatically create a case number in the disposal web based program (DISPOSAL).
 - The equipment's current condition code must be annotated in EQUIPMENT.
 - All data and personal records should be removed from the excess computer's hard drive prior to excessing.
 - The end user or property custodian can print the PDF transportation document and place it on the equipment for identification
- Condition Code Brief Definition
 - 1 – New** - Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
 - 4 – Usable** - Property which shows some wear, but can be used without significant repair.
 - 7 – Repairable** - Property which is unusable in its current condition but can be economically repaired.
 - X – Salvage** - Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
 - S – Scrap** - Property which has no value except for its basic material content.

Excess Administratively-Controlled (Non-tagged) Property

Administratively-Controlled Property



- Equipment without a NASA barcode tag.
- To excess administratively-controlled property, the end user or property custodian will process their excess request via EQUIPMENT (formerly N-PROP).
 - Excessing as Non-Controlled requires the Federal Supply Class (FSC); if not known, please put 9999 in the box.
 - EQUIPMENT will automatically create a case number in DISPOSAL.
 - The end user or property custodian can print the PDF excess transportation document and place it on the equipment for identification.

Hazardous Excess



Contact Code 250 Environmental if you have any questions on disposing of hazardous materials, waste, and compressed gas cylinders.

Dewars and cylinders must be drained, de-valved, and have a hole cut in cylinder prior to being excessed.

Shop equipment and any other items that may contain liquids and gasses should be drained prior to being excessed.

Transportation Document from EQUIPMENT (formerly N-PROP)

- Print two copies: one for your records and one to tape to the equipment for easy identification
- Important Reminder: Do not leave small, valuable equipment (especially controlled equipment) for excess in a hallway. Items such as laptops, cameras, etc. can easily be taken by another employee. Please make sure to secure all items until transportation can pick them up.

 National Aeronautics and Space Administration Excess Transportation Document	
Disposal Case Number: 80410100400006S Case Description: Electric Typewriter Item Name: Electric Typewriter Item No.: 1 Date Excessed: 02/09/2010 Contains Hazardous Material? No Requires Special Handling? No Special Instructions:	
Deliver to: INTG-200 PDO Name: cadet oran PDO Phone: (256) 544-3866	
Pick-up at: Building: MS-INTG700 Room: 710 Initiator: EndUserC TestAut Phone Number: Organization: Email: thomas.d.sawyer@nasa.gov Remarks: In good condition. Additional Pick-up Instructions: Located in storage room that is locked.	
Model Number: Broth1234 Manufacturer: BROTHER Part Number: UNK Original Quantity: 1 Size/Dimension: Weight: Disposal Condition Code: J USABLE Description: Brother portable electric typewriter with case.	ECN: FSC: 7490 Miscellaneous Office Machines Serial Number: K34347009 Acquisition Cost: \$399.00 UoM: EACH UoW: Reference Number:
Date Picked Up: _____ Signature: _____ Date Delivered to Excess Warehouse: _____ Disposal POC Signature: _____ Transportation Signature: _____	

Excess Personal Property Pickup Authorization

- The GSFC Form 270-0129 is used to label and pickup the excess item, and serves as receipt for pickup
- 3 Copies
 - First copy (white) has the label in the top left corner that is peeled off and affixed to the equipment
 - Second copy (pink) goes to transportation for pick-up
 - Third copy (yellow) goes to the initiator/end user for receipt of excess

Case Number 80322640100043		Warehouse Location _____
Item Number: 80322640100043/1		Date _____
Item Name: ANALYZER, NETWORK		
ECN 1340820	FSC 6625	Signature _____
MFG DIGITAL TECHNOLOGY I		CONTACT ED UNDERFINGER FOR ACCESS
Model Number DT1573831700A		# _____
Serial Number C349301		# _____
CC 7	Qty 1	Org. 760
Artifact #	Ex 0	
UOM EA		<input type="checkbox"/> ITAR
		<input checked="" type="checkbox"/> Y
Hazardous Material?	Not assigned	

Pickup At			
Building	GS-001	Room Number	45
Init	UNDERFINGER EDWARD L	Phone Number	
Org	760		
Additional Information _____			

Case Number	80322640100043		
Item Number	80322640100043/1		
Item Name	ANALYZER, NETWORK	FSC	6625
Description	# _____		
ECN	1340820		
MFG	DIGITAL TECHNOLOGY I		
Model Number	DT1573831700A		
Serial Number	C349301		
CC	7	QTY	1
Artifact	#	UOM	EA
		Ex	0
		Acq Cost	40020

Signature _____		Date Signed _____
Labeled	_____	_____
Transportation Pickup	_____	_____
Excess Warehouse	_____	_____
Customer	_____	_____

Labeler/Warehouse/Transportation Remarks

Case Canceled?	_____	Date Canceled	_____
Government Approval	_____		_____

Excessing External & Internal Hard Drives

- **External Hard Drives** – must be excessed via **EQUIPMENT** as administratively-controlled (non-tagged) property
- **Internal Hard Drives** – must be excessed via **EQUIPMENT** as administratively-controlled (non-tagged) property as follows:
 - **Item Name:** Internal Hard Drives; Lot
 - **Mfr** Various, **Model:** Various, **Serial:** Various; **Unit of Measure:** LOT; **Quantity:** 1; **Total Cost:** \$420
 - **EQUIPMENT** provides Excess Case #: Sample: [803226222222](#)
 - Customer prepares a spreadsheet listing data for each internal hard drive & forwards spreadsheet to the Disposal Email Box: GSFC-05-Disposal@mail.nasa.gov; Sample as follows:

1 LOT of Internal Hard Drives for Excess Case # 803226222222			
Model #	Serial #	Manufacturer	Cost
WD800JD	WMAM9H551538	Western Digital	\$ 35
WD800JD	WMAM9ZF76125	Western Digital	\$ 35
WD1600JD	WMAL91402639	Western Digital	\$ 35
6E040L0510614	E1JZFFE	Seagate	\$ 35
ST317221A	SLV038PM	Seagate	\$ 35
MAP3735NP	JUG1P5400L50	Fujitsu	\$ 35
HDT725025VLA380	RS3A228D	Hitachi	\$ 35
ST32272WC	JL257147	Fujitsu	\$ 35
WDE9100-6008A8	WS7020549631	Western Digital	\$ 35
WDE9100-6008A8	WS7020548945	Western Digital	\$ 35
6E040L0510605	E1DRLXWE	Seagate	\$ 35
HD160JJP	S0DF1H2608778	Samsung	\$ 35

