



Work Instruction (WI)

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

APPROVED BY Signature: Original Signed By:
NAME: Naomi Manadier
TITLE: Acting Chief, Information and Logistics
Management Division

COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Excess Property Management

PREFACE

P.1 PURPOSE

This procedure establishes the processes for labeling, pickup, screening, transfer/reutilization, sale and final disposition of excess and surplus property turned into the Property Disposal Officer of the Information and Logistics Management Division at the Goddard Space Flight Center.

P.2 APPLICABILITY

This procedure applies to all Government and contractor organizational elements of the Information and Logistics Management Division.

P.3 REFERENCES

- a. CFR 41, Sub Chapter H 101-42, 101-43
- b. Executive Order 12999
- c. Federal Acquisition Regulation (FAR)
- d. Federal Cataloging Handbook H2
- e. Federal Management Regulation (FMR)
- f. GSA Bulletin FMR B-14 Utilization and Disposal - Use of Photographs When Reporting Excess Property
- g. GSFC-05-equipment@mail.nasa.gov
- h. GSFC-05-disposal@mail.nasa.gov
- i. H-6, Defense Logistics Service Center, Cataloging Handbook
- j. NPR 2810.1 NASA Security of Information Technology
- k. NPR1441.1 NASA Records Retention Schedules
- l. National Aeronautics and Space Act of 1958, as amended (42 U.S.C.2473(C)(6)
- m. NPR 4200.1 NASA Equipment Management Manual
- n. NPR 4300.1 NASA Personal Property Disposal Manual
- o. 270-WI-7900.0.1 Aircraft Parts Disposal Procedures

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

P.4 CANCELLATION

270-WI-4300.0.1A

P.5 TOOLS, EQUIPMENT, AND PROPERTY

There are no unusual tools, equipment or property associated with this work – normal office computers, and warehouse property handling equipment and tools.

P.6 SAFETY PRECAUTIONS AND WARNINGS

- a. General: This excess processing function is conducted in a working warehouse. Standard safety precautions pertaining to the use of forklifts, pallet jacks, carts and utility knives apply.
- b. Safety Shoes: It is mandatory that safety shoes be worn at all times when engaged in warehousing operations.
- c. Preventive Maintenance: Preventive maintenance involves regular inspections, maintenance testing, and repair or replacement of facility equipment and systems.
- d. Eye Protection: When forklift batteries are opened for inspection/refill Personal Protective Equipment consisting of face shield, gloves and apron shall be worn. Prior to opening forklift batteries, ensure that the path to the eyewash station is unobstructed.
- e. Operation of the Disintegrator (Crusher): The crusher, used to destroy items containing digital media data will be operated in the Excess Warehouse. Hearing protection, eye goggles and gloves will be worn at all times while operating the crusher.

Personnel safety is of extra concern during operations where property is lifted or lowered whether by mechanical or manual means. The following safety precautions will be observed during these operations:

- Safety shoes must be worn. Hard hats must be worn if working under suspended loads.
- The area around the lifting/lowering operation must be clear of unnecessary property and personnel, provides good footing/traction and is free of trip hazards.
- A sufficient number of qualified personnel (P.7 Training) must be assigned to the lifting/lowering operation including extra personnel to assist with manual operations and a dedicated “spotter” to assist forklift operators handling loads that obstruct the driver’s unrestricted vision.
- Ensure that the load destination is clear of obstacles and provides a stable base to support the load.
- All forklifts used for critical lifts (Appendix A - Definitions) must have a current weight test certification unless a formal waiver has been issued and is readily available to equipment operators.

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

- A daily safety checklist (Attachment 13) must be completed each day before the first use of any forklift or battery powered hand truck.
- For critical lifting operations (Appendix A - Definitions), manual lifting/lowering shall be restricted to a maximum 35 pounds.
- For critical lifts (See Definitions, Appendix A), project customers will provide a verified Critical Procedure and/or Work Order Authorization specific to the lifting operation being conducted and a pre-task briefing will be conducted. Code 270 personnel involved in the lifting/lowering operation will review procedures and Work Order Authorization (WOAs) for compliance with NASA and Goddard requirements.

P.7 TRAINING

- Contract-wide required safety indoctrination and HazMat right-to-know training.
- Fork-lift certification training shall be completed tri-annually.
- For personnel involved in critical lifts the following additional training must be completed:
Rigging Signals Test
- If operating the Disintegrator exceeds 30 days or 240 hours within a year, employees operating the Disintegrator (crusher) will participate in the GSFC Hearing Conservation Program.

P.8 RECORDS

AFS	Record Title	Record Custodian	CS OR CNT	FILE LOCATION	Retention
4300	Transportation Pickup Ticket 270-FORM-0006 (Attachment 2)	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 6/11G, Destroy when one year old
4300	Abandonment and Destruction NASA Form 812	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	Permanent pending retention approval
4300	DISPOSAL Excess Transportation Document GSFC Form 0129 (Attachment 5 Sample)	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 4/10, Destroy when three (3) years old
4370	Cannibalization/Modification NASA Form 1617	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	Permanent pending retention approval
4310	Excess Property Transfer Request, GSFC Form 20-38	Property Disposal Specialist Lead	CNT	Bldg. 35 Excess Warehouse	NRRS 4/10, Destroy when three (3) years old
4310	Transfer Order Excess & Surplus Personal Property to Federal & State Agencies SF 122 (Sample - Attachment 7)	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 4/10, Destroy when three (3) years old
4210	Invoice/Shipping Document GSFC Form 20-4	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 4/8C2, Keep for 3 years; destroy when

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

AFS	Record Title	Record Custodian	CS OR CNT	FILE LOCATION	Retention
					reference value ceases or when 20 years old whichever is sooner
4320	GSA Award Document (Attachment 11 Sample)	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 4/9/B1 Destroy 6 years after final payment for transactions over \$25,000; NRRS 4/9/B2 Destroy 3 years after final payment for transactions \$25,000 or less; NRRS 4/9/B3 Transactions over \$100,000 *Permanent * Retire records to FRC after final payment, transfer to NARA 5 years after final
4020	Survey Report NASA Form 598	Property Disposal Specialist	CS	Bldg. 26 ROOM 250S	NRRS 4/2 Destroy 2 years after date of survey action.
4020	Survey Report Supplement, GSFC 20-79	Code 273 – Supply & Equipment Mgmt. Branch	CS	Bldg. 26 ROOM 250S	NRRS 4/2 Destroy 2 years from date of survey action
4500	Goddard Excess Property IT Certification and Release Form	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 4/12 Destroy when 5 years old
6740	Forklift & Battery Powered Pallet Jack Daily Safety Checklist (Attachment 13)	Property Disposal Specialist	CNT	Bldg. 35 Excess Warehouse	NRRS 6/11/ (I) (2). Destroy when 2 years old.

* NRRS 1441.1, NASA Records Retention Schedule

P.9 MEASUREMENT/VERIFICATION

GLSC, Performance Requirement Summary PRS 49-51

	Required Service	Standard
6.2.1-5 Excess Program	Metric 11 - Label, Pick up & Put away Timeliness	Monitoring of excess property awaiting labeling, pickup, and inspection and assignment of a warehouse location on Center via the DISPOSAL Tracking Report to ensure completion within 22 workdays at Greenbelt, 20 workdays at Wallops and 15 workdays at NASA HQ
6.2.2 Excess Property Warehousing	Sectional Inventories	A cyclic excess inventory of five sections at Greenbelt shall be inventoried and reconciled every 30 workdays. A cyclic excess inventory of one section at Wallops shall be inventoried and reconciled every 30 workdays.

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

	Required Service	Standard
6.3.8 Sales	Conducting Sales	Greenbelt sale preparation shall be submitted to GSA within 20 workdays (15 workdays for Wallops) from receipt of the pull list provided by the GSFC PDO or designee; minimum of 600 items.

INSTRUCTIONS

In this document, a requirement is identified by “shall” a good practice by “should” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

Table of Contents

CHAPTER 1	<u>GENERAL</u>
CHAPTER 2	<u>RESPONSIBILITIES</u>
2.1	Property Disposal Team Lead/Property Disposal Officer
2.2	Excess Supervisor
2.3	Lead Excess Warehouseman
2.4	Lead Property Disposal Specialist
2.5	Digital Data Media Cleaning Technician
CHAPTER 3	<u>PROCESSING INCOMING EXCESS PROPERTY</u>
3.1	Disposal Management System (DISPOSAL)
3.2	Disposal Email Box
3.3	Processing Controlled and Non-Controlled Equipment in DISPOSAL
3.4	Non-NASA Tagged Pick Up Ticket Process
3.5	Excess Property - Source Generations
3.6	Support Documents
CHAPTER 4	<u>LABELLING AND RECEIPT OF EXCESS PROPERTY</u>
4.1	Monitoring the Excess Equipment Labelling/Pick up Process
4.2	Labeling of Excess Property
4.3	Cancellation of Excess Action
4.4	Receiving & Processing Excess Property From Department of Homeland
CHAPTER 5	<u>EXCESS WAREHOUSE MANAGEMENT</u>
5.1	Designated Warehouse Locations

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 6 of 85

- 5.2 Receipt of Excess Property
- 5.3 Processing Specific Items
- 5.4 Receipt of Property tracked in DISPOSAL
- 5.5 Receipt of Property not tracked in DISPOSAL
- 5.6 Creating Images of Incoming Excess Property
- 5.7 Sanitation of Digital Media Equipment
- 5.8 Small Digital Media Items
- 5.9 Relocation of Property
- 5.10 Monthly Location Validations and Wall-to-Wall Inventory

CHAPTER 6 **EXCESS PROPERTY DISPOSITION**

- 6.1 Reutilization Requests From Center Customers
- 6.2 Transfers to Federal Agencies
- 6.3 Transfers to Educational Organizations Under Stevenson/Wydler
- 6.4 Donations to State Agencies for Surplus Property

CHAPTER 7 **SALE OF SURPLUS PROPERTY**

- 7.1 Identifying Active Surplus Items Available for Sale
- 7.2 Pulling Items For Sale
- 7.3 Lotting Items
- 7.4 Tracking Items on GSA Sale Pull Listing
- 7.5 Establishing a Sale in DISPOSAL
- 7.6 Validating the Sale & Forwarding to GSA
- 7.7 Notification of Successful Bidder
- 7.8 Processing the Award to the Successful Bidder
- 7.9 Removal of Sold Property
- 7.10 Closing a Sale in DISPOSAL
- 7.11 Handling Defaults
- 7.12 Preparing Resource Sheets

CHAPTER 8 **DISPOSITION OF EXCESS/SURPLUS PROPERTY VIA RECYCLING**

- 8.1 Background
- 8.2 Preparing Shipment for UNICOR
- 8.3 Disposition of Scrap Metal
- 8.4 Disposition of Property for Local Landfill

CHAPTER 9 **PROCESSING AND DISPOSITION OF ARTIFACTS, HISTORICAL ITEMS AND EXHIBITS**

- 9.1 Background

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 7 of 85

- 9.2 Roles and Responsibilities
- 9.3 Screening, Allocating and Dispositioning Artifacts
- 9.4 Final Dispositions

CHAPTER 10 **QUALITY CONTROL – MONITORING AND MANAGING DISPOSAL**

- 10.1 Monitoring the Data in DISPOSAL
- 10.2 Managing the Data in DISPOSAL
- 10.3 Enterprise Performance Support System (EPSS)

APPENDIX A – Definitions

APPENDIX B - Acronyms

ATTACHMENT 1 – Pickup Ticket List

ATTACHMENT 2 - Transportation Pickup Ticket 270-FORM-0006

ATTACHMENT 3 - DISPOSAL Final Disposition

ATTACHMENT 4 - Transfer Order of Excess Property from DHS

ATTACHMENT 5 - Excess Personal Property Pickup Authorization Form 0129

ATTACHMENT 6 – Property Disposal Condition Codes

ATTACHMENT 7 - Transfer Order Excess Personal Property SF 122

ATTACHMENT 8 - Hold Form for GSFC Reutilization

ATTACHMENT 9 - Sale Lot Sheet

ATTACHMENT 10 - Sales Catalog

ATTACHMENT 11 - GSA Sale Award Document

ATTACHMENT 12 - Sales Resource Data Sheet

ATTACHMENT 13 - Daily Safety Checklist

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 8 of 85

Chapter 1. GENERAL

This Work Instruction (WI) describes operations involved in identifying, receiving, storing, disposing and accounting for excess property at the Goddard Space Flight Center's Greenbelt, Wallops, Goddard Institute for Space Studies (GISS) in New York, White Sands (WSC) and the Independent Verification and Validation (IV&V) Facility in West Virginia) locations and NASA Headquarters, as directed by the Code 273 Supply and Equipment Management Branch. The objective of the Goddard's property disposal management process is to maximize the opportunities to re-use excess equipment at GSFC, within NASA and other government organizations via transfers to federal agencies, donations to educational institutions or state agencies and through GSA sales to the public sector. Disposing of government property is a carefully controlled process and subject to extensive Government oversight and regulation contained in:

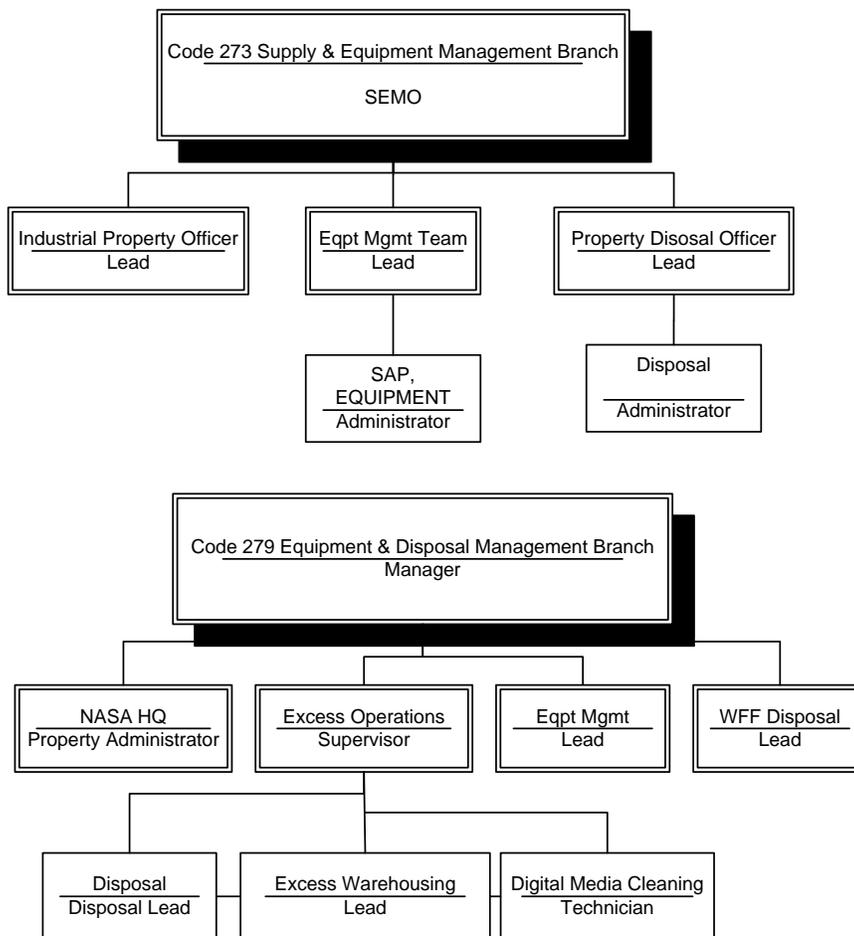
- Federal Management Regulation
- CFR 41, Sub Chapter H 101-42, 101-43
- Federal Acquisition Regulation (FAR)
- National Aeronautics and Space Act of 1958, as amended(42 U.S.C.2473(C)(6)
- NPR 4300.1 NASA Personal Property Disposal Procedural Requirements
- Executive Order 12999
- 270 Bulletin FMR B-14 Utilization and Disposal - Use of Photographs When Reporting Excess Property
- 270-WI-7900.0.1 Aircraft Parts Disposal Procedures
- NPR 2810.1 NASA Security of Information Technology

Excess property accountability and reporting is accomplished principally by the use of the NASA Disposal Management System (DISPOSAL). The logistics support contractor's technical performance is measured through the use of Deliverable Reports and Performance Based Metrics that are specified in the Goddard Logistics and Technical Information Services Contract.