- Property Disposal Office will match the spreadsheet, with the referenced case number, to the appropriate GSFC 0129 Pick up Ticket
- Upon receiving the lot of drives in the Excess Warehouse, the Computer Technician will add the list of drives to the Sanitization Log in accordance with the ITS-HBK-2810.11.01, Digital Sanitization Log, dated 7/13/12
- The Warehouse Computer Technician will degauss each internal hard drive and notate the date of the degaussing in the Sanitization Log and affix a sanitization label to each drive indicating the drive was degaussed.
- The lot of drives will be dispositioned via the Agency R-2 Recycler

Excess Furniture / Miscellaneous Administratively- Controlled items for Pick-up Ticket

Item Name/Description	Item Name/Description
BUS EXTENDERS	POWER SUPPLIES (small office power supplies)
CALCULATORS (manual and electronic)	PROJECTOR SCREENS
CARD CAGE (EMPTY ONLY)	RACK MOUNT MUFFIN FANS
CARDS (such as N/C, P/C, Circuit) ***if contains data contact disposal.	RACKS (EMPTY RACKS ONLY or RACK PIECES)
CHASSIS (EMPTY ONLY)	REFRIDGERATOR
COMPUTER ACCESSORIES (such as mice, keyboards, keyboard trays, speakers, software etc...)	SCALE
CONNECTORS	SHEET FEEDER-SETUP
DOCKING STATIONS (such as bookends)	SHREDDERS
FANS (office)	SPACE HEATERS
FURNITURE (such as desks, file cabinets, etc...)	STANDS (such as microscopes, oscilloscopes, camera)
LAPTOP BATTERIES	TYPEWRITER
LENS (such as cameras)	UNINTERRUPTABLE POWER SUPPLY (Small only)
MICROWAVES (kitchen)	VACUUMS (such as office/wet dry)
OFFICE SUPPLIES (any)	VIEWGRAPHS
OVERHEAD PROJECTORS	WEBCAM CAMERAS
*****VERY IMPORTANT*****	
Please contact the Disposal Office for further assistance if the item you are excessing: (1) has an ECN, to ensure it is no longer active, (2) has an acquisition cost of \$400 or more, (3) is rack mountable, (4) contains digital media data, or (5) if you are excessing any of these items in bulk. (6) if the item you are excessing is considered equipment.	
Submit your requests to the Disposal Email Box:	GSFC-05-Disposal@mail.nasa.gov

Revised as of 10-17-12

Email the Disposal Mailbox at GSFC-05-Disposal@mail.nasa.gov with a description and quantity of the items to be picked up, a point of contact, location, and any special instructions for transportation. Tape a piece of paper to the items that says EXCESS so that transportation can easily spot the items.



Cancellation of Excess Request

- Once you have submitted your request and you need to cancel the request prior to pick up, send an email to:
GSFC-05-Disposal@mail.nasa.gov
- Property may be cancelled by the disposal team for any of the following reasons:
 - Property not in location designated
 - Property is cannibalized
 - Property does not match excess label
 - Customer wants to keep property
 - Property is hazardous or requires draining
 - Property should be on pick up ticket



Reutilization of Excess Property



- Equipment that has been declared excess by GSFC, NASA Headquarters, other NASA Centers, and other Federal agencies is available to Goddard organizations. A large percentage of this equipment is in very good condition and is usable without repairs.
- On Center Screening
 - The Excess Warehouse in Greenbelt is located in Building 16W (moving to building 35 in mid 2015). The hours for screening and pickups is Monday - Friday from 8:30 a.m. to 3:30 p.m.
 - If you identify property for reutilization, it will be placed on hold by the excess warehouse personnel. To obtain the property, complete a GSFC 20-38, *Excess Property Transfer Request*, and ensure you obtain the Property Custodian's signature. You can hand-carry your approved GSFC Form 20-38 request to the Property Disposal Specialist in Bldg 16W (moving to building 35 in mid 2015).
 - Equipment excessed at Goddard can be viewed: Go to <https://equipment.nasa.gov>, go to Reports Tab and then Excess Shopping Tab. If you identify property that you need, please contact Disposal Specialist at Gsfc-05-Disposal@mail.nasa.gov.
- Screening other NASA Centers
 - Other NASA Centers can be viewed: Go to <https://equipment.nasa.gov>, go to REPORTS Tab and then EXCESS SHOPPING Tab. If you identify property that you need, please contact Diane.c.goddard@nasa.gov.
- Screening other Federal Agencies
 - Property excessed by other federal agencies can be viewed on <http://gsaxcess.gov/>
 - User name: govuse
 - Password: govuse
 - If you identify property that you need , please contact Diane.c.goddard@nasa.gov
- ***Note: The requesting organization will be required to pay for any shipping/handling charges for excess equipment obtained from other NASA Centers or other Federal Agencies.***

**GODDARD SPACE FLIGHT CENTER
EXCESS PROPERTY TRANSFER REQUEST**

(Initiators – See Reverse)

Check box if picking up item yourself

Check box if requires delivery of item

Section I Requestor Information

(1) P.A.'s Code Property Account Code	(2) Requestor's/User's Name Name	(3) Code End User Code
(4) Bldg Fill Out	Room Fill Out	Phone Fill Out
		User Number

Section II Ship/Pick-Up

(1) Job Order Number	(2) Walk-Thru <input type="checkbox"/> Yes <input type="checkbox"/> No	(3) Date to Transportation
(4) HAZMAT/MSDS <input type="checkbox"/> Yes <input type="checkbox"/> No	(5) Justification: Reason item is being reutilized	

Section III Approvals

Property Custodian Signature: Print and Sign

(1) Property Administrator	Date	(3) Contracting Officer	Date
Code 273 Signature			
(2) Reutilization Specialist (235.2)	Date	(4) Other(s)	Date

Section IV Required Items

DESCRIPTION	LOC	QTY	ECN	COST	CASE NUMBER	COMMENTS
Fill out a line item per each piece of equipment						
The information for the item can be found on the white label affixed to the item.						