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Chapter 2. RESPONSIBILITIES

An integrated team of Government and support contractor personnel is responsible for the overall functioning of the excess operation. Management oversight is provided jointly by Government through the Supply and Equipment Management Branch Manager and the Code 273 Property Disposal Team Lead/Property Disposal Officer and by the logistics support contractor through the Code 279 Equipment and Disposal Branch Manager and the Code 279 Excess Supervisor.



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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 10 of 85

2.1 Property Disposal Officer

1. Responsible for the direction of the Government Property Disposal Team Staff and technical oversight of the logistics support contractor's disposal operation.
2. Ensures internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.
3. Approves all abandon or destroy determinations and ensures proper documentation with written determinations of justifications.
4. Approves authorized direct transfers of excess or surplus property to on Center customers, other NASA Centers, federal agencies, and eligible recipient.
5. Implements and promotes an effective Exchange/Sale Program to ensure maximum return of monies to NASA to offset cost of replacement property.
6. Collects data required for Performance Based Metrics.
7. Responsible for the inter-agency agreement with Department of Homeland Security (DHS)/US Immigration and Customs Enforcement (ICE) for all disposal functions, including final disposition.

2.2 Excess Warehouse Supervisor (Greenbelt)

1. Responsible for the day day-to-day direction, management and reporting for all excess operations at the Greenbelt location including excess warehousing, DISPOSAL data entry, PC hard drive removal, shredding & degaussing items as appropriate, sales preparation & recycling of Federal Equipment Assets (FEA). A description of baseline operational performance requirements and organizational responsibilities are described in Section 6.2 of the Statement of Work (SOW) for the GLTIC and this WI. Required reports are described in Appendix D of the SOW and specific performance metrics; along with desired and acceptable performance levels are described in Section P9. Metrics.
2. Directs supervision of all Code 279 personnel assigned to the excess operations. Shifts resources, authorizes overtime, and seeks direction from the Code 279 Equipment Management and Disposal Branch Manager to resolve problems that cannot be addressed with existing resources.
3. Ensures maximum use of available storage space and a Code 273 approved warehouse floor plan.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

4. Coordinates with the Code 279 Transportation Branch at Greenbelt for the pickup of excess property on Center and the transfer/delivery of outgoing excess property. Normally, on-Center customers make their own arrangements for excess property or furniture pickup at the Excess Warehouse. Upon request by the customer, Code 279 Transportation resources will be used allowing 30 days for delivery.
5. Works with the Excess Lead Warehouseman, the Equipment Management Specialist Lead, the Property Disposal Specialists and the PC Technician to identify process bottle-necks and to ensure the productivity of those individuals assigned to the excess warehousing group.
6. Directs the Property Disposal Specialists to ensure timely and accurate DISPOSAL data entry and timely labeling.
7. Integrates the efforts of the PC technician and the sales and recycle efforts with the entire excess operations section.
8. Ensures that required reports and performance measures be used as a principal means of managing, reporting and assessing the timely performance of excess operations. All regular reporting requirements for PBC metrics for excess property awaiting pickup, DISPOSAL data entry, and sales preparation are to be completed and submitted at the end of each month.

2.3 Lead Excess Warehouseman (Greenbelt)

Works under the supervision of the Excess Supervisor to conduct efficient day-to-day operations in the excess warehouse. Works and directs warehousemen to:

1. Screen incoming items to ensure accuracy and completeness of the paperwork and matches paperwork to item labels/descriptions
2. Assign and maintain storage location information for both inside and outside storage locations of all property in process
3. Ensure images are taken of all equipment items
4. Maintain a record of all incoming and outgoing property
5. Prepare for the transfer/delivery of outgoing excess property
6. Assist customer screeners in the pickup of designated approved transfers or donation of property
7. Lot, display and conduct a physical inventory of property designated for sale
8. Assist prospective GSA on-line sale bidders with inspection and successful awardees in pick up
9. Receive, inspect & locate excess equipment received from the DHS/ICE
10. Prepare Federal Electronic Assets (FEA) for Agency R2 certified recycle shipments ensuring appropriate stickers are applied and supporting documentation is prepared
11. Prepare items as noted for local landfill or for disposition via the GSA scrap metal contractor

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 12 of 85

2.4 Equipment Disposal Manager Lead

Works under the supervision of the Branch Manager to conduct efficient day-to-day operations of the DISPOSAL System. Works and directs Property Disposal Specialists to:

1. Ensure all incoming adds, reutilizations, transfers, scrap, and sale documentation is keyed in accordance with the performance metric by conducting quality control checks.
2. Monitor the awaiting pickup of excess equipment using the Disposal Tracking Report.
3. Mentors and provides training to the Property Disposal Specialists as needed.
4. Monitors the workload and makes workload distributions as deemed appropriate.
5. Provides problem solving solutions to customer issues or work related system problems.
6. Provides documented procedures and training to new Agency policies.
7. Provide oversight of the Disposal Email Box to ensure actions are being resolved in a timely manner.

2.5 Digital Data Media Cleaning Technician

1. Works under the supervision of the Excess Warehouse Supervisor to review all digital media items to ensure compliance with the NPR 2810.1, NASA Security of Information Technology and this work instruction. (At WFF, a private contractor is hired on an on-call basis to complete this task).
2. Shall remove and crush digital media items containing hard drives such as computers and servers prior to final disposition.
3. Shall crush all hard drives, digital cameras, PDA, palm pilots & other items containing digital media, while maintaining a log containing all shredding activity on the SharePoint drive.
4. Shall take pictures of specific excess items and download (jpg format only) along with the case number to the SharePoint 273 GSFC Excess Photo; an email shall be forwarded to the gsfc-05-disposal@mail.nasa.gov, providing notice to the Property Disposal Office that an image has been forwarded to the SharePoint drive.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

CHAPTER 3. Processing Incoming Excess Property

The NASA PP&E System is an Agency-wide tool hosted at the Integrated Enterprise Management Program (IEMP) Competency Center at NASA's Marshall Space Flight Center. The PP&E System consists of:

- (a) SAP component – Equipment Master Record (EMR)
- (b) EQUIPMENT component - Web-based front end for property custodians and users
- (c) DISPOSAL – Disposal records for controlled and non-controlled property
- (d) BobJ – Business Objects Analysis (History Records & Disposal Reports)

3.1 NASA Disposal Management System (DISPOSAL)

The NASA Property Disposal Management System (DISPOSAL) is the property disposal management tool implemented Agency-wide for disposition of excess property. Under the SAP Integration, DISPOSAL initiates a Request for Excess for controlled property, deactivates the Equipment Management Record (EMR), adds Inactive Reason Code 90, and initiates DISPOSAL Cases for excessed property. Property Disposal Management begins with a Request for Excess and ends with a Final Disposition.

NASA uses DISPOSAL as an automated status driven system for the disposal of excess NASA property (or through MOU with other federal agencies) in which the disposal records are automatically managed by date entry. DISPOSAL data is tracked by a case number automatically assigned to each item. The case number consists of 14 numbers and is explained as follows: Example 80322650010001.

- a. **First** through **sixth** numbers are specific to GSFC and will never change: 803226
- b. **Seventh** number refers to the last digit of the current fiscal year: 5 = 2015
- c. **Eight** through **tenth** numbers are the Julian Calendar date; 001 would be January 1
- d. **Eleventh** through **fourteenth** numbers refer to the sequence in which the case was entered into DISPOSAL for that day; 0001 would be the first case entered for the day

DISPOSAL includes GSA interfaces for Property Cases and Images, real-time SAP system integration and automated PDF form generation. The Property Disposal Specialists shall be responsible for all DISPOSAL transactions for Greenbelt, IV&V, GISS, Wallops and NASA Headquarters. The Property Disposal Specialists will work under the guidance of the Equipment Disposal Manager Lead, the Disposal Supervisor and the Branch Manager for guidance on special anomalies that may be outside the normal realm of the following line functions:

- Specialized Queries
- Individual Transactions (Add, Change, Delete, Freeze)
- Routine Reports (Metrics, Indicators)
- Inventory

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- Tables (User, Building, etc.)
- Data for Individual Case Reviews
- Pickup requests
- History updates

3.2 DISPOSAL EMAIL BOX

3.2.1 The Disposal Office shall:

1. Review the emails in the disposal email box on a daily basis: gsfc-05-disposal@mail.nasa.gov.
2. Ensure all actions are addressed and completed in a timely manner.
3. Flag the email with assigned colored flag to indicate email is being addressed.
4. Change Flag color to Red when email is considered an issue to indicate email has been forwarded to the Disposal Manager Lead for resolution.
5. Print out the Email when item does not meet criteria to add to DISPOSAL and complete the electronic Transportation Pickup Ticket, 270-Form-0006, (See Attachment 2) as noted in Section 3.5. (The WFF Disposal Lead will complete a pick up ticket at WFF to pick up items that do not meet criteria to be added to DISPOSAL).
6. Transfer email to the Process Folder upon completion.

3.3 Processing Controlled and Non-Controlled Equipment in DISPOSAL

3.3.1 There are two types of DISPOSAL Cases (adds) created:

1. Controlled excess property: Property custodians and end users will complete the excess action request via EQUIPMENT, (NASA’s Web Front-end for managing equipment information) via: <https://equipment.nasa.gov/> by keying in the bar code Equipment Control Number (ECN) number. EQUIPMENT will send the “excess request” to DISPOSAL and “automatically” assigns an Excess Case Number.
2. Non-controlled excess property: The mandatory fields in completing the non-controlled add (no ECN) in DISPOSAL are: Case Description, Item Name, Manufacturer, Model Number, Serial Number, Quantity, Unit of Measure (UoM), Acquisition Cost, Condition Code (CC) and Federal Supply Class (FSC). EQUIPMENT will send the “excess request” to DISPOSAL and “automatically” assigns an Excess Case Number.

3.4 Non-NASA Tagged Pick Up Ticket Process

3.4.1 Background: Due to poor condition, low acquisition value or low reutilization potential, it has been determined some excess equipment items is not cost effective to add, track and screen in DISPOSAL. Therefore, Attachment 1 lists specific equipment and materials that can be picked up using DAFIS at Greenbelt.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

3.4.2 Center customers shall submit an email to the Disposal Email Box: gsfc-05-disposal@mail.nasa.gov for any non-controlled item listed on Attachment 1. At WFF the customers shall contact the WFF Disposal Lead.

3.4.3 The Disposal Office shall review the email to ensure the item(s) being excessed are listed on Attachment 1. Regardless of condition code or value, the items appearing in Attachment 1 **must** be picked up using the DAFIS generated 270 Form-0006. If not listed, the customer shall be notified to submit the excess action via EQUIPMENT. A copy of the email shall be attached to the Transportation Pickup Ticket and scanned as email attachment to Transportation. A copy of the ticket & email shall be retained as a suspense copy.

3.4.4 Transportation shall schedule the item for delivery to the Excess Warehouse.

3.4.5 The Warehouseman shall receive and inspect items to ensure there are no ECN bar code tags. Any item with an ECN will be turned over to the Property Disposal Specialist. If the ECN is active in PP&E, the customer shall be contacted to excess the item via EQUIPMENT. If the ECN is not active due to previously being decontrolled, the item will be processed as stated in 3.3 and the ECN tag pulled.

3.4.6 The Warehouse Supervisor or Lead shall ensure the item(s) received are lotted by the Federal Supply Group (FSG) and placed in appropriate size tri-walls. A case number will be initiated in DISPOSAL as a "lot" once the tri-wall is full. The assigned case is updated the following day with a warehouse location. DISPOSAL shall be closely monitored to ensure that the case is closed after final disposition is completed.

3.5 Excess Property – Sources of Generations:

3.5.1 Goddard, NASA HQ and Wallops property custodians and end users submit their controlled and non-controlled excess requests via EQUIPMENT. Upon receipt of the GSFC 0129, Transportation will create a manifest for the excess items sorted by building.

3.5.2 Large generations of excess furniture, usually as a result of on-site personnel moves, are delivered to the Excess Warehouse by the office movers' sub-contractor and invoiced on a Move Request Form after the review is completed by the Excess Warehouse Supervisor and/or Warehouse Lead.

3.5.3 CASU customers deliver their equipment using a SF 122, Transfer of Excess Property, along with an attached manifest. (See Attachment 4 Sample).

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 16 of 85

3.5.4 Equipment items listed on Attachment 1 are picked up by completing an electronic Transportation Pickup Ticket via DAFIS. All other items are picked up using the GSFC 0129 form.

3.5.5 In the case of significant special projects identified by the Government Disposal Team, the Property Disposal Office will work directly with customers to document, label and transport items as appropriate.

3.5.6 The excessing of potential artifacts or special interest items is completed by the owning organization via the submitting of a spreadsheet listing all items. (See Chapter 9).

3.6 Support Documents

3.6.1 Source documents used to update DISPOSAL will be filed in the appropriate folder maintained by the Property Disposal Office at Greenbelt as follows:

Completed Adds: Adds that have been entered into DISPOSAL and have assigned case numbers

DHS Adds: DHS spreadsheets with adds that have been entered into DISPOSAL and have assigned case numbers.

Completed Excess Artifacts: Spreadsheets or other document listing all case information entered into DISPOSAL and have assigned case numbers.

Completed Pickup Tickets: Copies of pick up tickets that have been keyed (Originals go to Jean in Transportation).

Completed Receipts: Warehouse location receipts, warehouse relocation sheets, pictures uploaded, label changes, & any changes to cases in DISPOSAL.

Completed Final Dispositions: Cases that have been closed to in DISPOSAL including completed reutilizations, transfer orders, closed NF812 documents, closed scrap and recycling documents, add cancellations, & errors.

Completed R2 Recycler Shipments (UNICOR): lot sheets, shippers, NF812 document and certification of destruction document.

Completed GSA Sales: lot sheets, catalog, Sale Receipt, Acceptance of ITAR certification Denied/ Debarred email that there were no findings, and U.S. Citizenship declaration.

Monthly Manifests: manifests for incoming items from transportation; keep at least 3 months at the desk for research tracking.

3.6.2 All folders will be filed by Property Disposal Specialists in the electriver located in the Excess Warehouse in accordance with P.8 of this WI.

3.6.3 Transactions are generated as the result of an add, change, delete, freeze, warehouse receipt, warehouse relocation or final disposition in DISPOSAL. The transaction types are provided in Attachment 3.

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CHAPTER 4. LABELLING & RECEIPT OF EXCESS PROPERTY

4.1 Monitoring the Excess Equipment Labelling/Pickup Process

4.1.1 Background: DISPOSAL was designed to generate an Excess Personal Property Pickup Authorization Form. However, due to GSFC's volume, the items must be labeled with the case number prior to pick up. Therefore, the DISPOSAL Excess Personal Property Pickup Authorization Form, GSFC 0129 (See Attachment 5 Sample), was revised to include an excess label; hereafter referred to as the GSFC Form 0129.

Excess property is identified, labeled and delivered to the Excess Warehouse, inspected for accuracy and condition, assigned a warehouse location and displayed for screening. The purpose of monitoring the "Request for Excess" status items on Center is to gauge the workload pending labelling, awaiting pickup and assigning the warehouse location as well as to ensure the process timeframes are within the established performance metric. Performance Metric (PM) 11 states the contractor shall monitor the excess property awaiting labeling, pickup, inspection and warehouse location assignment within 22 workdays for Greenbelt, 15 workdays for NASA HQ and 20 workdays for Wallops. Any items pending process over the allowable workdays shall be researched and status provided to the Property Disposal Officer during the bi-weekly staff meeting. Daily tracking of these items shall be completed via an Excel tracking log maintained on SharePoint & shared with the Transportation Dispatch Office.

4.1.2 The Property Disposal Specialist shall download the data from DISPOSAL, via BOBJ and capture all DISPOSAL adds from the previous day, format into an excel spreadsheet, sorted by Greenbelt, Wallops and HQ and saved on SharePoint.

4.1.3 The Property Disposal Specialist shall on a daily basis, review the Request for Excess status items to ensure excess items contain accurate information, correcting data as appropriate.