NOTE: EXCESS EQUIPMENT FROM THE EXCESS WAREHOUSE IS FOR OFFICIAL GOVERNMENT USE ONLY.

Received by: End User Signature upon final receipt of property	Date:
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GSFC 20-38 (11/92) PREVIOUS EDITIONS OBSOLETE

Excessing Artifacts

- Artifacts are defined as unique objects that document the history of the science and technology of aeronautics and astronautics of flight in the atmosphere in space

- Space-related object examples:
 - Astronauts
 - Models
 - Space Suits
 - Original photos/posters produced by NASA
 - Items flown in orbit



- NASA has an agreement with the Smithsonian Institution concerning the transfer and management of all NASA artifacts

- Procedure:
 - Do not process excess for Artifacts in the EQUIPMENT (formerly N-PROP) System
 - Provide EQUIPMENT print screen if controlled (tagged) or a spreadsheet for administratively-controlled (non-tagged) to Property Disposal Officer, Code 273 at Diane.c.Goddard@nasa.gov.
 - Provide documentation, description of item and any details on why item is considered an Artifact
 - Include websites and drawings pertaining to mission flown on
 - **The excess request will be processed directly into DISPOSAL by the Property Disposal Office**

Recycling Scrap Metal

- Do you ever wonder where the gray metal furniture went?
 - NASA GSFC has a recycling contract through GSA. The Recycle Contract pays GSA and the funds are returned to the U.S. Treasury.
- Excess Warehouse Scrap Metal



NASA Property Sales

- The General Services Administration (GSA) conducts all NASA sales which are normally auctions
- General and specific information regarding sales, types of equipment being sold, and conditions applicable to the sale are available at the sales web site: <https://gsaauctions.gov>
 - Once you register with GSA online, you may bid on the auctions
 - Inspections are usually held for 1 specific day whereby you can physically inspect the sale items located in the Excess Warehouse, by appointment





ATTENTION GSA AUCTIONS® USERS:

Click [here](#) to Re-attempt Registration with same User Name after unsuccessful Registration attempt.

You are entering confidential information in this module of GSAuctions.gov. To ensure your privacy, security and confidentiality, **the browser Back button on these pages has been disabled.** Attempts to exit, clear and re-enter information using this button will result in the closing of this session and you will be required to begin a new session.

Home > **Step 1: User Name and Password Creation**

GSA Auctions® will be your entrance into the world of electronic bidding on a wide array of Federal government personal property assets for sale. All registered participants will be able to bid on individual items or items in "lots" within specified time frames. This site offers Federal personal property assets ranging from commonplace items like office equipment, to hard to find items like heavy machinery, airplanes, vessels, and much more. Visit us often to see the many items up for bid.

Please indicate whether you would like to register as an Individual or a Company:

The Registration determine how your information is reflected on your paperwork. Your/Company name and Home/Company address in our records will appear on all subsequent paperwork. If you wish to participate as an individual and a representative of a company, you must register separately for each and place bids accordingly.

Bidders wanting the Title, SF97, issued in their Business/Company name MUST register as a Company.

Individual Company

Choose a User Name

User Name

Create a Password

Password (Note:Choose a password between 6 and 15 characters in length.)

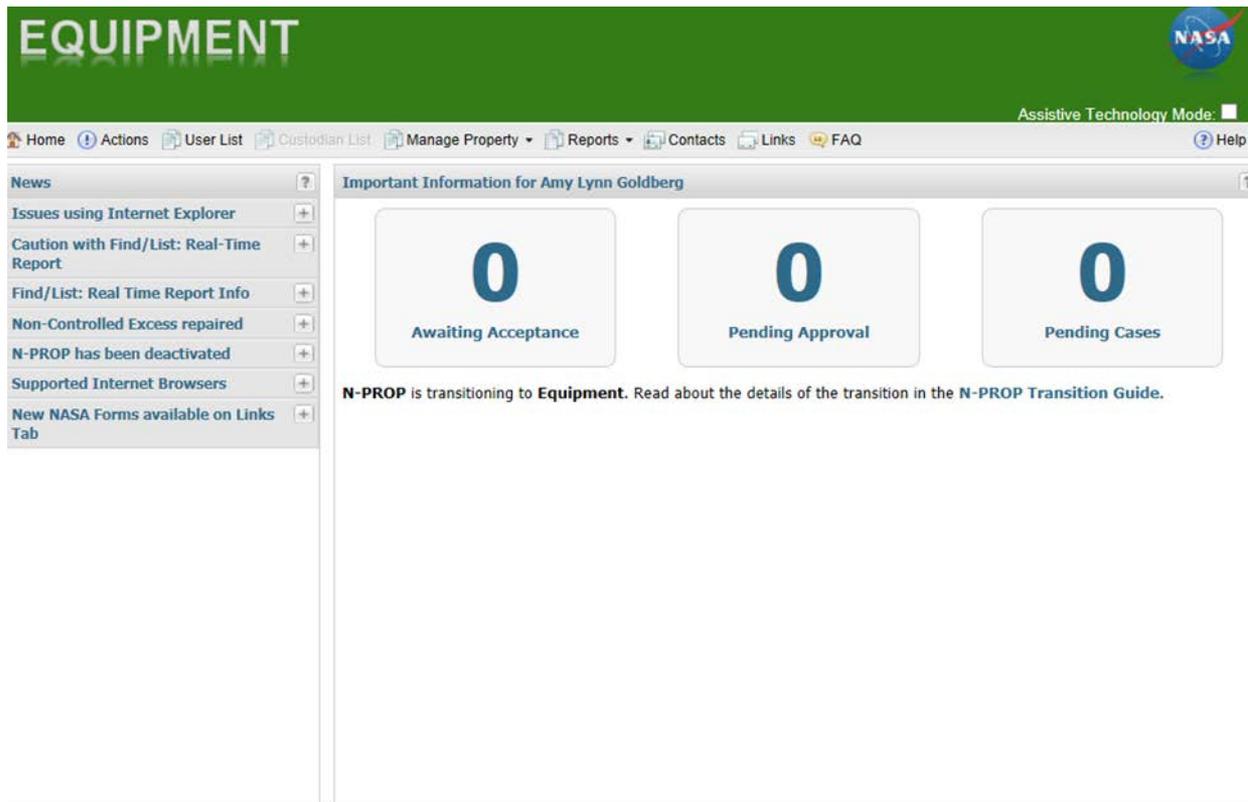
Verify Password

Please choose a question in case you forget your password. This will be your personal clue question.

What is your mother's maiden name?

Enter the answer to your personal clue question:

Equipment System (formerly N-PROP)



EQUIPMENT 

Assistive Technology Mode:

Home Actions User List Custodian List Manage Property Reports Contacts Links FAQ Help

News

- Issues using Internet Explorer
- Caution with Find/List: Real-Time Report
- Find/List: Real Time Report Info
- Non-Controlled Excess repaired
- N-PROP has been deactivated
- Supported Internet Browsers
- New NASA Forms available on Links Tab

Important Information for Amy Lynn Goldberg

0 Awaiting Acceptance	0 Pending Approval	0 Pending Cases
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N-PROP is transitioning to **Equipment**. Read about the details of the transition in the [N-PROP Transition Guide](#).

What is the EQUIPMENT System (formerly N-PROP)?

- EQUIPMENT is an easy to access, user-friendly, web-based application that facilitates the real-time updating, tracking, managing, and reporting of controlled equipment.
- EQUIPMENT is the Agency's property management system that everyone, civil servant or contractor, has access to.
- EQUIPMENT is a valuable tool for anyone who uses NASA-tagged property to perform his or her job functions, including:
 - Property Custodians
 - Property Users (also referred to as Property Owners or End Users)
- EQUIPMENT is part of NASA's Agency-wide initiative to improve the accountability and visibility of assets utilized by all NASA installations, programs, and projects.

Why is equipment important to NASA?

- NASA procures, fabricates, and maintains billions of dollars of property, plant, and equipment (PP&E) to support the Agency's mission objectives.
- This equipment is vital to NASA's ability to accomplish its mission objectives. For that reason, NASA requires property owners to manage the equipment assigned to them via Equipment Control Numbers (ECNs).
- Here's an example of an ECN tag from a piece of equipment at NASA:



- You'll find this tag on anything from a shuttle to a \$50 million supercomputer to a projector.

What can I do in the EQUIPMENT System (formerly N-PROP)?

- Actions
 - End User Accepts/Rejects Property
 - Custodian Accepts/Rejects Property Transfers from another Custodian
 - Cancel Outgoing Actions Pending
- Display Property
 - Property Assigned to End User or Custodian
 - Property Transfer History
- Transfer Property
 - Custodian Transfers Initiated by a Custodian
 - End User Transfers Initiated by a Custodian
 - End User Transfers Initiated by a End User
- Change Property Custodian
- Add or Change User Comments
- Initiate Excess Request
 - End User Initiates Excess Request
 - Custodian Initiates Excess Request
- Equipment Search Reporting
 - Active equipment (Find/List Report)
 - Excess equipment (Excess Shopping Report)
 - View equipment data (ECN Detail Report)
 - View equipment waiting to be excessed (Pending Excess Report)
- Generate and Print Transportation Documents
- Create Tag Requests
- Initiate Administratively-Controlled (Non-tagged) Equipment Excess Requests
- Display News, Contacts, Links, FAQ, and Help

How will the EQUIPMENT System (formerly N-PROP) help me?

I'm a Property Custodian...

- I can now perform all of my normal property custodian functions online, in an automated fashion, especially:
 - Property Owner (End User) reassignments
 - Property tags
 - Excess turn-ins
 - Property passes
- I can now assist individual Property Owners (End Users) with tracking and managing their equipment online.

Everyone else can...

- Search excess equipment at any Center for utilization.
- Search active equipment at any Center for short-term / temporary borrows.

I'm a Property Owner (End User)...

- I won't have to sign the paper form (1602 Form) accepting equipment assigned to me.
- I won't have to deliver that form to my property custodian.
- I can manage information about my property online.

But don't forget...

Everyone involved in the work performed by NASA needs to be aware of the value and importance of the Agency's equipment inventory, as well as, understand their own role in being a good steward of these assets.

The best way to ensure that Agency equipment is properly cared for and utilized is to assign each piece of controlled equipment to one Property Owner (End User).

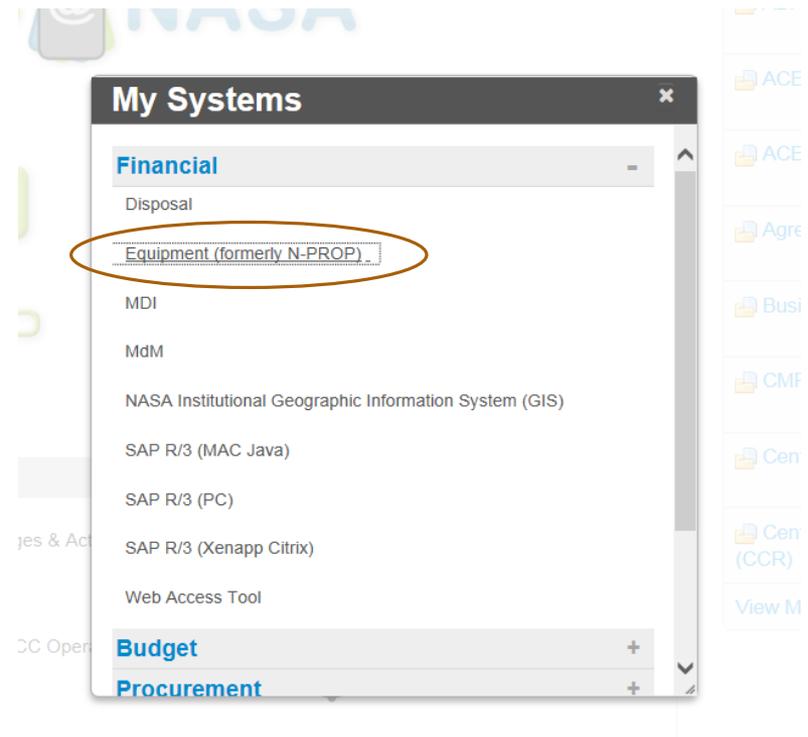
The Property Owner (End User) can be anyone working at NASA, either a civil servant or a contractor, who needs the equipment in order to perform their job functions.