4.1.4 Monitoring the Excel Spreadsheet File: shall be reviewed extensively as follows:

1. Hazardous Property - Hazardous property is defined as property that is toxic or highly combustible, including any property that is marked as hazardous, dangerous or explosive. Hazmat is accepted for disposal ONLY if it can be used for its original intent & is in new condition. Used property with hazardous content will not be processed for pick up. Listed below are examples of items that may contain hazardous property:

Air Conditioners – Freon

Motors

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Air Compressors - Oils	Forklifts - Gas
Milling Machines – Oils	Dewars
Shop Equipment - Oils	Tanks - Gases
Paint, Cleaners, Liquids	Anything labeled as having gas/oils/liquids

- a. Hazardous property can be controlled or non-controlled property and reported as excess by the property custodian or end user via EQUIPMENT.
 - b. The Disposal Office shall review the excess document to confirm the property being excessed does meet the definition of hazardous property, obtain a copy of the [Material Safety Data Sheet \(MSDS\)](#), and forward all documentation to the Excess Warehouse Supervisor.
 - c. Refer customers excessing *batteries* to Code 250’s Recycling Website.
 - d. The Excess Warehouse Supervisor shall coordinate with the PDO to decide whether the hazardous property can be processed for disposal. If yes, the documentation will be returned to the Disposal Office to process the add in DISPOSAL. If no, the PDO shall notify the Safety and Environmental Division, Code 250 to coordinate removal and property disposition. The Code 250 Division will either remove/dispose of the hazardous property or provide approval for the PDO to dispose of through the normal disposal process.
 - e. Hazardous Waste - is defined as a solid waste that can pose a substantial or potential hazard to human health or the environment when improperly managed either because it exhibits at least one of four hazardous characteristics (ignitibility, corrosivity, reactivity, or toxicity) or because it has been specifically listed by EPA as hazardous. A hazardous waste has specific disposal requirements. Therefore, items which are considered “hazardous waste” regardless of condition code or shelf life shall not be accepted as excess. Organizations with hazardous waste will be referred to the Safety and Environmental Division, Code 250 through the Property Disposal Officer.
2. **External Hard Drives** - External hard drives will be excessed by the initiator via EQUIPMENT as non-controlled equipment with a quantity of 1 hard drive per case. Lotting of external hard drives is not permitted.
 3. **Internal Hard Drives** - Initiator shall:
 - a. submit a non-controlled add via EQUIPMENT; EQUIPMENT provides Excess Case number when add is completed. **Sample as follows:** 80322622222222

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Item Name: Internal Hard Drives - LOT
Mfr: Various
Model: Various
Serial: Various
UoM: Lot
Quantity: 1
Condition: Scrap (if used); 1 (if brand new) *DO NOT MIXED USED AND NEW; MUST BE SEPARATE CASE #s*
Case Pickup Instructions: 4 boxes
Cost: \$675 (total cost of all items in lot)

- b. Prepare a spread sheet listing specific data for each internal hard drive in the lot: ***Sample as follows:***
- c. Forward the spreadsheet to the Disposal Email Box: GSFC-05-Disposal@mail.nasa.gov;
Subject: Internal Hard Drive Lot – Case 2222222

1 Lot of INTERNAL Hard Drives as follows: EXCESS CASE NUMBER:		2222222	
Model #	Serial #	Manufacturer	Cost
WD800JD	WMAM9H551538	Western Digital	\$ 35
WD800JD	WMAM9ZF76125	Western Digital	\$ 35
WD1600JD	WMAL91402639	Western Digital	\$ 35
6E040L0510614	E1JEZFFE	Seagate	\$ 35
		TOTAL:	\$ 145

- 4. **Non-Controlled versus Controlled** – Items that appear to be controlled (tagged) but were excessed as non-controlled shall be researched and if controlled, the case number cancelled and the initiator contacted to resubmit as controlled equipment.
- 5. **Non-controlled items** – Search for items that appear on the Pick Up Ticket List (Attachment 1), cancel case and prepare pickup of item via DAFIS or notify the WFF Disposal Lead to prepare pick up tickets as needed.
- 6. **Artifacts** – as applied to NASA are unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents, achievements or improvements in technology, our understanding of the universe; and important or well-known personalities. Items that appear to be potential artifacts shall be reviewed by the Office Lead prior to further processing. (See Chapter 9)
- 7. **Spaceflight Hardware** – is usually excess from the Laurel Warehouse Storage Facility and shall be reviewed by the Office Lead prior to further processing.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

8. **Trailers** - do not process the add until the trailer has been reviewed by the PDO; asbestos abatement may have taken place and the owning organization may need to provide available funds to cover the removal costs.

9. **Precious Metals** - In accordance with CFR101-45.1002 Recovery of precious metals bearing materials. Precious metals that may be designated for recovery include gold, silver, cooper, and metals in the platinum family. Examples of silver bearing scrap consist of: photographic and x-ray film, silver alloys, and ADPE. GSFC shall recover silver regardless of the quantity. Excess documents received pertaining to precious metals shall be forwarded to the PDO.

10. **Excess Copper** – A storage container will be by provided by the metal recycle contractor and located in the outside excess storage lot. The storage container will include a lock/key provided by the GSFC Security. The Excess Warehouse Supervisor and Lead will maintain the only key to the storage container. The processing of copper shall be as follows:

- a. Customers shall submit their excess copper turn in requests via the Disposal mailbox: gsfc-05-disposal@mail.nasa.gov.
- b. Customers shall ensure their excess copper is held in a secured location until picked up by Transportation.

11. **Exchange Sale** - Items will be checked as Exchange/Sale for FSG 23 (Vehicles) only. The Fair Market Value (FMV) is completed by the Disposal Office upon receipt as follows: (a) Condition Code 4 =15% of the acquisition cost; (b) Condition Code 7= 10% of the acquisition cost.

12. **Software** - Software is excessed via the initiator reporting via the disposal email box . If a license is received with the documentation it will be checked to see if it is transferable. If the software is transferable without restriction it will be displayed in an area for unrestricted screening. If the software is only transferable to NASA it will be available for screening by Center employees only. If the software is not transferable, an AD&D (NASA Form 812) is generated and the software is disposed of accordingly.

13. **Sensitive Items** – Sensitive items are small, pilferable and generally desirable items with a value of \$500 or more such as: cameras, palm pilots, etc. that are kept in a locked cage. The warehouse personnel shall accompany screeners to screen these types of items.

14. **Aircraft and Aircraft Parts** – If any items falling into this category are identified, the excess document shall be forwarded to the PDO prior to processing. The PDO and SEMO shall work in conjunction with the HQ Aircraft Management Officer, in all matters regarding the loan, transfer, cannibalization, and disposal of aircraft and aircraft parts in accordance with WI 270-WI-7900.0.1 and NPR 4310.1.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

15. **Whole aircraft** - If any items falling into this category are identified, the excess document shall be forwarded to the PDO prior to processing. The PDO and SEMO shall work in conjunction with the HQ Aircraft Management Officer. Aircrafts shall be reported and processed through GSA for screening throughout federal and state agencies and in conducting all sales regardless of aircraft condition, e.g., scrap.

16. **Firearms and Ammunition** - If any items falling into this category are identified, the excess document shall be forwarded to the PDO prior to processing. Excessing of firearms shall be reported as a single item per excess case to include serial number, make and model to GSA. Firearms may be transferred only to federal agencies authorized to acquire firearms for official use using a SF122. Donations may be offered by GSA to state agencies for donation to eligible law enforcement entities for law enforcement purposes only. Ensure each SF123 received must be accompanied by a conditional donation document, signed by both the intended recipient and the state agency, and containing the special terms, conditions, and restrictions prescribed by GSA, and any other required forms or information. Destruction must be such that each firearm is rendered completely inoperable and incapable of being made operable for any purpose. Firearm ammunition shall not be donated.

17. **EEE Parts** - Must be excessed as non-controlled and then processed through the Crusher for recycle disposition.

4.1.5 **The Excel Spreadsheet List** shall be forwarded to the Export Control Office for EAR/ITAR review and the assignment of the Equipment Control Commerce Number (ECCN) or ITAR Category code. The file is then updated to flag (Y/N) ITAR controlled items. DISPOSAL is also updated with all ITAR/EAR data.

The file is then converted to a PDF file and forwarded to GSFC's Print Shop for printing of the GSFC 0129 forms via submitting a ticket in the e-mod system. The steps to this complex process are listed in detail in the Disposal Desk Guide. The review of the count report is completed on the change tab daily to catch any shell cases that could have been missed.

4.2 Labeling of Excess Property

1. Labeling is the process by which excess property identified in DISPOSAL is clearly identified (labeled) to facilitate the tracking of that item from pickup through ultimate final disposition. Each morning, the Property Disposal Office shall obtain the GSFC 0129 documents generated overnight by the Print Shop located in Building 35.
2. GSFC 0129 documents pertaining to WFF shall be placed in envelope and hand carried to the Mail Room.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 22 of 85

3. GSFC 0129 documents pertaining to HQ shall be placed in envelope and hand carried to the HQ Driver.
4. The remaining GFSC 0129 documents shall be sorted by building and provided to the Excess Labeler who will contact the organization as appropriate to label the item(s). Upon arrival at the item's location, the Labeler shall ensure a match between the ECN, item description and serial number shown on the label. Caution: Failure to perform this step may result in loss of excess property accountability.
5. After this match has been verified, the Labeler shall peel the label from the GSFC 0129 and attached to a prominent location on the item. The Labeler shall leave the yellow copy of the GSFC 0129 with the property custodian and forwarded the white copy (original) to Transportation to pick up the item.
6. Cannibalized items consists of items with removal of serviceable parts, components, or assemblies from one piece of equipment. Excess Warehousemen shall be alert for items that appear to have had significant parts removed. If a DISPOSAL condition code of Scrap (S) is not shown on the GSFC 0129 for an item that has apparently been cannibalized, the Excess Supervisor will notify the Code 279 Equipment and Disposal Branch Manager to ensure that a [Cannibalization/Modification, NASA Form 1617](#) is on file. If a NASA Form 1617 has not been received, the initiator will be contacted to complete the form. The DISPOSAL case's acquisition cost will be adjusted accordingly with the approval of the PDO.
7. Should the item be cannibalized, the Labeler shall not label the item, note the GSFC 0129 and return the ticket to the Property Disposal Office.
8. If the item was excessed as non-controlled equipment and the Labeler locates an ECN bar code tag, the Property Disposal Office should be contacted to check the ECN. If the ECN is inactive, the Labeler shall proceed with the labelling. If the ECN is active, the Labeler shall not label the item, notate the ECN on the GSFC 0129 ticket and return it to the Property Disposal Office. The case shall be cancelled and the initiator contacted via email to resubmit the excess action as a controlled item.
9. The Labeler shall contact the property custodian or end user for an updated location when the item(s) cannot be located during the initial trip to label. After 2 attempts to label, the Labeler shall forward the document to the Property Disposal Office for follow-up.

4.3 Cancellations of Excess Action

4.3.1 In some cases, items identified as excess in DISPOSAL will not be processed and the case number shall be cancelled. Some examples are:

1. The Labeler, transportation driver or the initiator is unable to locate the item
2. The initiator finds a use for the item and no longer wishes to excess it
3. Upon arrival at the labeling site, the Labeler discovers that the item has been cannibalized
4. Equipment does not match the excess label information
5. Equipment is considered hazmat

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

6. Equipment should be processed via a pick up ticket & not labeled

4.3.2 The property custodian or end user shall sign the GSFC 0129. The Disposal Manager Lead shall authorize when to cancel the case in DISPOSAL. If the property custodian or end user is not available on-site, an email is sent allowing three (3) business days to locate the item and reply with an updated location prior to processing the cancellation.

4.4 Receiving & Processing Excess Equipment from Department of Homeland Security (DHS)/US Immigration and Customs Enforcement (ICE)

4.4.1 DHS Personnel shall prepare a spreadsheet (manifest) for each delivery, listing the skid items, placing the corresponding manifest to each skid. In addition, they will prepare a SF 122, Transfer of Excess Property, listing the Skid number plus the total number of skids. (See Attachment 4 Sample) They will contact the GSFC PDO, to schedule a delivery date and to approve the SF122. The DHS/ICE driver will deliver the excess equipment items to the GSFC Excess Warehouse.

4.4.2 The Warehousemen shall receive the DHS shipment and annotate on the SF 122 form the number of skids, stamp the SF 122 form, with “Acceptance upon verification from recipient,” sign and date and provide a copy of the SF 122 form to the DHS/ICE driver and to the PDO. The equipment items and documents will be reviewed to ensure there are no hazardous material (if yes, notify the PDO). The Warehousemen shall attach a sign stating “items not available for reutilization and date received until they can process the delivery.”

4.4.3 When ready to process, the Warehousemen shall break down the skid by matching the items on the manifest to each item on each skid, notating any discrepancies (all discrepancies are forwarded to the PDO) and assign a warehouse location and identification number (ID) to each item. The warehouse location and ID shall be notated on the manifest along with initials and date.

4.4.4 The Disposal Office shall assign a Federal Supply Code (FSC) using the H2 Series Catalog. Any item reported in condition code 1 shall be recorded as such and not changed unless directed by the PDO. *A review of the manifests must be completed to ensure all data is available to be keyed for all items listed in the same skid number before proceeding to next step.* The items will be added to DISPOSAL in accordance with the Code 279 Disposal Desk Guide procedures. The GSFC 0129 forms shall be generated the next day. Each case number shall be added to the manifest when the add to DISPOSAL is completed. A copy of the manifest with all of the case numbers shall be scanned and emailed to the PDO, Branch Manager, Warehouse Supervisor and Warehouseman Lead.

4.4.5 The Warehousemen shall remove the label from the GSFC 0129 form and affix to each equipment item, annotate the warehouse location, initial and date. A copy of the GSFC 0129 shall be forwarded to the Disposal Office to update DISPOSAL with the warehouse location and commence the screening.

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Chapter 5. EXCESS WAREHOUSE MANAGEMENT

Accurate and timely management of the integrity of the Excess Warehouse inventory is fundamental to a well-run disposal effort. Great emphasis is placed on maintaining positive control and an up-to-date location of all excess items received into and processed through the Excess Warehouse, whether or not they are tracked in DISPOSAL.

5.1 Designated Warehouse Locations

5.1.1.1 Inside Storage: Greenbelt -Building 35 1st Floor, is the inside storage warehouse for excess; WFF- N222

5.1.1.2 Storing of Pilferable Items: Pilferable items (hand-held computers, external computer drives, cameras/lenses, cell phones, radios, hand held instruments and other easily concealed equipment items) will be stored in a locked area in the Excess Warehouse. Unescorted customers are required to sign in and out of the locked area.

5.1.1.3 Donation Area: A warehouseman will locate in donation area items received via Transportation pickup tickets such as office supplies and computer bags.

5.1.2 Outside Storage: Lot 7A is the outside storage area used for large oversized excess items not requiring special protection. Some outside equipment items are excessed "in place" such as vehicles in B27 lot. (WFF - N22 O/S)

5.2 Receipt of Excess Property

5.2.1 In all cases, the individual transporting the property to the Excess Warehouse and Excess Warehousemen shall verify property after unloading the truck. The verification consists of matching the property against the invoice for accuracy, quantity, damage, cannibalization, hazardous material, precious metal, and verification of the assigned Condition Codes (Attachment 6). Signature of receipt and verification is required.

5.2.2 All discrepancies received shall be brought to the immediate attention of the Excess Warehouse Lead. The Excess Warehouse Lead shall work with the Property Disposal Officer to resolve the discrepancies. Should an item be delivered to the Excess Warehouse without any type documentation, the warehousemen shall not process the equipment item and notify the Excess Warehouse Lead.

5.3 Processing Specific Items

5.3.1 Digital Media Items containing hard drives: Hard drives shall be located in a secured area as they are not available for reutilization until such time the Technician can crush the drive.

1. Property Disposal Office shall:

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 25 of 85

- (a) Match the spreadsheet, with the referenced case number, to the appropriate GSFC 0129 Pickup Ticket
 - (b) Ensure the label is affixed to the lot (each box)
2. The Warehousemen shall: Assign a warehouse location to the lot of drives, notating the location and date
 3. The Technician shall:
 - (a) Upon retrieving the drives from location, shall add the list of drives to the Sanitization log.
 - (b) Crush each internal hard drive; notate the date in the Sanitization log.
 - (c) The crushed hard drives shall be placed in a box and marked, Crusher 1, 2, 3, etc.
 - (d) The crushed box(s) of drives will go to UNICOR with the next pickup.
 4. The Property Disposal Office shall:
Update DISPOSAL to reflect the warehouse location, 1st as CRUSHER 1, 2, 3 etc. & then update when the UNICOR shipment # has been determined (i.e. U16015).
- 5.3.2 Stores Stock – Store Stock items identified by the Supply Operations are not permitted to be utilized on Center.
- 5.3.3 Scrap - Property delivered with the GSFC 0129 and having a condition code other than scrap but considered to be scrap shall be notated as such & initialed on the GSFC 0129 ticket by the warehouse inspector. The GSFC 0129 ticket will also be annotated “Scrap Metal Contractor” by the warehouse inspector. The ticket will then be forwarded to the Property Disposal Office to (1) update the condition code change “S” and warehouse location “Scrap Metal Contractor” in DISPOSAL. (FEA items in Conditions X or S will be disposed of via the recycle contractor).
- 5.3.4 Copper Turn In - Upon receipt of the copper turn in request, the Property Disposal Specialist shall generate a transportation pickup ticket via DAFIS.
1. A copy of the pickup ticket will be retained in a separate folder marked, Cooper Pickup Receipts, in the Property Disposal Office for future processing.
 2. Transportation will provide the customer with a signed receipt at the time of pickup.
 3. Transportation will notify the Excess Warehouse Supervisor or Lead of an upcoming cooper delivery.
 4. The warehouse supervisor, lead or designated warehouseman will escort the Transportation driver to the excess outside lot and place the cooper in the locked storage container.
 5. The warehouse supervisor, lead or designated warehouseman will provide the Transportation driver a signed receipt upon delivery.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

6. The warehouse supervisor, lead or designated warehouseman will inform the Property Disposal Office when the container is full.
7. The Property Disposal Specialist will key one add into DISPOSAL, consisting of all pickup requests received.
8. The Property Disposal Specialist shall prepare a GSFC 20-4, Shipping Document, and obtain the Property Disposal Officer's approval/signature.
9. The Property Disposal Specialist shall schedule pickup with the designated recycle contractor.
10. The recycle contractor shall be escorted to the outside lot by the warehouse supervisor, lead or designated warehouseman.
11. The warehouse supervisor, lead or designated warehouseman shall obtain a signed receipt from the recycle contractor.
12. The Property Disposal Office shall retain copies of all documents in the Cooper Pickup Receipts folder by fiscal year; documents shall consist of the signed shipping documents along with the pickup tickets which will serve as the supporting documentation.

5.3.5 Data Tapes - The initiator submitting magnetic tapes for disposal shall submit the request via EQUIPMENT and certify on the Goddard Excess Property Certification and Release Form that they contain no sensitive data. Data tapes containing classified information shall be directed to Security. Data tapes will be crushed for recycle and never placed in landfill.

5.4 Receipt of Property Tracked in DISPOSAL

1. The warehouseman shall assign a warehouse location within 4 workdays from date of receipt in the warehouse.
2. The warehouseman shall sign, date and add the warehouse location on the GSFC Form 0129 and forward to the Disposal Office to update DISPOSAL. (WFF: The Disposal Lead shall scan and send the 0129 documents to Greenbelt via the disposal email box to be processed).

5.5 Receipt of Property not Tracked in DISPOSAL

1. Furniture, office supplies, miscellaneous low cost items and items with no reutilization potential are documented and picked up via an electronic Transportation Pickup Ticket.
2. The warehouseman shall locate these items in tri walls with like items for screening and possible reutilization. (Items not reutilized will be lotted to be sold via a GSA on-line auction or disposed of via the Agency R2-Certified Recycler.

5.6 Creating Images of Incoming Excess Property

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

5.6.1 Background: Per GSA Bulletin, FMR B-14, federal agencies shall take pictures (images) of excess property with the following criteria:

1. Property with an acquisition cost of \$5,000 or greater
2. Property in the following Federal Supply Groups (FSG) with an original acquisition cost exceeding \$300:

<i>FSG GROUP</i>	<i>TYPES OF PROPERTY</i>
19	Ships, Small Craft, Pontoons, and Floating Docks
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
34	Metalworking Machinery
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
42	Firefighting, Rescue, and Safety Equipment; and Environmental Protection Equipment and Materials
54	Prefabricated Structures and Scaffolding
6115	Generators and Generator Sets, Electrical
6515	Medical and Surgical Instruments, Equipment and Supplies

5.6.2 The photographs (images) shall be of the actual item being reported, unless there are more than five items reported at the same time that are identical and all items are in the same condition. In this case, an image of one of the items would suffice, and a note included in the report should indicate that the photograph is representative of each item in the lot. For motor vehicles in FSC Group 23, a picture of the interior of the vehicle should also be included.

5.6.3 The Technician shall take a picture of the excess item and download (jpg format only) along with the case number to the SharePoint\273 Disposal\GSFC Excess Photos. An email shall be

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

forwarded to the gsfc-05-disposal@mail.nasa.gov, providing notice to the Property Disposal Office that an image has been forwarded to SharePoint.

5.6.4 The Disposal Office shall open the SharePoint\273 Disposal\GSFC Excess Photos Folder and click on CTRL, Print Screen. Paste the list of case numbers to a new Word document which will be used as the supporting document to update DISPOSAL. The Excess Photo file shall be dated and moved to the “Completed Data Entry” folder. To update DISPOSAL with the images, type in the 1st case number listed on the Word document. *Click:* Images Tab, scroll down to description and type in description name of the item using case description. Tab over to Add Image, *Click:* Browse and then go to the Public Folder/273 Disposal/Excess Photos and click on the appropriate case number. *Click:* Upload, *Click:* Send to GSA, *Click:* Update Case. Proceed to the next case listed on the Word document, repeating these same steps until all images have been forwarded to GSA. The word document shall be filed in the Completed Disposition Folder.

5.7 Sanitization of Digital Medial Equipment

5.7.1 **ITEMS CONTAINING HARD DRIVES:** Upon receipt in the Excess Warehouse, equipment items containing hard drives (i.e. from micro and laptop computers, servers) will be processed as follows:

- 5.7.1.1 The Warehouse Inspector shall: inspect and validate incoming items against the 0129 pickup ticket, assign a warehouse location and notate the location on the pickup ticket, forward the ticket to the Property Disposal Office to update DISPOSAL, & locate the items.
- 5.7.1.2 The Technician: shall remove all NASA markings and tags and crush the hard drives. A list of the cases crushed shall be forwarded to the Disposal Office to update the location as “Crushed + the box number. The boxes of crushed hard drives shall be processed for pickup by the Agency R-2 certified recycler.
- 5.7.1.3 The Technician shall maintain a sanitization log located on SharePoint to include all sanitization activity. (The WFF contractor shall provide a list of items crushed to the Disposal Warehouse Lead who will send the list to the Greenbelt Disposal email box).

5.8 SMALL DIGITAL MEDIA ITEMS: cell phones, digital cameras, flash drives, CD/DVDs, disk drives, PDAs, zip drives, optical disks, smart cards, electronic components, (resistors, capacitors, etc.)

- 5.8.1 Upon receipt of these items in the excess warehouse, the Warehouse Inspector will validate the equipment items against the pickup documentation, assign a secured location as these items will not be made available for further reutilization.
- 5.8.2 DISPOSAL will be queried by the Branch Manager of these items on a periodic basis, to provide a pull listing to the Technician for any items not already crushed.
- 5.8.3 All NASA identification markings, IPS addresses, tags etc. will be removed prior to crushing.

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

5.8.4 The Technician (or WFF Contractor) shall use the Media/Destroyer/Disintegrator, here after referred to as the Crusher to crush small digital media items upon receipt of the DISPOSAL pull listing as follows:

CRUSHING - DOCUMENTING - TRACKING PROCEDURE	
Background Prep:	A clipboard with the Shredder Manifest Form (copy attached) will be kept by the Crusher at all times for technician to annotate the items being crushed in real time.
STEP 1:	Warehouse Receipts will be forwarded to the Property Disposal Office to be processed
STEP 2:	A Crushing Pull List is provided by Branch Manager to Technician on a monthly or bi-monthly as the volume warrants
STEP 3:	The Technician shall annotate on the Crusher Manifest Form the current date, case numbers & item names for the items shredded
STEP 4:	The Technician shall make 2 copies of the Crusher Manifest: 1 copy to affix to the box of crushed items; 1 copy for the Property Disposal Office to update the Excess Warehouse location to read: <u>Crusher 1</u> ; Original copy is retained by Technician to update the Sanitization Tracking Log

Example: Crusher Box Number:1

Case Number	Item Name	Date Crushed
80322653030070	HARD DRIVE UNIT, EXTERNAL	9/15/15
80322653070066	HARD DRIVE UNITS, INTERNAL; LOT	10/22/15
80322653130057	PALM PILOT, PDA	12/16/15

5.9 Relocation of Property

The need to move any items located in the Excess Warehouse to a new warehouse location is documented using the Warehouse Relocation Sheet annotating the case number, the old location and the new location. The warehousemen will initiate and date the sheet and forward to the Disposal Office to update DISPOSAL. (WFF shall forward the Relocation Sheets to the Disposal email box for processing).

5.10 Monthly Location Validations and Wall to Wall Inventory

5.10.1 Monthly Location Validation: In support of the Government Disposal Team, the Excess

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 30 of 85

Supervisor, during the contract evaluation inspections, shall validate excess property location accuracy and ensure integrity in the overall warehouse operations.

5.10.1.1 A random sampling of 5 warehouse location sections @ Greenbelt & 1 warehouse location section @ Wallops will be inventoried on a monthly basis and validated against the warehouse locations in DISPOSAL to measure accuracy and accountability.

5.10.1.2 The results of the monthly inventory location validation will be provided to the PDO by the 5th day of the following month.

5.10.2 Wall to Wall Inventory: In accordance with NPR 4300.1, NASA Property Disposal Manual, a wall-to-wall inventory shall be performed once every 3 years of all property managed in DISPOSAL.

5.10.2.1 All adjustments to the inventory will be supported by the appropriate documentation.

5.10.2.2 The results will be provided to the PDO with recommended corrections as appropriate.

5.10.3 Unaccounted For Items: Within 24 hours upon discovery of unaccounted for items, the PDO and SEMO will be notified via email. After an exhaustive search, in accordance with NPR 4200.1, NASA Equipment Management Manual, a [Report of Survey, NASA Form 598](#), will be initiated for any DISPOSAL active items not accounted for during the monthly sampling or the wall-to-wall inventory within 30 days from the date of discovery.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

CHAPTER 6. EXCESS PROPERTY DISPOSITION

The ultimate goal of the excess/disposal processes is to ensure disposition of excess/surplus property in a manner that is both efficient and results in reutilizations to the maximum benefit to Goddard, NASA, federal and state agencies and educational institutions and to obtain maximum proceeds in selling surplus property to the private sector. The property is tracked continuously in DISPOSAL as it moves through the various screening cycles and final disposition.

NASA reportable and non-reportable property data will be electronically submitted to GSA daily via the DISPOSAL and GSA computer interface. Information about excessed GSFC property is then made available on “GSAXcess® for NASA internal Agency wide screening, to other federal agencies during federal screening period, to State Agencies for Surplus Property, and to eligible Property Act recipients during the donation screening period.

6.1 Reutilization Requests from Center Customers

6.1.1 The Customer shall notify the warehouse staff to place an item on hold, complete the [Excess Property Transfer Request, GSFC 20-38](#), obtaining the property custodian’s signature and annotate whether transportation is needed. (At WFF, the completed/signed GSFC 20-28 to the disposal email box for processing).

6.1.2 The Warehousemen shall complete the Hold Sheet (Attachment 8) on each item, provide the customer with 1 copy of the Hold Sheet to complete the GSFC 20-38, move the item to the “Hold Area” and provide the Disposal Office with a copy.

6.1.3 The Disposal Office shall change the location to “Hold Area” and place a freeze on the item using the Hold Sheet. Upon receipt of the GSFC 20-38, the Disposal Office will validate the document for accuracy, obtain government approval, and forward to the warehousemen.

6.1.4 The Warehousemen shall pull and tag the equipment if it is not tagged and meets the criteria for tagged equipment with an ECN bar code and an RFID tag; annotate the tag numbers on the document, and return the document to the Disposal Office.

6.1.5 The Disposal Office will contact the customer to pick up or arrange for transportation by completing a DAFIS pickup ticket. The customer shall sign for the equipment upon receipt. The signed receipt (GSFC 20-38) will be used by the Disposal Office to close the item in DISPOSAL and a copy shall be scanned and forwarded to the Equipment Management data input clerk via email to place the tagged item(s) in the new property account as noted on the GSFC 20-38. If the item(s) was tagged with an ECN/RFID tag, a load sheet with all pertinent data will be completed and included with the GSFC 20-38.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 32 of 85

6.2 Other NASA Center Utilizations

6.2.1 NASA Centers can view excess property available at all Centers via the EQUIPMENT system Excess Shopping tab.

6.2.2 The requesting NASA Center shall complete the SF122 Transfer Order and submit via email to the PDO for approval.

6.2.3 The PDO shall forward the email/SF122 to the disposal email box for processing. Block 1 will have a prefix order number beginning with 95xxxxxx.

6.2.4 The Property Disposal Office shall place a freeze on the requested item and contact the requesting NASA Center for pick up or shipping directions.

6.2.5 The item will be closed based on the prefix order number 95xxxxxx (Other NASA Center Utilization) (See Attachment 7).

6.3 Transfers to Other Federal Agencies

6.3.1 **Background:** By reporting GSFC's excess equipment to GSA, federal agencies can screen and obtain government excess property at no cost, thus saving their agency in procuring new equipment.

6.3.2 The Federal Agency shall freeze the desired excess equipment, print the Transfer Order Excess Personal Property (SF122), sign, and fax to GSA. A GSA approved copy of the transfer document is emailed to the Government Disposal Team. (Attachment 7 Sample)

6.3.3 The Government Disposal Team shall forward the emailed transfer document to the disposal email box with the subject line "FW: GSAXcess Completely Approved Property Transfer Order" for processing by the Disposal Office for both Greenbelt and WFF.

6.3.4 The Disposal Office shall retrieve the email from the mailbox, annotate the warehouse location on the transfer document obtained from DISPOSAL. A copy of the "HOLD SHEET" for each available item, along with the transfer document shall be forwarded to the warehousemen. If any item is unavailable for any reason, the PDO shall be notified with the reason to have the PDO pull the item from the GSA system & to notify the requestor.

6.3.5 The Warehousemen shall pull the equipment and have another warehouseman verify correct items and quantity were pulled, notate on the transfer document any items not located and place items in HOLD AREA. The HOLD SHEET shall be affixed to each item stating "Hold for Federal

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 33 of 85

Agency.” The warehousemen shall initial and date the transfer document and forward to the Disposal Office.

6.3.6 The Disposal Office shall:

1. Change the warehouse location to “HOLD AREA TF;” to select the federal code to locate the agency listed on the manual transfer document, go to SharePoint:\273 Disposal\EXCESS WAREHOUSE DOCUMENTS and click on the GSA Agency Codes folder. Select the federal code from the file that matches the department code on the GSA Listing. (The federal code will be listed on the electronic copy).
2. Place a freeze on the equipment case.
3. Review the transfer document for shipping instructions. If none is provided, contact the customer and request shipping instructions in writing via email. (An email will be sent to the agency if no response has been received after the 2nd day. After 3 days of no responses, the Disposal Office shall forward the transfer document, followed up by an email to the Government Disposal Team. A copy of the email can be used to remove the freeze should the government cancel the transfer).
4. Obtain the names of the person(s) requesting to pick up the item(s) along with date and time of pick up. Enter this information into the Transfer Order Removal Appointment spreadsheet located on SharePoint. Email Security with a copy of the spreadsheet one day prior to pick up.
5. Complete the electronic [GSFC 20-4, “Shipping Document](#) when the customer has requested the item(s) be shipped. The Transfer Order Number on the transfer document (Block 1) will serve as the shipping tracking number on the shipping document. The prefix for an OFA transfer will always be 99xxxxx. (See Attachment 7)
6. Sign the GSFC 20-4. One copy of the transfer document will be made to serve as a packing invoice.
7. Provide the original GSFC 20-4 and the copy of the transfer document to the warehousemen and retain the original transfer document as suspense, pending signature from the Packing/Crating Shop.