Property Custodians cannot accept ownership of a piece of equipment for a Property Owner. Property Owners are legally responsible for the safe handling and tracking of equipment assigned to them. Therefore, they must explicitly acknowledge their acceptance of each instance of controlled equipment.

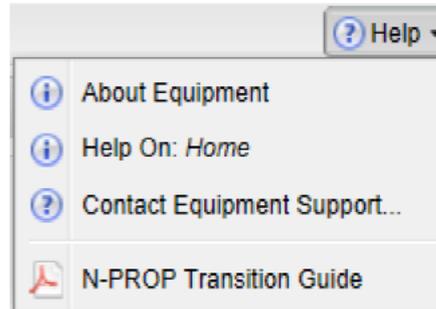
How do I access the EQUIPMENT System (formerly N-PROP)?

- There are two options:
 - Direct access to EQUIPMENT through the intranet
 - Enter the EQUIPMENT link in your internet browser – <https://equipment.nasa.gov/>
 - Logon with your Agency User ID (AUID) and password
 - Access EQUIPMENT through the bReady Systems Launcher:
 - Enter the bReady link in your internet browser – <https://bReady.nasa.gov/>
 - Logon with your AUID and password
 - Select **My Systems**
 - Select the **EQUIPMENT** link under *Financial*



What if I get stuck in the EQUIPMENT System (formerly N-PROP)?

Click on the different links below under "NEWS" to see changes and updates!



The Help icon appears on every page!

Click on the second link "HELP ON:" to get specific help for the tab you are currently on.

Use the N-PROP Transition Guide to see the changes between systems.

EQUIPMENT

Assistive Technology Mode:

Home Actions User List Custodian List Manage Property Reports Contacts Links FAQ Help

News

- Issues using Internet Explorer
- Caution with Find/List: Real-Time Report
- Find/List: Real Time Report Info
- Non-Controlled Excess repaired
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Important Information for Amy Lynn Goldberg

0
Awaiting Acceptance

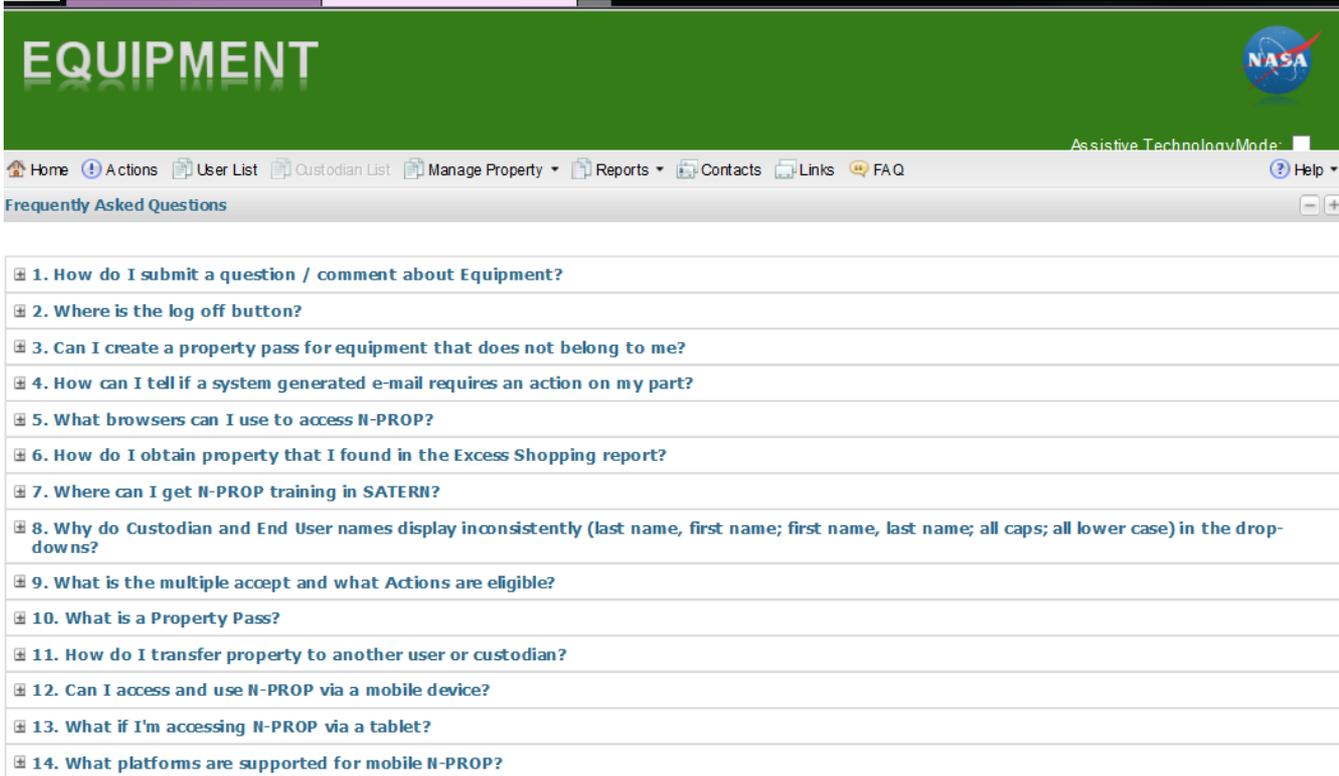
0
Pending Approval

0
Pending Cases

N-PROP is transitioning to **Equipment**. Read about the details of the transition in the **N-PROP Transition Guide**.