6.3.7 The Warehousemen shall remove all government identifications; take equipment, original GSFC 20-4 and copy of the transfer document to the Packing/Crating Shop.

6.3.8 The Packing/Crating Shop shall retain copy of transfer document to pack with the equipment, sign the GSFC 20-4 (Block “Received By”), and return the original GSFC 20-4 to the Warehousemen for the Disposal Office. (WFF shall scan the GSFC 20-4 and forward to the Greenbelt Disposal Office via the disposal email box).

6.3.9 The Disposal Office shall match the transfer order to the GSFC 20-4 and via DISPOSAL, close the case(s) by keying disposition “OFA Transfer,” initial and date the transfer document, print each

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

case screen to reflect items did in fact close in DISPOSAL and attach to transfer document. All documentation will be filed in the completed disposition folder.

6.4 Transfers to Educational Organizations Under The Stevenson/Wydler Technology Innovation Act of 1980

6.4.1 Background: Under the NASA Stevenson-Wydler Act program, all educational institutions (public, private, or parochial) that intend to use the NASA excess research equipment for the conduct of technical and scientific education and research activities are generally eligible including pre-kindergarten through 12th grade schools and higher education universities and colleges.

6.4.2 The PDO shall manually complete the SF 122, Transfer Order for the requesting organization. Block 1 will contain a prefix Order number beginning with 92SW..... (See Attachment 7).

6.4.3 The PDO will sign/approve the SF 122 after NASA and Federal requirements are completed as they take precedence over transfers under this innovation act, and forward to the Disposal Office to update DISPOSAL for both Greenbelt and WFF.

6.4.4 The Disposal Office shall:

1. Process the add in DISPOSAL if the equipment has not been previously added. The locations shall be where the equipment is currently located.
2. Under Transportation, select: Not Needed if the equipment is not located in the excess warehouse.
3. Process the items for pick up or shipment as noted in Section 6.2 above.
4. Add the case number(s) on the documentation.
5. Close the case(s) with a Stevenson Wydler Act Transfer Final Disposition, stamp “completed” on the documentation, initial and date.
6. File the original copy of all documentation in the Completed Disposition Folder.

6.5 Donations to State Agencies for Surplus Property

6.5.1 Background: State Agencies for Surplus Property have been established by each State. These State Agencies for Surplus Property advise applicants of eligibility requirements and procedures to be followed in acquiring surplus personal property from Federal agencies. Eligible recipients may include public agencies, nonprofit educational and public health activities, nonprofit and public programs for the elderly, public airports, or the homeless. State Agencies can screen and obtain government surplus property at no cost, (except for shipping costs) thus saving their agency in having to procure new equipment.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

6.5.2 The state agency shall freeze the desired surplus property, print the electronic donation document (SF123), sign and forward to GSA. An approved GSA copy is then emailed to the Government Disposal Team by the PDO.

6.5.3 The Government Disposal Team shall email the original donation document to the disposal mailbox for Greenbelt and WFF donations.

6.5.4 The Disposal Office shall retrieve email from the disposal mailbox, obtain the warehouse location via DISPOSAL and annotate on the donation document. One copy of the “HOLD SHEET” for each available item, along with the donation document is forwarded to the warehousemen.

6.5.5 The Warehousemen shall pull the equipment and have another warehouseman verify correct items and quantity were pulled and notate on the donation document any items not located. The items will be moved to the HOLD AREA and the HOLD SHEET affixed to each item stating “Hold for State Agency.” The Warehousemen will initial and date the donation document and forward to the Disposal Office. (WFF shall forward the donation document via the disposal email box).

6.5.6 The Disposal Office shall update the cases via DISPOSAL by changing the location to “HOLD AREA TF” and placing a freeze on all available equipment items listed on the donation document. The state agency shall be contacted to pick up or arrange for transportation. Any items listed on the donation document not located by the warehousemen shall be forwarded to the PDO.

6.5.7 For state agency pickups, the donation document will be placed in the Transfer/Donation Folder pending pickup.

6.5.8 For shipments, a FEDX # will be obtained from the state agency and annotated under shipping instructions on the donation document. The electronic GSFC 20-4, Shipping Document. Only the equipment items “checked off” on the donation document shall be added to the shipping document. The Transfer Order Number on the donation document (Block 1) will serve as the shipping tracking number on the shipping document and shall be prefixed with 93xxxxxx (Donation approved by GSA).

6.5.9 Approval signature will be the Disposal Manager Lead. A copy of the donation document will serve as a packing invoice. The original 20-4 and the copy of the donation document will be forwarded to the warehousemen and the original donation document shall be placed in the Pending Federal & State Transfer Box.

6.5.10 For STATE AGENCIES PICKING UP, the Warehousemen shall remove all government identifications, obtain document from the Transfer/Donation Folder, request customer’s signature picking up the item(s) and deliver the equipment to loading dock. The receipt copy will be forwarded

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

to the Disposal Office. (WFF shall forward a copy of the receipt to Greenbelt via the disposal email box).

6.5.11 For STATE AGENCIES REQUESTING SHIPMENT, the Warehousemen shall remove all government identifications; take equipment, original GSFC 20-4 and a copy of the donation document to the Packing/Crating Shop.

6.5.12 The Packing/Crating Shop shall retain a copy of the donation document to pack with the equipment, sign the GSFC 20-4 (Block "Received By) and return to the warehousemen for the Disposal Office.

6.5.13 The Disposal Office shall match the donation document to the GSFC 20-4, complete a Donation Final Disposition in DISPOSAL (Donation approved by GSA), initial and date the donation document, print the case screen (to reflect items did in fact close in DISPOSAL, attach to the donation document, and file in Completed Disposition Folder.

6.5.14 The Excess Warehouse Lead located at Wallops will pull the item(s) for the transferee or donee and schedule pick up or prepare for shipment using the Wallops Packing/Crating and Transportation services.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 37 of 85

CHAPTER 7. SALE OF SURPLUS PROPERTY

Background: All eligible GSFC-owned surplus property will be sold to the public sector after the screening timeframes are completed among the federal and state agencies. The General Services Administration (GSA) will serve as the Selling Agent in selling GSFC's surplus property. Most sales are on-line auctions. An auction is a sale where the bid amounts of different bidders are disclosed as they are submitted, providing bidders the option to increase their bids if they choose. Each sale of Government-owned surplus property is a Government contract and will include Terms and Conditions. Bids are submitted electronically. Normally, the bidder with the highest bid at the close of each bidding process is awarded the property. The property will remain in the warehouse until the item is sold and picked up by the successful bidder.

7.1 Identifying Active Surplus Items Available for Sale

7.1.1 The Branch Manager or designee shall obtain a DISPOSAL listing of the oldest equipment items in "active surplus" status and sorted by warehouse location (volume of items to be pulled will be determined based on eligible items), hereafter referred to as the GSA Pull List for Greenbelt or WFF. Federal Electronic Assets (FEA) items will not be included in the sale unless they are in good condition. The GSA Pull List shall be forwarded to Warehouse Supervisor and Team Lead or to the Wallops Disposal Lead.

7.1.2 The Branch Manager shall format the GSA Pull Listing by adding a column after Case # Column titled: Item Pulled = √ Item Missing = **M** for Greenbelt and Wallops sale pulling. The pull list shall be forwarded via email to the warehouse leads at Greenbelt and Wallops.

7.1.3 The Property Disposal Specialist shall:

1. Contact the GSA Sales Office to obtain a Sale #. The Sale # is broken down by GSA Region, fiscal year and sale number (W1QSCI 15 013). (Provide Sale # to Branch Manager and PDO.
2. Prepare a new Sales Location Sheet form or "Lot Sheet" (Attachment 9) located on the SharePoint/273Disposal/Non Record Material/Sales/Sale Lot Sheet-Sale Location, adding the new GSA sale number & making the appropriate number of copies.
3. Print out Lot Tags located in SharePoint/273Disposal/Sales/Non-Record Material/Sales/Lot Tags. On the home tab, click replace; type the Sale # in the Find What box; type in the new Sale # in the Replace With box. Click Replace All (will change all tags to the new Sale #).
4. Forward the lot sheet and lot tag copies to the warehousemen.
5. Create an Official Sales Folder (accordion):
 - a. Write the Sale # across the folder tab and on the front of the folder.
 - b. Add GSFC or WFF to identify the sub installation.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 38 of 85

- c. Leave a space to add: Sale Start Date, Sale End Date, Payment Due Date, Sale Removal Date, Inspection Date, and Sale Closed Date. (Most of these dates will be located on the Invitation for Bid received from GSA after the sale is sent to GSA).
- d. Place three dividers with tabs inside the folder and label them Lot Sheets, Catalog/Misc and Receipts.

7.2 Pulling Items for Sale

The Excess Warehousemen shall use the GSA Sale Pull Listing to pull items, place in Sales Area, ensure items are ✓ checked off listing as they are pulled and ensure items are marked M if they were missing. *Each pull sheet will be initialed and dated when completed and forwarded to the Disposal Manager Lead.* In addition,

7.3 Lotting Items

The Warehousemen shall:

1. Remove all government identification markings.
2. Complete a lot sheet for each lot, listing all case numbers and lot number.
3. Ensure exchange/sale, non-exchange sale and DHS items are not lotted together.
4. Circle the appropriate category at the top of the lot sheet: Govt (Y) Exchange FSG Code, Govt (Non-Y) or DHS.
5. Ensure the exchange sale items with different FSGs are not be placed in the same lot.
6. Affix the tag annotating the lot # to each lot.
7. Initial, date and forward the lot sheets to the Property Disposal Specialist daily. (WFF shall forward the lot sheets to the disposal email box).

7.4 Tracking Items on GSA Sale Pull Listing

The Disposal Manager Lead shall monitor the pulling of the items as follows:

1. Review each sheet to ensure all items were pulled (✓).
2. Provide Warehouse Supervisor and Branch Manager a list of missing items on a daily basis.
3. Assist in researching/resolving missing items.
4. Retain master pull list in the Official Sale Folder.

7.5 Establishing a Sale in DISPOSAL

7.5.1 The Property Disposal Specialist shall:

1. Click Create Sale in the DISPOSAL system, type will be GSA.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

2. Enter the Sale # and choose Auction as the type of sale; Goddard Space Flight Center will always be the Center & the sub installation (GSFC or WFF) based on location of sale.
3. Add the Sale Contracting Office and phone number as noted in the desk guide.
4. Add the Sale Date (date the sale is created); this date will change after the sale is sent to GSA and the official sale date is provided by GSA.
5. Add each lot to the sale (do not have to be entered in consecutive order).
6. Refer to the desk guide to add items to the lot along with additional detailed steps.
7. Run the Sales Catalog (Attachment 10) after all lots have been added and any discrepancies have been resolved; forward via email to the PDO, Branch Manager and Warehouse Supervisor for review and approval. (Steps to run the catalog are detailed in the desk guide).
8. Compare the catalog to the lot sheets to ensure all items were entered correctly.

7.6 Validating the Sale & Forwarding to GSA

7.6.1 The Property Disposal Office shall validate the cases in the lots listed on the Sales Catalog against the Sales Lot Sheets to ensure data input accuracy and to correct any discrepancies.

7.6.2 The Warehousemen shall correct any lot discrepancies such as moving items from one lot to another and provide the Property Disposal Specialist Lead with all changes to ensure DISPOSAL is accurately updated. In conjunction with the Property Disposal Office, the Warehousemen shall conduct a physical validation checking the cases listed on the Sales Catalog against the equipment lots located in the sales area, correcting any discrepancies. Pictures of each lot shall be taken and downloaded to the SharePoint/Code 273 Disposal/Sales Photo folder and notify the Property Disposal Specialist when completed. (The Wallops Disposal Lead shall forward the pictures to the Disposal email box, with the Subject: Sale images for Sale #).

7.6.3 Generating the Sales Catalog: The Property Disposal Specialist shall update DISPOSAL with all final corrections then run the final Sales Catalog to serve as the official file copy, via BobJ. The Sales Catalog shall be formatted such as: adding a row between each lot, change all 1s to Ys in the Exchange Sale Column, auto format the columns, bold the headers, etc. and saved in SharePoint.

7.6.4 Generating the Images: The Property Disposal Specialist shall review each picture and rename the photo with the Lot # of the lot tag in the photo; ensure each picture is clear, has the lot tag and the item visible. Transfer the pictures to a zip file, selecting up to 100 photos at a time; rename the file with the lot numbers.

7.6.5 Forward Sales Catalog to GSA: The Property Disposal Specialist shall:

- a. Notify GSA that the sale is ready to be sent to allow GSA time to set up the sale in the GSA MySales Sasy System.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

- b. Create an email to GSA (cc: PDO, Branch Manager, Warehouse Supervisor, and Warehouse Lead) stating the sale has been sent to GSA through the Disposal Sales Module and that the pictures shall be sent through NOMAD with an invitation to view the pictures in a separate email. (See the desk guide for detailed steps).
- c. Include: the Property Custodian contact information, that no items contain hazardous chemicals, all items are ITAR, list any withdrawn lots, request a one-day inspection, and that all appointments must be made at least one business day in advance and all customers coming on Center must be United States citizens.
 1. Include the Custodian for the sale (Disposal Manager Lead) and the disposal email box address gsfc-05-disposal@mail.nasa.gov.
 2. Provide any comments to the inspection period, such as requiring more than one day, specific inspection hours, etc.

7.6.6 GSA will respond with any questions or concerns upon receipt of the Sales Catalog and images. A Sale Date along with an agreed upon Inspection Date will be provided by GSA. The “Closed Sale Date” is 1 week from the Open Start Date.

7.6.7 The Property Disposal Specialist or the WFF Disposal Lead shall prepare an Inspection Appointment spreadsheet to include the sale #, date of inspection, name of each person and the time of each appointment. Email the customers with an appointment confirmation. Email Security the day prior to inspection with the Inspection Appointment spreadsheet. (Copy the PDO, Branch Manager, Warehouse Supervisor, and Warehouse Lead).

7.7 Notification of Successful Bidder

Once GSA advertises or “opens” the sale on the GSA website, the public sector will be allowed to begin submitting their bids to GSA. Each bidder will be assigned a bid number by GSA. GSA will send the Successful Bidder’s List (SBL) with all of the customers who were awarded lots and which lots that did not sell. The SBL shall be saved on SharePoint, a copy placed in the Official Sale Folder and a copy forwarded to Greenbelt or Wallops Security. Security will validate the successful bidder against the Department of State Debarred Parties List: www.pmdtcc.state.gov/compliance/debar.html and Department of Commerce Denied Persons List: www.bis.doc.gov/dpl/thedenialist.asp to check if any of the awardees are barred or denied. GSA will send receipts (Attachment 11 Sample) for each lot as they are paid for by the successful awardee.

7.8 Processing the Award to the Successful Bidder

The Property Disposal Specialist shall contact each successful bidder using the email template below:

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 41 of 85

Congratulations on winning GSA Sale WIQSCI ____ Lot/s __. Please email me to schedule your appointment. Lots: _ are export controlled property in accordance with the International Traffic in Arms Regulations (ITAR) and/or Export Administration Regulations (EAR).

Purchasers of export controlled property are required to prove U.S. citizenship prior to the property being released by NASA. The following guidance is provided to minimize the risk of EAR/ITAR export personal property being sold to unauthorized individuals.

Therefore, if YOU plan to pick up the property YOURSELF, you will need to do the following on your appointment day:

You are required to go to the Goddard Security Office, Building 9 to present proof of U.S. Citizenship. The following documentation will be required:

- 1. Unexpired U.S. passport; OR*
- 2. TWO of the following records:*
 - a. Certified birth certificate issued by the city, county or state; or*
 - b. Consular Report of Birth Abroad; or*
 - c. Certification of Birth; or*
 - d. Naturalization Certificate; or*
 - e. Certificate of Citizenship; AND*
- 3. Identification in the form of a State or Federal government issued photo ID, AND*
- 4. The Declaration of Citizenship Form (located at the end of this email) must be signed by the Security Office; you will be directed by Security to proceed to Bldg. 35, Excess Warehouse*

IF SOMEONE IS PICKING UP THE PROPERTY ON YOUR BEHALF,

A. You, the Purchaser, must to do the following:

- (1) Provide the original notarized Declaration of U.S. Citizenship Form (located at the end of this email) to the Property Disposal Office. (Do not send any identification documents other than the notarized declaration to avoid the need for unnecessary personal identifiable information).*
- (2) Provide a signed authorization via fax: 301-286-0255 or email to the Property Disposal Office via: GSFC-05-Disposal@mail.nasa.gov designating the individual or carrier picking up the controlled property on your behalf.*

B. The Designated Agent picking up the property on your behalf must do the following:

Go to the Security Office, Building 9 to present proof of U.S. Citizenship. The following documentation will be required:

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 42 of 85

1. *Unexpired U.S. passport; OR*
2. *TWO of the following records:*
 - a. *Certified birth certificate issued by the city, county or state; or*
 - b. *Consular Report of Birth Abroad; or*
 - c. *Certification of Birth; or*
 - d. *Naturalization Certificate; or*
 - e. *Certificate of Citizenship; AND*
3. *Identification in the form of a State or Federal government issued photo ID; AND*
4. *The Declaration of Citizenship Form (located at the end of this email) which must be signed by the Security Office; will be directed by Security to proceed to the Excess Warehouse, Building 35 or at WFF Building N222.*

PLEASE READ THE FOLLOWING GUIDELINES PRIOR TO SCHEDULING AN APPOINTMENT.

- *Appointments must be made at least one day in advance. Your appointment may be Monday-Friday between the hours of 8:00AM-10:30AM and 12:30PM-1:30PM.*
- *All property must be picked up on or before the removal date established by GSA.*
- *All individuals MUST have an appointment to get on Center.*
- *All individuals must be at least 18 years of age to enter the warehouse.*
- *Park in open spaces across from the warehouse and not directly in front of the warehouse.*
- *Purchasers are responsible for all packaging and removal of property with no exceptions. Pallets and other materials used to hold the property for the sale are not included and will not be sold or released to the purchaser.*
- *The purchaser is responsible for loading all property onto their vehicles in a safe manner. NASA-GSFC will bring the awarded property to the loading dock. NASA-GSFC will not use government vehicles to load property onto the purchaser's vehicle for safety and liability issues.*
- *The purchaser needs to ensure they bring the appropriate vehicles to handle size and weight to remove the property off Center.*
- *The purchaser is financially responsible for any rigging costs required to remove the property.*
- *All awarded property must be removed from the Center on your scheduled day of pickup. No partial pickups are allowed.*
- *There will be no disassembling/ altering items awarded on the premises or in the parking lot.*
- *You must load and remove all property from the premises, including the warehouse, docks, and parking lots, before any changes, alterations, or disassembles are made.*

Directions to NASA-GSFC are attached for your convenience. (There is a separate template email for items located at Wallops on SharePoint).

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

DECLARATION OF U.S. CITIZENSHIP

DECLARATION OF _____
(full name)

I, _____ state
(full name)

I am a citizen of the United States of America.

As proof of my citizenship, I have in my possession true and correct copies of the following documents:

- Unexpired U.S. Passport; or
- Certified birth certificate issued by the city, county, or state; or
- Consular Report of Birth Abroad (Form FS-240, FS-545, or DS-1350); or
- Certification of Birth; or
- Naturalization Certificate (Form N-550 or N-570); or
- Certificate of Citizenship (Form N-560 or N561),

AND, one

- Proof of identification in the form of a Government issued Photo ID.

The above documents are available for examination by the National Aeronautics and Space Administration (NASA) at its request.

Pursuant to 18 U.S.C. §1746, I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____
(date) Signature

Note: Document shall be notarized below with sample language and seal.

State of _____ County of _____

This instrument was signed before me and documents reviewed in _____ on _____ by _____.
(city) (date) (name above)

(Notary Public signs)

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 44 of 85

My commission expires on _____ **(date)**
Seal is the impressed upon certificate

7.9 Removal of Sold Property

7.9.1 The Property Disposal Specialist or the WFF Disposal Lead shall:

1. Schedule a pickup date with each successful bidder (awardee) upon contact.
2. Forward a copy of the “awardees’ pickup schedule” to the Warehousemen and to Security.
3. Forward a copy of the award document to the warehousemen on the scheduled day of pickup.

7.9.2 The Warehousemen shall:

1. Inspect all property before the successful bidder accepts the merchandise including the case number(s) and lot number.
2. Obtain the original Declaration of Citizenship from the person picking up the lots.
3. Forward the Declaration of Citizenship form to the Property Disposal Specialist who shall review to ensure it is completed correctly with the person’s name picking up the property. (If the person picking up the property is not the awardee, the awardee shall send in advance an original notarized copy of citizenship).
4. Move the equipment to the loading dock gate as stated in the Terms and Conditions.
5. Ensure the successful bidder or designee signs the award document upon pickup of the Equipment.
6. Forward the signed award document (receipt of pickup) to the Property Disposal Specialist to ensure DISPOSAL is updated. (WFF will forward the signed award document via the disposal email box).

7.10 Closing a Sale in DISPOSAL

The Property Disposal Specialist shall:

1. Add the successful bidder or awardee to DISPOSAL upon receipt from GSA (via email)
2. Refer to the detailed steps in the Disposal desk guide.
3. Scan and email a copy of each signed award document to GSA.
4. Make copy of all receipts (signed award documents) for the Official Sale Folder and forward the original copies to the PDO.
5. Ensure the Official Sale Folder includes: (1) Sale Receipt, (2) Acceptance of ITAR Certification, (3) Denied/Debarred email from Security stating there were no findings, (4) Completed original US Citizenship Declaration, and (5) Copy of the GSA Sale Pull Listing.

7.11 Handling Defaults

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

7.11.1 Background. The awardee “defaults” due to non-payment or when the items are not picked up by the pre-established removal date. GSA will often provide the awardee additional time to pick up the items (usually 10 days).

7.11.2 If the items are not picked up after the extended time allowance, the awardee has defaulted and loses all right to the item(s) previously awarded. GSA shall (via email) provide a list of customers terminated for non-payment and to request any sales lots that have not been picked up once the removal date has passed.

7.11.3 The PDO shall be informed of all defaults to make disposition determination for these items.

7.12 Preparing Resource Sheet

7.12.1 The portion of the surplus sales proceeds equal to its costs of care and handling directly related to the sale of property (warehouse facilities (use/maintenance), labor hours for sales preparation, environmental services, special handling, security services and transportation of property during/after sale) shall be retained.

7.12.2 The Branch Manager shall:

7.12.2.1 Complete a GSA Sales Resource Data Sheet (Attachment 12) to capture all warehouse labor cost associated in preparing and closing each sale. (Labor hours are recorded on each employee’s timesheet when preparing for a sale. A summary report is provided by the contractor’s Accounting Department upon request.

7.12.2.2 Forward the completed resource sheet to the Property Disposal Officer.

7.12.2.3 The Excess Warehouse Lead and Government Lead located at Wallops shall add their hours to the Resource Data Sheet and forward to the Branch Manager via email.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

CHAPTER 8. DISPOSITION OF EXCESS/SURPLUS PROPERTY VIA RECYCLING

8.1 Background: All nonfunctional (condition codes Repairable, Scrap and Salvage) Federal Electronic Assets (FEA) shall be recycled by a certified R2 or E-steward recycler in accordance with GSA Bulletin FMR B-34. NASA has an agency agreement with Federal Prison Industries, Inc (also known as UNICOR), a certified R-2 recycler for the disposition of nonfunctional FEA items. Forms required to document this final disposition are the GSFC 20-4 Shipping Document and the NF 812 AD&D; only the shipping document and an advance list of items will be provided to UNICOR.

8.1.1 The Branch Manager shall query DISPOSAL to obtain a list of all available federal electronic assets and a list of all items previously crushed and provide the UNICOR Pull List to the Warehouse Supervisor or WFF Disposal Lead.

8.1.2 The Warehousemen shall pull, skid and shrink wrap items from the pull list. (Prior to shrink wrap, the items will be validated against the skid sheets by a warehouseman that did not pull/skid the items). All items on each skid shall be documented on skid/lot sheets located on SharePoint.

8.1.3 All items will be staged on skids with a copy of the shipping document and a list of case numbers affixed to each pallet. The ITAR yellow sticker must be affixed to each item.

8.1.4 Crushed items such as digital cameras, palm pilots, cell phones, EEE parts, and hard drives shall reference the case numbers and the associated box number.

8.1.5 The shipper shall include the following statement: *"Please provide certification that these ITAR items will be disposed of in accordance with ITAR regulations. Certification to be forwarded to: NASA-GSFC, Attn: Property Disposal Office, Code 279, Bldg. 35, Greenbelt, MD 20771.*

8.2 Preparing Shipment for UNICOR Pickup

8.2.1 The warehouse personnel shall ensure the shipment will be palletized, with a copy of the shipper and list of cases affixed to each pallet; all shippers will reflect the appropriate statement as noted below & the appropriate NF812 AD&D template is used. The pull list will be forwarded to the Branch Manager indicating all items not located.

"FEA ITAR Items: *In accordance with the MOA between NASA and UNICOR (Federal Prison Industries, Inc), NASA will provide Federal Electronic Assets (FEA) to UNICOR for reuse, recycling and management in accordance with all applicable regulations and to promote a clean energy economy that will increase the Nation's prosperity, promote energy security, protect the interest of the taxpayers, and safeguard the health of our environment."* PLEASE PROVIDE CERTIFICATION

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 47 of 85

OF DESTRUCTION TO: NASA-GSFC, ATTN: EXCESS WAREHOUSE, CODE 279, BLDG 35, GREENBELT, MD 20771.

8.2.2 All shippers and NF 812 AD&D forms will be approved by Center PDO.

8.2.3 The Warehouse Supervisor or WFF Disposal Lead will contact UNICOR to arrange for pickup. Upon pickup, a signed copy of the shippers by UNICOR will serve as the receipt to update DISPOSAL with the AD&D transaction.

8.3 Disposition of Scrap Metal

8.3.1 In this section, “scrap metal” is defined as any item having no value except for its basic material content (scrap condition) and its content is at least 80 percent metal. Various types of items can be designated as scrap metal such as furniture, coat racks, filing organizers, empty chassis. These items are usually delivered to the Excess Warehouse through the generation of a Transportation Pickup Ticket via DAFIS. Utilizing scrap metal contractors can be obtained through GSA or obtained by contracting directly with a scrap metal vendor.

8.3.2 The Disposal Office shall assign a case number as: 1 Lot of Miscellaneous furniture consisting of: bookcases, card file, map file, metal shelving; Unit of Measure would be “lot” with a quantity of 1, for metal items received via pick up tickets on a weekly or monthly basis (as determined by the volume). Then the Disposal Office shall prepare a GSFC 20-4 (located on the SharePoint/273Disposal) attach a copy of the GSFC 0129 form, obtain the PDO approval. Once the approvals are obtained, the transaction will be processed into the DISPOSAL system as term sale.

8.3.3 In addition, organizations may excess controlled and non-controlled items via EQUIPMENT and provide a condition code other than scrap, when the items are actually in scrap condition. These items will already have a DISPOSAL case number. Property delivered with the GSFC 0129 and having a condition code other than scrap but considered to be scrap shall be notated as such & initialed on the GSFC 0129 ticket by the warehouse inspector and forwarded to the Excess Supervisor or Warehouse Lead who will also initial the GSFC 0129 to note concurrence in changing the condition code to scrap. The GSFC 0129 ticket will also be annotated “Scrap Metal Contractor” by the warehouse inspector. The ticket will then be forwarded to the Property Disposal Office to update the condition code change “S” and warehouse location “Scrap Metal Contractor” in DISPOSAL.

8.3.4 Upon approval by the Excess Supervisor or Warehouse Lead, the scrap metal is placed in the “Scrap Metal Dumpster located by the Excess Warehouse Loading Dock. Once the dumpster

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 48 of 85

is near full, the Disposal Office shall query DISPOSAL for all cases with locations SCRAP and prepare the GSFC 20-4 form listing all case numbers and item description. The PDO must sign/approve the form.

- 8.3.5 A copy of the approved GSFC 20-4 shall be forwarded to the Disposal Office to process the Term Sale Disposition in DISPOSAL.
- 8.3.6 The scrap metal is placed in the “Scrap Metal Dumpster located by the Excess Warehouse Loading Dock. Once the dumpster is near full, the Disposal Office will query DISPOSAL for all cases/items with locations SCRAP and prepare the 812 form listing all case numbers and item description. The Warehouse Supervisor must sign the form and the PDO must sign/approve the 812 form. The Excess Warehouse Supervisor shall notify the scrap metal contractor to pick up. A weight ticket is prepared notating the empty gross load (lbs.) and the full gross load (lbs.). The difference is the amount of scrap metal picked up.
- 8.3.7 A copy of the approved NF 812 and the completed weight ticket are forwarded to Disposal Office to process the Term Disposition in DISPOSAL. A completed copy of the NF 812 and the weight ticket will be provided to the PDO.
- 8.3.8 The process of scrap metal located at Wallops will be processed the same as the steps above except for the completed package will consist of: 0129 form (receipt), weight tickets and a GSFC 20-4 shipper signed by the PDO’s government designee. The Warehouse Disposal Lead at Wallops will provide the package to the Greenbelt Disposal Office located via the disposal email box around the 5th of each month. A term sale shall be completed by the Disposal Office.

8.4 Disposition of Property for Local Landfill

- 8.4.1 Excess/surplus property eligible for landfill disposition is defined as any item having no value except for its basic material content (scrap) and its content is no more than 79% metal. Various types of items can be designated for the landfill such as broken wooden desk, chairs, and bookcases. These items are usually delivered to the Excess Warehouse through the generation of a Transportation Pickup Ticket via DAFIS).
- 8.4.2 The Disposal Office shall assign a case number as: 1 Lot of Miscellaneous Wood Furniture consisting of: bookcases, chairs, desks, and wood shelving; Unit of Measure would be “lot” with a quantity of 1, for wood items received via pick up tickets on a weekly or monthly basis (as determined by the volume). The Disposal Office will prepare an Abandonment and Destruction Determination NF 812 located on SharePoint/273 Disposal/NF812 Scrap

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 49 of 85

Forms), attach a copy of the GSFC 0129, obtain the SEMO approval and enter the NF 812 data into DISPOSAL as an AD&D.

8.4.3 In addition, excessing organizations may excess controlled and non-controlled items via EQUIPMENT, providing a condition code other than scrap, when the items are actually in scrap condition. These items will already have a DISPOSAL case number.

8.4.4 When scrap items were previously assigned a case number, the Disposal Office will prepare an Abandonment and Destruction Determination (Form 812 located on SharePoint/273 Disposal/NF812 Scrap Forms), attach a copy of the GSFC 0129, obtain the SEMO approval and enter the NF 812 data into DISPOSAL as an AD&D.

8.4.5 The process of landfill items located at Wallops will be processed as follows:

1. Each item that goes to the Landfill will be closed out individually
2. The package received from WFF should contain: the signed NF812 (approved by the PDO's designee at WFF), landfill tickets (optional) and the 0129 label document. Upon receipt of the package in the disposal email box, the Disposal Office shall close each case listed on the NF812 as an AD&D.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

CHAPTER 9: PROCESSING AND DISPOSITION OF EXHIBITS, ARTIFACTS AND SPECIAL INTEREST ITEMS

9.1 Background

9.1.1 Aeronautical and astronomical artifacts may include items such as aircraft; space launch vehicles; spacecraft (both manned and unmanned); subsystems of the above, such as rocket engines, pressure suits, and personal equipment; instruments; significant recorded data; operating handbooks; drawings; photographs; motion picture film and related documents; audio and video tapes; training devices; simulators; and memorabilia. Artifacts generally are objects (as opposed to structures) and typically are man-made.

9.1.2 NASA encourages the donation of appropriate artifacts to eligible museums, schools, universities, libraries, and planetariums. It is in NASA's best long-term interest to preserve evidence of its activities, successes, and discoveries and to use artifacts to advance science, technology, engineering, and mathematics (STEM) initiatives.