Where can I learn more?

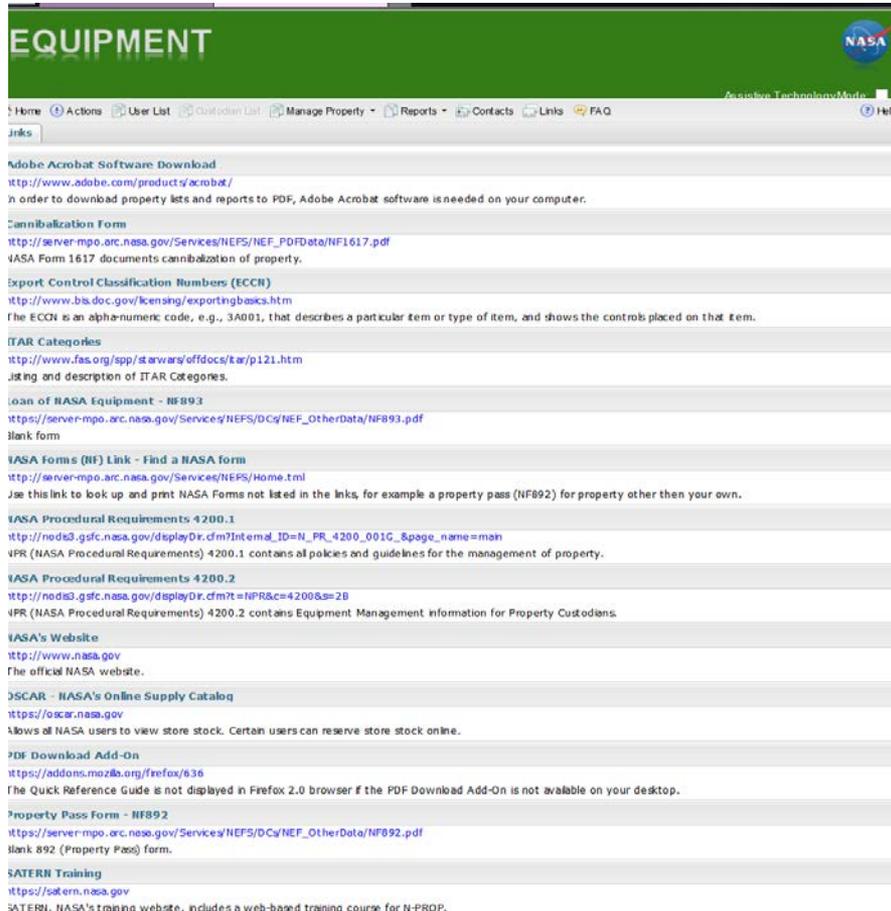
Click on the
FAQ Tab to
see
Frequently
Asked
Questions
regarding the
EQUIPMENT
System



The screenshot shows the 'EQUIPMENT' system interface. At the top, there is a green header with the word 'EQUIPMENT' in white, a NASA logo, and the text 'Assistive Technology Mode'. Below the header is a navigation bar with links for Home, Actions, User List, Custodian List, Manage Property, Reports, Contacts, Links, and FAQ. The 'FAQ' link is highlighted. Below the navigation bar is a section titled 'Frequently Asked Questions' containing a list of 14 questions, each with a small icon to its left.

1. How do I submit a question / comment about Equipment?
2. Where is the log off button?
3. Can I create a property pass for equipment that does not belong to me?
4. How can I tell if a system generated e-mail requires an action on my part?
5. What browsers can I use to access N-PROP?
6. How do I obtain property that I found in the Excess Shopping report?
7. Where can I get N-PROP training in SATERN?
8. Why do Custodian and End User names display inconsistently (last name, first name; first name, last name; all caps; all lower case) in the drop-downs?
9. What is the multiple accept and what Actions are eligible?
10. What is a Property Pass?
11. How do I transfer property to another user or custodian?
12. Can I access and use N-PROP via a mobile device?
13. What if I'm accessing N-PROP via a tablet?
14. What platforms are supported for mobile N-PROP?

EQUIPMENT LINKS



The screenshot shows the NASA EQUIPMENT website interface. The header is green with the word "EQUIPMENT" in white and the NASA logo. Below the header is a navigation menu with links: Home, Actions, User List, Custodian List, Manage Property, Reports, Contacts, Links, and FAQ. The main content area is titled "Links" and contains a list of links with brief descriptions:

- Adobe Acrobat Software Download**
<http://www.adobe.com/products/acrobat/>
In order to download property lists and reports to PDF, Adobe Acrobat software is needed on your computer.
- Canonization Form**
http://server-mpo.arc.nasa.gov/Services/NEFS/NEF_PDFData/NF1617.pdf
NASA Form 1617 documents canonization of property.
- Export Control Classification Numbers (ECCN)**
<http://www.bis.doc.gov/licensing/exportingbasics.htm>
The ECCN is an alpha-numeric code, e.g., 3A001, that describes a particular item or type of item, and shows the controls placed on that item.
- ITAR Categories**
<http://www.fas.org/spp/starwars/offdocs/itar/p121.htm>
Listing and description of ITAR Categories.
- Loan of NASA Equipment - NF893**
https://server-mpo.arc.nasa.gov/Services/NEFS/DCs/NEF_OtherData/NF893.pdf
Blank form
- NASA Forms (NF) Link - Find a NASA form**
<http://server-mpo.arc.nasa.gov/Services/NEFS/Home.html>
Use this link to look up and print NASA Forms not listed in the links, for example a property pass (NF892) for property other than your own.
- NASA Procedural Requirements 4200.1**
http://neds3.gsfc.nasa.gov/displayDr.cfm?Internal_ID=N_PR_4200_001C_&page_name=man
NPR (NASA Procedural Requirements) 4200.1 contains all policies and guidelines for the management of property.
- NASA Procedural Requirements 4200.2**
http://neds3.gsfc.nasa.gov/displayDr.cfm?Internal_ID=N_PR_4200_002C_&page_name=man
NPR (NASA Procedural Requirements) 4200.2 contains Equipment Management information for Property Custodians.
- NASA's Website**
<http://www.nasa.gov>
The official NASA website.
- OSCAR - NASA's Online Supply Catalog**
<https://oscar.nasa.gov>
Shows all NASA users to view store stock. Certain users can reserve store stock online.
- PDF Download Add-On**
<https://addons.mozilla.org/firefox/636>
The Quick Reference Guide is not displayed in Firefox 2.0 browser if the PDF Download Add-On is not available on your desktop.
- Property Pass Form - NF892**
https://server-mpo.arc.nasa.gov/Services/NEFS/DCs/NEF_OtherData/NF892.pdf
Blank 892 (Property Pass) form.
- SATERN Training**
<https://satern.nasa.gov>
SATERN. NASA's training website. Includes a web-based training course for N-PROP.

Reference the Links tab in EQUIPMENT to access NASA Forms, NASA Procedural Requirements, SATERN Trainings, etc.

Resources

GDMS2 Website

- <https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/index.htm>

NASA Technical Standards for NPR 4200.1, 4200.2, 4300.1, and NPD 4200.1, 4300.1

- <https://standards.nasa.gov/documents/nasadir>

NASA Electronic Forms

- <https://nef.nasa.gov/nef/?ACSREQUESTID=Ka8e560f7fca631db572712cbdb3f9be9fa25049f>

Equipment Mailbox for all Equipment questions, submitting paperwork, etc.

- GSFC-05-Equipment@mail.nasa.gov

Disposal Mailbox for all Disposal questions, excess, pick-up ticket requests, cancellations, etc.

- GSFC-05-Disposal@mail.nasa.gov

Contract Property Mailbox for all contract questions, GFE's, contracting officers, etc.

- GSFC-05-Contract-Property@mail.nasa.gov

Saturn Training Courses

- NASA Property, Responsibility, and Accountability

Contacts

DO YOU KNOW WHO TO CALL IN PROPERTY?		
Branch and Title	Name	Phone #
SUPPLY AND EQUIPMENT MANAGEMENT BRANCH – CODE 273		
Branch Head/Supply and Equipment Management Officer (SEM O)	Sara Jensen	6-3386
Associate Branch Head/Supply and Equipment Management Officer (HQ SEM O)	Jack Cronise	6-3386
TRAX EQUIPMENT AND DISPOSAL BRANCH – Code 279		
Contractor: Branch Head	Connie Higgs	6-2004
Contractor: Special Programs Team	Phillip Guzman	6-8255
Contractor: Equipment Manager Specialist	Amy Goldberg	6-6465
Contractor: HQ Support	William Burks	202-358-5124
EQUIPMENT MANAGEMENT SUPPORT – Questions: N-PROP, tagging, cannibalization, inventory, survey, etc.		
Government Property/Equipment Manager	Linda Wallace	6-3244
Government Property/Equipment Manager	Kevin Roberts	6-3243
Wallops: Property Management Specialist	Regina Waters	7-1337
Contractor: Branch Head	Connie Higgs	6-2004
Contractor: Inventory Manager Team Lead (Codes 300, 500)	Karen Marchall	6-7080
Contractor: Equipment Manager: Tagging in Division	Alice Williams	6-2551
Contractor: Inventory Manager (Codes 600, 700, NIC-5)	Patrick McGinn	6-8748
Contractor: Inventory Manager (Wallops and Off-Site Locations)	Valerie Moon	6-2266
Contractor: Equipment Data Entry Clerk	Lisa Wills	6-8807
Contractor: Inventory Manager (Codes 100, 200, GEWA)	Alex MacNabb	6-0757
Contractor: Inventory Manager (Code 400)	Kim Fisher	6-9243
DISPOSAL MANAGEMENT SUPPORT – Questions: excessing, excess pickup, reutilization, pick up tickets, etc.		
Government Property Disposal Officer	Diane Goddard	6-5924
Government Property Disposal Specialist	Jonathan Carpenter	6-1368
Wallops: Property Management Specialist	Regina Waters	7-1337
Wallops: Property Management Specialist	Richard Parks	7-1360
Contractor: Branch Head	Connie Higgs	6-2004
Contractor: Disposal Supervisor	Marv Jackson	6-9042
Contractor: Express Warehouse Lead	Keith McNair	6-2995
Contractor: Equipment Disposal Manager	Shane Iitenbach	6-1941
Contractor: Equipment Disposal Manager	Tanika Crockett	6-6849
Contractor: Equipment Disposal Manager	Dawne Chandler	6-7717
CONTRACT PROPERTY SUPPORT – Questions: contract property, transfer to contractor GFE, etc.		
Government Lead Industrial Property Management Specialist	Gary Morris	6-5031

Frequently Asked Questions

Q: *What is Government property?*

A: Government property of any kind includes equipment, materials, and supplies, excludes real property.

Q: *Who is responsible for government property?*

A: YOU ARE! It is your responsibility to follow all rules and regulations associated with the property in your control.

Q: *Who is a Property Custodian?*

A: A Division Chief or Program Manager designates a Property Custodian to manage the property within their organization. Custodians are responsible for the management of the property assigned to their property accounts. You can find a current list of GSFC's Property Custodians on Code 273's homepage @ <http://code273.gsfc.nasa.gov>. A sample letter for property custodian delegation is @ <http://code273.gsfc.nasa.gov> SEMB forms.

Q: *What is the PP&E System?*

A: NASA Property, Plant, and Equipment (PP&E) System to identify, account for, and control Center-held equipment. The NASA PP&E System is an Agency-wide tool hosted at the NASA Enterprise Applications Competency Center (NEACC) at NASA's Marshall Space Flight Center.