9.2 Roles and Responsibilities

9.2.1 NASA Headquarters Logistics Management Division (LMD): The LMD Director or designee is responsible for personal property disposition and for establishing the policy for the identification and disposition of NASA artifacts. The LMD Director or designee serves as a co-chair of the NASA Artifact Working Group (AWG) (see section 2.10) and is responsible for the allocation of artifacts to eligible recipients.

9.2.2 NASA Office of Communications (OCOM): The Associate Administrator for Communications or designee is responsible for developing and executing Agency communications strategy governing the use of historical artifacts as they pertain to the overall communications function. Within this office, the Manager for Exhibits and Artifacts serves as a co-chair of the AWG and shall provide guidance for the identification and appropriate placement of artifacts allocated by the AWG.

9.2.3 NASA Program/Project Offices: NASA Program Offices (PO) are the most intimately aware of how their property is used, the potential historical relevance, and the property's potential as an artifact. Under their disposition and decommissioning roles in NPR 7120.5, POs shall work closely with NASA Historians, Public Affairs Officers (PAOs), Exhibit Managers, Historic Preservation Officers (HPOs), Supply and Equipment Management Officers (SEMOs), and the Center Property Disposal Officer (PDO) to ensure artifacts are identified and screened for disposition to eligible recipients. An item's potential as an artifact shall be identified by the NASA PO before or after a determination that the property is no longer required by the program or NASA activity and turned in for disposal.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

9.2.4 Property Disposal Officer (PDO): The PDO is a Center’s point of contact for the disposition of NASA personal property after the property is excess to a program’s needs and has been turned in for disposition. The PDO depends on Program/Project Offices, PAOs, Historians, HPOs, SEMOs, and Exhibit Managers to identify potential artifacts. Once received by the PDO, the PDO shall document the program-provided salient characteristics and provide a picture of the potential artifact to support advertisement in the artifact module. The PDO shall coordinate with NASA LMD to ensure artifacts are screened for allocation to NASA Exhibit Managers, NASA Visitor Centers, the Smithsonian’s National Air and Space Museum (NASM), eligible museums, and educational institutions.

9.2.5 Supply and Equipment Management Officer: The SEMO shall ensure potential artifacts are identified in the NASA equipment and material records. The equipment and material records for NASA-held items shall contain sufficient controls and descriptive information to preclude inadvertent disposal prior to screening an item as an artifact. Equipment and material records shall provide sufficient detail to allow potential users to determine the source of the items. To the degree that additional information providing a history of manufacture, use, or historic significance of the item is available, the information should be linked to the item’s equipment or material record.

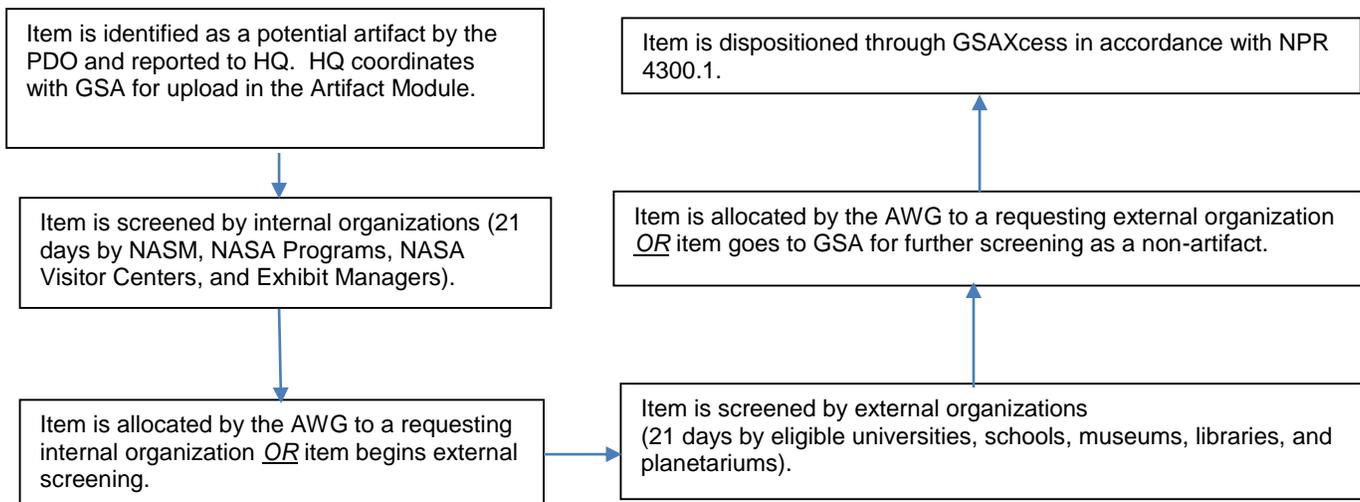
9.2.6 NASA Artifact Working Group (AWG): The AWG shall serve as a forum that meets periodically to review and approve requests for NASA artifacts. An AWG quorum requires five of the seven primary members to be present. The AWG is co-chaired by the LMD Director (or designee) and the OCOM’s Exhibits and Artifacts Manager. Together they provide guidance for identification and appropriate placement of artifacts allocated by the AWG. The AWG reports at least annually and elevates unresolved issues to the Communications Coordinating Council for review and resolution as required. The AWG in conjunction with LMD shall:

- a. Maintain records and provide analysis of personal property screened and allocated as artifacts.
- b. Provide reports to ensure capability to review where artifacts have been allocated along with appropriate artifact identification and the artifact’s intended use.

9.3 Screening, Allocating, and Dispositioning Artifacts

9.3.1 The artifact screening process begins when an item loses its technical utility, is no longer needed by a NASA program or activity, and is considered excess by the owning organization. POs shall work closely with their Center Historians, PAOs, Exhibit Managers, HPOs, SEMOs, and the Center PDO to ensure potential artifacts are identified and appropriately turned in to the PDO. Throughout the process, PDOs safeguard, account for, transfer, and report artifacts in accordance with Federal, NASA, and Center disposal policies and procedures. (illustrated in Figure 3.1 below)

Figure 3.1 Artifact Process



9.3.2 Turn-in documents shall clearly indicate that the property is to be processed as an artifact and contain a description of the item’s relationship to a program or project, system, subsystem, prototype, test unit, or facility. Items that are known to have “flown” should be identified as “flown.” If feasible, the property will be accompanied by other identifying documents, such as operating handbooks, summary reports, drawings, logbooks, photographs, videotapes, motion picture film, audiotapes, and historically significant telemetry and test data. If possible, a recent photograph of the property should accompany the turn-in document or be provided soon thereafter.

Note: It may be inappropriate to include official records as artifacts or provide them as accompanying documentation with artifacts; however, copies of these records may be included if appropriately marked as non-record copies.

9.3.2.1 Excess action requests will be received via a spreadsheet listing the item(s) and any supporting documentation such as the storage out request(s). (For Wallops, an email listing potential artifacts along with pictures shall be forwarded to the disposal email box and the PDO copied. The PDO will determine if the items will be forwarded to the prescreening module).

9.3.2.2 All items are to remain separate from regular excess and must remain in a separate folder with the corresponding spreadsheet(s), the warehouse receipt(s) any all supporting documentation.

9.3.2.3 The Property Disposal Office shall process excess artifacts or items of special interest as follows:

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 53 of 85

1. Save the spreadsheet and supporting documentation to SharePoint/273 Disposal/Excess Artifact/Spreadsheet's name. (i.e. GPM artifacts, DSCOV artifacts).
2. Review spreadsheet for ECNs against the supporting documents to make sure all supporting documents are there.
3. Physically validate all equipment on the spreadsheet by Item name, ECN (some ECN's may be virtual- make sure to validate), Storage Request (SR) #, and approximate weights and measurements. (If the items are located in an off- site storage location, contact the warehouse lead to schedule date to complete the validation.
4. Take photographs of each individual item and save to SharePoint by case number.
5. If items are coming from storage, take copies of the storage out requests with ECN's to Equipment Clerk with a memo requesting items be removed from storage status in SAP and request to be notified when this is completed. (Items cannot be excessed in "storage status" also referred to as "out-coded." Make a column on the spreadsheet for FSC code, source code, and for case #.
6. Give each item an FSC code. If the item has an ECN, use the FSC code provided by the ECN. If the item is computer related equipment or test equipment, code appropriately. If the item is a dolly, you may use 3920. Most other equipment are metal structures or specially fabricated GSFC equipment that may fall under the FSC code of 1850. Previous spreadsheets are available to use for examples.
7. Give each item a source code. The source code list is listed in Share Point/273 Disposal/Artifacts Excess Folder. Use the drop down box to choose the appropriate source code.
8. Key in each item as a case. If a SR# has multiple ECN's, make a component case. When keying in an item, the item name can be very long and not fit in the item name space allotted. Use the abbreviations given and in the description box, write out the full name of the item. In the description box, make sure to include the SR# as the first piece of information for easy identification of the item. Then write out the name of the item, anything written in the description column on the spreadsheet, and make sure to put the word approximate in front of every weight and dimension provided. Artifact cases cannot be exchange sale.
9. Ensure the ITAR box is marked **yes** on all cases using the drop down box.
10. Do check the artifact box at this time.

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 54 of 85

11. Write the case numbers on the spreadsheet and add to the spreadsheet on the SharePoint. Make a list of all of the case numbers for the Labeler to pull and forward. *Do not assign a location on any of the items. (The spreadsheet must be pre-screened for artifact reutilization and “released” prior to warehouse location is assigned).*
12. Create an email and copy the PDO and Branch Manager. Attach the pictures as you would for a sale. Title the email, “Artifact items for the prescreening module. These items must be placed on a special spreadsheet for the prescreening module; forward the email to NASA HQ (Jerome Phillips, Sharrief Wilson and Robert Sherhouse).

Artifact Screening Module: NASA uses a Web-based “Artifact Module” that is hosted and maintained by GSA as a primary aid to screen personal property that is or has the potential to be an artifact. The Artifact Module provides a way for eligible organizations to screen, request, and receive NASA property that are deemed to be artifacts. The Artifact Module is managed and controlled by the AWG.
13. Make a sign (one page) for each item stating: “ARTIFACT, item name, case number, SR# (if applicable) and ECN # (if controlled).

9.4 Final Disposition - the PDO shall:

- 9.4.1 Notify the Property Disposal Office via the transfer order(s) forwarded to the disposal email box for items reutilized to process the transfer order.
- 9.4.2 Notify the Property Disposal Office, via the disposal email box, when an item has been released from the artifact module and was not reutilized with instructions to proceed in adding the warehouse location to commence screening.

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Chapter 10. Quality Control - Managing & Monitoring the DISPOSAL Database

10.1 Monitoring The Data in DISPOSAL

Background: Good Quality Control ensures: an accurate database with up-to-date information, in compliance with NASA and federal policies, and results in a smooth running warehouse operation.

The Disposal Manager Lead shall:

1. Closely monitor (track) the front end of the excess process which will impact the performance metric.
2. Ensure all excess items are reviewed for correct item description, all required fields are completed accurately, and an ECN# has been included for controlled equipment prior to submitting the list of daily items to the Print Shop to produce the 0129 pickup tickets.
3. Approve all case cancellations.
4. Ensure the items are labelled correctly and in a timely manner.
5. Monitor the timeframe for Transportation to pick up the excess items.
6. Ensure the excess warehouseman inspects and locates the items in a timely manner.
7. Ensure the Disposal Office completes the warehouse receipts accurately and timely.
8. Monitor Cases with a warehouse location of: Hold Area, Landfill, Scrap Metal Contractor, Crusher, or any other unique warehouse location are processed and closed monthly.
9. Tracks the incoming excess items, labelling, pickup, and the assigning of a warehouse location via a tracking log (excel spreadsheet) maintained on SharePoint and shared by Transportation.
10. Conduct quality control checks of all transactions processed in the Disposal System.
11. Review all pull sheets for UNICOR and Sales to ensure any items marked as Missing (**M**) are researched and resolved. Copies of the pull sheets shall be made a part of the Official Sales or UNICOR folder.

10.2 Managing the Data in DISPOSAL

The following DISPOSAL reports, available via BOBJ, shall be used to assist in managing the data keyed into DISPOSAL:

10.2.1 GENERAL REPORTS: DISPOSAL Master

- a. DISPOSAL Empty Cases Report
- b. DISPOSAL Freeze Report
- c. DISPOSAL General Report
- d. DISPOSAL Sales Report
- e. DISPOSAL Transaction Report
- f. Reutilization Report

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 56 of 85

10.2.2 DISPOSAL MANAGEMENT ANALYSIS

- a. DISPOSAL Center Performance Measures Report
- b. DISPOSAL Sales Analysis Report
- c. LIMS DISPOSAL Exchange/Sale Report
- d. LIMS Non-Federal Report by FSG
- e. LIMS Non-Federal Report by Recipient
- f. LIMS EMR Out-Status Loan Report by FSG
- g. LIMS EMR Out-Status Loan Report by Recipient
- h. LIMS EMR Trade-In Report

10.2.3 SPECIFIC REPORTS:

- a. *The DISPOSAL Sales Analysis Report* allows user to query using various fields against the Disposal record within DISPOSAL.
- b. *The DISPOSAL Sales Report* allows user to query using various fields against the Disposal Record within DISPOSAL.
- c. *The DISPOSAL Transaction Report* allows user to query for a list of DISPOSAL transactions that took place at the Case level in a given work day during a specified period of time.
- d. *The Reutilization Report* allows Disposal and Equipment Control the ability to query inactive Equipment Records that have the Generating (on-site) Center (G) and Other NASA Center (O) reutilization requests against them.

10.2.4 Reports Located in the DISPOSAL System

- a. Excess Shopping
- b. Request for Excess
- c. Case Overview
- d. Sales Overview
- e. Case Statistics
- f. Sale Statistics

10.2.5 DISPOSAL Final Dispositions

- a. Error
- b. Survey
- c. Generating Center Utilization
- d. Other NASA Center Utilization

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 57 of 85

- e. OFA Transfer
- f. Stevenson-Wydler Act Transfer
- g. Computers for Learning Transfer
- h. Donation
- i. DRMO
- j. AD&D
- k. Mass AD&D Data File Upload
- l. Sale (located under Sales Module)

10.3 Enterprise Performance Support System (EPSS)

- a. EPSS shall be used as a guide in adding, updating or closing cases in DISPOSAL
- b. EPSS can be located at: <https://epss.nasa.gov>; click on Logistics, then on Disposal Management.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 58 of 85

Appendix A – Definitions

A.1. Abandonment and/or Destruction (A&D) – U.S. federal agencies may abandon or destroy excess property when there has been a written determination that the property has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale.

A.2. Administratively Controlled Equipment - NASA equipment having an acquisition cost of less than \$5,000 that is managed using local procedures established by the SEMO to ensure property accountability and prevent fraud, waste and misuse. This category excludes sensitive items, and items identified for display in the NASA Exhibits Loan Program, which are required to be tracked in the PP&E system.

A.3. Artifacts - As applied to NASA, unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: Historic flights, programs, activities, or incidents; achievements or improvements in technology; understanding of the universe; and important or well-known personalities.

A.4. Business Objects (BOBJ) - Part of the NASA PP&E System where the user performs equipment searches and generates reports upon request.

A.5. Cannibalization - The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement in other equipment or to fabricate another item.

A.6. Capital Equipment - An item of equipment with an acquisition cost of \$500,000 or more that has an estimated service life of two years or more, that shall not be consumed or expended and that most generally shall be identified as an independently operable item identified with an AMR.

A.7. Center Equipment Manager - The key individual within the Center equipment management organization interfacing with the property custodians and equipment users. Maintains and controls equipment records and assists custodians and users in procedures for and documentation of equipment transaction.

A.8. Commerce Control List Items (CCLIs) - Dual use (commercial/military) items that are subject to export control by the Bureau of Export Administration, Department of Commerce. These items have been identified in EAR (15 C.F.R. 774) as export controlled for reasons of national security, crime control, technology transfer, or scarcity of materials.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 59 of 85

A.9. Component Equipment Item - An item of equipment that is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

A.10 Condition Code (CC) - A code assigned to indicate the physical condition and usability of equipment.

A.11. Contracting Officer (CO) - Any person with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority.

A.12. Contracting Officer's Representative (COR) - An authorized representative of a Contracting Officer acting within the limits of their authority.