Q: *What is EQUIPMENT (formerly N-PROP)?*

A: EQUIPMENT is a component of the NASA PP&E System. It is a web-based front end used by the agency. Property custodians and end users will have access to excess, update user, and location changes in EQUIPMENT. The property custodian will have access to transfer between codes. In addition, within EQUIPMENT you are able to search for equipment NASA-wide and search for excess equipment. The website is <https://equipment.nasa.gov>

Q: *When should I notify my Property Custodian?*

A: Before property is:

- moved or transferred
- "loaned" to another person, organization, NASA Center, Government Agency, or Contractor (government furnished property)
- removed from the building
- to be excessed
- modified or cannibalized
- purchased by credit card and needs to be tagged
- when property is:
 - stolen or missing
 - damaged or destroyed
 - no longer in your possession
 - no longer being utilized
 - missing a barcode tag

Frequently Asked Questions...Continued

Q: Can I provide equipment to a contractor by using a property pass?

A: Yes for 30 days or less. If more than 30 days, Contractors may only receive Government equipment if the cognizant Contracting Officer has approved the transfer. Please prepare a shipping document, GSFC 20-4 for the transfer to the contract.

Q: If my Division has Government property they no longer need or obsolete, can we give it to our favorite charitable organization?

A: No. Other organizations on Center, other NASA Centers, and other Government agencies are given an opportunity to use any property that you no longer need. The process of reutilizing Government equipment is called "reutilization". If you have disposal or reutilization questions, you should call 301-286-2995 or email GSFC-05-Disposal@mail.nasa.gov.

Q: Can I (civil servant) use NASA property to do official work at home or while on travel?

A: Yes. However, you must document on the Employee Property Pass/Loan Agreement and Removal Permit, NF892, for official use of Government equipment for a temporary period not to exceed 180 days. In addition, the property should only be used for OFFICIAL work, not personal correspondence, budget keeping, or private business records. If you need further information, please contact your property custodian or Equipment Control at 301-286-8255 or email GSFC-05-Equipment@mail.nasa.gov.

Q: What happens when equipment is missing?

A: Notify the property custodian, your supervisor, and the Center Security Officer, Code 240, if theft of Government property suspected, security will do an incident report. A Property Survey Report, NF 598, and a Survey Report Supplement, GSFC 20-79, needs to be submitted, along with a copy of incident report, and forwarded to Supply and Equipment Management Branch, Code 273, in a timely manner from the date of loss, theft, or damage.

Q: How can I avoid pitfalls when I sign for a piece of Government property?

A: You should obviously never sign or accept an item in EQUIPMENT, which you have not seen. Once you sign or accept, the previous user is released from accountability and you are then held accountable for the item. This means that if the item is lost, damaged, or destroyed YOU will be responsible for completing the required documents and explaining what happened to the item.

Q: If I am an accountable user of Government property and a co-worker in my division wants to borrow the items for a few days, isn't it a waste of time to get my co-worker to sign for the property if it's going to be used right down the hall from me and it's only for a few days?

A: No. We are all human, and we sometimes have a tendency to forget who borrows things. In our environment, some work projects have a tendency to take longer to complete than we anticipate. One quick way to keep track of property is to have the borrower sign and date a piece of paper, which fully identifies the equipment they are borrowing. That way, if the equipment cannot be located, there will be an audit trail to help locate the equipment.

Q: If I have some Government property, which is broken, can I throw it in the trash?

A: No. Many pieces of Government property have barcode tags attached to them. Government property cannot be thrown in the trash or dumpster. You can contact 301-286-2995 or email GSFC-05-Disposal@mail.nasa.gov for disposal questions.

Q: What do I do when I am ordering equipment on a credit card and it being handled by Central Receiving for direct delivery?

A. You need to fill out an Order for Supplies or Services, GSFC OF 347 and fax it to Central Receiving at 301-286-7556.

Frequently Asked Questions...Continued

Q: When someone comes to pickup Government property for repair or shipped off-site for repair, how can I protect myself from being accountable for the equipment while it is out of my hands?

A: A shipping document, GSFC 20-4, should be prepared for sending the item offsite for repair. The person picking up the item can sign the shipping document as receiving the item or receive a receipt from our onsite shipping department that has the date the item was shipped. The barcode should be removed before the item is removed off-site and taped to the shipping document. When the item or the replacement item is received, you can call Equipment Control at 301-286-2551 or send a tagging request through EQUIPMENT, to have the item re-tagged and the old barcode tag removed from the system.

Q: What should I do when I inadvertently receive Government property that has not been tagged?

A: You should contact Equipment Control at 301-286-2551 or send a tagging request through EQUIPMENT to have the equipment tagged. All Government property received at the Center should be delivered through our Central Receiving, Code 279, in Building 16W. If the item was purchased by credit card and by passed receiving, an Order for Supplies or Services, GSFC OF347, needs to be sent to Equipment via email to GSFC-05-Equipment@mail.nasa.gov.

Q: What do I do when I no longer need a piece of equipment, supplies or material?

A: Contact your Property Custodian. Your custodian will need detailed information from you in order to request the item be excessed by way of EQUIPMENT or email GSFC-05-Disposal@nasa.gov.

Q: What type of information will my Property Custodian need to excess a controlled piece of property?

A: You can submit an excess request through EQUIPMENT and then the property custodian can approve. If not, your custodian will need the ECN (Equipment Control Number), condition, where the item is actually located. You will also need to let your custodian know if the item is hazardous, Artifact or Heritage asset.

Q: What if the item does not have an ECN and I want to excess?

A: You will need the item name, manufacture, model number, serial number, condition, whether the item is hazardous, Artifact or a Heritage asset and the current location for the property to be excessed. You can submit an excess for administratively-controlled items through EQUIPMENT or email the property custodian to submit the request for excess.

Q: Why is it important to include so much information if I no longer need the property?

A: An item may appear to have no ECN associated with it but it could have fallen off. This will be next to impossible to find when an item comes up missing. Some items will require special handling such as, Artifact, a Heritage Asset or hazardous item. It is also required to allow other Federal and State agencies to obtain property that we longer require at NASA.

Q: If I do not need to use my Government property right now, but I think I might need it in the future, what harm is there if I want to keep it for a rainy day?

A: When equipment sits idle, equipment tends to be picked up and moved. The longer the interval from the time the item is stored until the time you discover it missing, will be more difficult to investigate where the item went. In addition, unused equipment may be damaged by being constantly moved. Process the equipment for excess by way of EQUIPMENT.