A.13. Controlled Equipment - All equipment that has been identified by the Agency and/or Center as sensitive (flagged high risk in the NASA PP&E System), and all non-sensitive equipment with an acquisition cost of \$5,000 or more with an estimated service life of 2 years or more and that is not consumed or expended in an experiment.

A.14. Critical Lift – Involves lifting and lowering operations with special, high dollar items such as spacecraft, one-of-a-kind articles, major facility components whose loss would have serious programmatic impact. Critical lifts also include lifting personnel with a crane, lifts where personnel are required to work under a suspended load and operations with special personnel and equipment safety concerns exceed normal lifting hazards.

A.15. Declared Excess Property - Property under the control of any Federal agency that is no longer required for that Agency's needs, as determined by the Agency head or designee. When no longer needed by Federal agencies (of no use to Federal agencies), the property is designated surplus.

A.16. Demilitarization - As defined by DOD, the act of destroying the military capabilities inherent in certain types of equipment or material. Such destruction may include deep sea dumping, mutilation, cutting, crushing, scrapping, melting, burning, or alteration so as to prevent the further use of the item for its originally intended purpose.

A.17. Digital Media - Electronic information storage that typically comprises mobile computing devices, laptops, personal digital assistants (PDAs), "smart phones," and removable storage devices such as Universal Serial Bus (USB) drives, flash drives, writeable compact discs (CDs), digital video discs (DVDs), memory cards, external or internal hard drives, storage cards, diskettes, magnetic tapes, external/removable hard drives, or any electronic device that can be used to copy, save, store and/or move data from one system to another.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 60 of 85

A.18. Directorate Liaisons – The key individual appointed by the Director Of to serve as a liaison between the Director Of, the directorate’s property custodians, and the Supply & Equipment Management Branch, to ensure all property management issues are resolved in a timely manner.

A.19. Disposal - The processes involved in the removal of property from use and from the property accounting system because of trade-in, utilization by another Federal agency, donation, sale, recycle, or A&D. NASA's disposal policy is located in NPD 4300.1.

A.20. Donation - The Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government. The primary authority for the Federal Surplus Personal Property Donation Program is Title 40 of the U.S.C., section 549. Implementing regulations are contained in 41 C.F.R. 102-37.

A.21. Donee - Means any of the following entities that receive Federal surplus personal property through a SASP: (1) A service educational activity (SEA). (2) A public agency (as defined in Appendix C of 41 C.F.R. 102-37) which uses surplus personal property to carry out or promote one or more public purposes. (Public airports are an exception and are only considered donees when they elect to receive surplus property through a SASP, but not when they elect to receive surplus property through the Federal Aviation Administration as discussed in subpart F 41 C.F.R. 102-37). (3) An eligible nonprofit tax-exempt educational or public health institution (including a provider of assistance to homeless or impoverished families or individuals). (4) A State or local government agency, or a nonprofit organization or institution, that receives funds appropriated for a program for older individuals.

A.22. Enterprise Performance Support System (EPSS) - Provides users of the NASA PP&E System with procedures, job aids, and help content via the NASA Intranet.

A.23. Equipment - An item of real or installation property generally in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$500, which may perform a function independently or in conjunction with other equipment or components.

A.24. Equipment Control Number (ECN) - The identification number assigned and affixed to each item of equipment for control purposes using a bar code tag or decal.

A.25. Equipment Utilization - A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

A.26. Equipment - A tangible asset that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 61 of 85

NASA property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of two years or more and are not consumed or expended in an experiment.

A.27. Excess Property - Property determined unnecessary for the needs and discharge of duties of the holding organization and, therefore, returned to the Center PDO for reutilization or disposal.

A.28. Excess Turn In - Personal property determined unnecessary to the need and discharge of the holding organization and therefore turned into the Property Disposal Officer for reutilization or disposal.

A.29. Exchange/sale property - Property not excess to the needs of the holding Agency but eligible for replacement that is exchanged or sold under the provisions of 41 C.F.R. 102-39 in order to apply the exchange allowance or proceeds of sale in whole or part payment for replacement with a similar item.

A.30. Exhibit/Display – NASA property that, regardless of acquisition cost, that because of its significance (e.g., artifact designation, sensitive status, or equipment controlled value exceeding 5K) has been identified for display at a Center, or as a rotational exhibit item in the NASA Exhibits Loan Program. These do not include banners, display cabinets, or expendable category items.

A.31. Fabricated Item – Personal property, which is designed and manufactured or assembled as a result of work orders, cannibalization, or other similar methods by the using organization.

A.32. Fair Market Value (FMV). The best estimate of the gross sales proceeds if the property were to be sold in a public sale.

A.33. Federal Agency - Any Executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his/her direction).

A.34. Federal Supply Class (FSC) - A four-digit property identification code describing commodity classification. See Federal Cataloging Handbooks H2 series.

A.35. Federal Supply Group (FSG) - A four-digit property identification code describing commodity classification. See Federal Supply Classification Groups and Classes, Cataloging Handbook H2.

A.36. Flight Hardware - Property that is certified for use in space flight operations.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

A.37. Flight Safety Critical Aircraft Part (FSCAP) - Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in engine shutdown or loss or serious damage to the aircraft, resulting in an unsafe condition

A.38. Foreign Excess Property - Any U.S.-owned excess property located outside the United States, the District of Columbia, the U.S. Virgin Islands, American Samoa, Guam, Puerto Rico, the Federated States of Micronesia, the Marshall Islands, Palau, and the Northern Mariana Islands

A.39. Freeze - An indicated interest by NASA for a particular excess item being offered for reutilization in GSAXcess[®] or some other Federal excess property system. A freeze does not reserve property; multiple freezes may be placed on property. For example, GSA allocates the final disposition of property based on date order of freezes or other priorities.

A.40. Government Furnished Equipment (GFE) - Equipment in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

A.41. GSAXcess[®] -The customer interface to the Federal Disposal System (FEDS). GSAXcess[®] is a totally Web-enabled platform that eligible customers use to access all customer functions of FEDS: reporting, searching, and selecting property. GSAXcess[®] provides agencies a means of electronically reporting their unwanted property to GSA. GSAXcess[®] also is used as a source of supply for customers seeking property that has been reported and is available for transfer.

A.42. Hazardous Property - Property that is deemed a hazardous material, chemical substance, or mixture or hazardous waste under the Hazardous Materials Transportation Act (HMTA) (49 U.S.C. § 5101), the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. §§ 6901-6981), or TSCA (15 U.S.C. §§ 2601-2609).

A.43. Heritage Asset – Equipment of historical and natural significance; or cultural, education or artistic (e.g. aesthetic) importance; or has significant architectural characteristics.

A.44. Historic Property - Property having added value for display purposes because of its historical significance that is greater than the fair market value of the item for continued use. Items that are commonly available and remain in use for the intended purpose, such as military aircraft still in use by active or reserve units, are not regarded as historic items.

A.45. Holding Agency -The Federal agency having accountability for and generally possession of the property involved.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 63 of 85

A.46. Indirect Cost - Contractor costs for repairing, converting, rehabilitating, operating, preserving, protecting, insuring, packing, storing, handling, conserving, transporting and destroying property or rendering the property innocuous.

A.47. Industrial Property Officer (IPO) - The IPO is the individual designated by the Center Director to manage and coordinate Center property matters among the various contracting officers, technical officials, contractor officials, delegated government property administrators, and plant clearance officers.

A.48. Information Technology - Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

A.49. Installation - Terminology used in the NASA PP&E System for Centers.

A.50. Intangible Property - Property in which the existence and value of the property is generally represented by a descriptive document rather than the property itself. Some examples are patents, patent rights, processes, techniques, inventions, copyrights, negotiable instruments, money orders, bonds, and shares of stock.

A.51. International Traffic in Arms Regulations (ITAR) - A set of United States Government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML). These regulations implement the provisions of the Arms Export Control Act, and are described in Title 22 (Foreign Relations), Chapter I (Department of State), and Subchapter M of the Code of Federal Regulations.

A.52. Inventory - The sighting, tagging or marking, describing, recording, and reporting of the property concerned and reconciling the property recorded with the property records.

A.53. Inventory Adjustments - Changes made to the official property record when physical inventories and official records do not agree. All changes require approval and some type of documentation trail for audit purposes.

A.54. Material - Supplies, parts, components, assemblies, and items that do not meet criteria for controlled equipment held in inventory prior to issue (see NPR 4100.1 and NPR 4200.1).

A.55. Munitions List Items (MLIs) - Commodities (usually defense articles/defense services) listed in the International Traffic in Arms Regulation (22 C.F.R. 121), published by the U.S. Department of State.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

A.56. Museum - A public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1,000 hours a year). For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of "museum" does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution, as defined 41 C.F.R. 102-37, Appendix C, Glossary of Terms for Determining Eligibility of Public Agencies and Nonprofit Organizations.

A.57. NASA Property, Plant, and Equipment (PP&E) System - The IAM, PP&E System, herein referred to as the NASA PP&E System used throughout the Agency to identify, control, and account for Government-owned PP&E acquired by or in use by NASA and its onsite NASA contractors under the NFS clause 1852.245-71 (Installation Accountable Government Property).

A.58. Nominal Value -Term applied to objects or material with low intrinsic value such as a paper certificate or repurposed scrap material requiring minimal aggregate processing cost, for example, bookmarks manufactured from orbiter liners; medallions or coins manufactured from scrap metal components; obsolete (non-flown) materials such as engine turbine blades, nuts, bolts, or electrical conduit.

A.59. Non-controlled Equipment - Equipment having an acquisition cost of less than \$5,000 (excluding items that have been designated as sensitive items), including equipment acquired and used under outsourcing initiatives, managed under procedures established by the holding Center in accordance with this NPR.

A.60. Personal Property - Property of any kind, including equipment, materials, and supplies, but excluding real property and certain naval vessels.

A.61. Physical Inventory - The physical verification of existence, location, and quantity of property.

A.62. Prescreening - As used in context with this NPR and for the purposes of property disposition, the early screening by eligible recipients of property still in use that may become available at a future date.

A.63. Property Accountability- A record of transactions, systematically maintained, which at any given time discloses item identification, quantity, cost, location, and custodial responsibility of property controlled by a Center or a contractor.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

A.64. Property Custodian - An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

A.65. Property Disposal Officer (PDO) – The government official appointed by the Center Director responsible for managing the Center’s screening, redistribution, and disposal functions.

A.66. Property, Plant & Equipment (PP&E) - Tangible assets, including land, that meet the following criteria: (1) have estimated useful lives of two years or more, (2) are not intended for sale in the ordinary course of operations, and (3) have been acquired or constructed with the intention of being used or being available for use by the entity.

A.67. Radio Frequency Identification tags (RFID) – passive bar code tag that can be scanned by a special scanner that transmits signal to the room and “wakes up” the RFID tag. Signal bounces back, informing the scanner the equipment is in the room.

A.68. Receiving - The process of equipment being accepted into an organization or facility and the point at which an organization's obligation, liability, and accountability begin.

A.69. Reconciliation - Comparison of the property located during a physical inventory against the official property records. Includes actions to reconcile overages and shortages with the official property records, using the appropriate adjustment instrument or documentation to make the records whole and accurate.

A.70. Replacement - The process of acquiring property to be used in place of property that is still needed but no longer adequately performs the tasks for which it is used or does not meet the Agency's need as well as the property to be acquired.

A.71. Reutilization - The program that identifies excess items no longer needed by one discipline within NASA and that manages the transfer of the assets to another location that has a requirement.

A.72. Salvage - Property that has a value greater than its basic material content but for which repair or rehabilitation is clearly impractical and uneconomical.

A.73. SAP - A software product capable of integrating multiple business applications, with each application representing a specific business area. SAP is categorized into three core functional areas: logistics, finance, and human resources.

A.74. Scrap - Property that has no value except for its basic material content.

DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

A.75. Screening Period - The period in which excess and surplus property are made available for excess transfer or surplus donation to eligible recipients.

A.76. Screening - Review or comparison of property on hand against a known or anticipated requirement.

A.77. Sensitive Item - An item of equipment that, due to its pilfer able nature or the possibility of it being a hazard, requires a stringent degree of control. Sensitive items can be capital or non-capital equipment and are controlled at \$500 except for models/displays, tablets, safes and weapons, which are controlled regardless of cost.

A.78. Shelf-life Item - Any item that deteriorates over time or has unstable characteristics such that a storage period is assigned to ensure the item is issued within that period to provide satisfactory performance.

A.79. Shipping Document/Request for Shipping - The authorization and acceptance document that accompanies equipment when it is being sent to another location.

A.80. Similar - Acquired item(s) and replaced item(s) are identical; are within a single FSC, FSG, or property (includes all forms of property within a single FSG); are parts or containers for similar end items; or are designed or constructed for the same purpose (includes all forms of property regardless of the FSG to which they are assigned).

A.81. State Agencies for Surplus Property (SASP) - The agencies designated under State laws to receive Federal surplus property for distribution to eligible donees within the State.

A.82. Supply & Equipment Management Officer (SEMO) – A government official, appointed by the Center Director, responsible for providing functional management and leadership in the implementation of an effective equipment and supply program.

A.83. Surplus Property - Excess property no longer required by Federal agencies as determined by GSA.

A.84. Surplus Release Date - The date when Federal screening has been completed and excess property becomes surplus.

A.85. Survey Report - A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Page 67 of 85

A.86. Transfer With Reimbursement -Transfer of excess property between Federal agencies where the recipient is required to pay, i.e., reimburse, the holding agency for the property.

A.87. Utilization -The identification, reporting, and transfer of excess property among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

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DIRECTIVE NO.	<u>270-WI-4300.0.1B</u>
EFFECTIVE DATE:	<u>02/02/2016</u>
EXPIRATION DATE:	<u>02/02/2021</u>

Page 68 of 85

Appendix B – Acronyms

BOBJ - Business Objects Analysis
DAFIS – Dispatch Automated Fleet Information System
DISPOSAL – NASA Disposal Management System
DHS – Department of Homeland Security
EAR – Export Administration Regulations
EQUIPMENT –NASA Web Front-End Equipment System
EMR - Equipment Master Record (component in SAP)
EPSS – Enterprise Performance Support System
FEA – Federal Electronic Assets
GLSC – Goddard Logistics Services Contract
GSA – General Services Administration
ICE - US Immigration and Customs Enforcement
IFB – Invitation for Bid
IPO – Industrial Property Officer
ITAR – International Traffic in Arms Regulations
EQUIPMENT – NASA Web Front-End
PDO – Property Disposal Officer
PDS – Property Disposal Specialist
PP&E – Property, Plant and Equipment System
QC – Quality Control
SEMO – Supply and Equipment Management Officer
SOW – Statement of Work
WI – Work Instruction
WOA - Work Order Authorization

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EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

ATTACHMENT 1: NON-NASA TAGGED PICK UP TICKET PROCESS

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)	REFRIGERATOR
COMPUTER ACCESSORIES (such as mice, keyboards, keyboard trays, speakers, software etc.)	SCALE
CONNECTORS	SHEET FEEDER-SETUP
DOCKING STATIONS (such as bookends)	SHREDDERS (EXCEPT INDUSTRIAL)
FANS (office)	SPACE HEATERS
FURNITURE (such as desks, file cabinets, etc...)	STANDS (such as microscopes, oscilloscopes, camera)
LAPTOP BATTERIES	TYPEWRITER (NON-ELECTRIC)
LENS (such as cameras)	SURGE PROTECTORS
MICROWAVES (kitchen)	VACUUMS (such as office/wet dry)
OFFICE SUPPLIES (any)	VIEWGRAPHS
OVERHEAD PROJECTORS	WEBCAM CAMERAS
CABLING/WIRES (EXCEPT COPPER)	
*****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 and (6) if the item you are excessing is considered equipment.	
Submit your requests to the Disposal Email Box: GSFC-05-Disposal@mail.nasa.gov	
<i>Revised as of 12-1-2015</i>	

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EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

ATTACHMENT 2: TRANSPORTATION PICKUP TICKET
(270-FORM-0006)

GODDARD SPACE FLIGHT CENTER			
TRANSPORTATION PICKUP TICKET			
Date of request: 12/28/15 13:12		Requester: MEGAN TART	
Date Required: 01/07/15			
		Pick-up	
Contact:	RONNEISE STEWART	Phone:	6-8006
Bldg:	11	Code: 5530	Room: E029
		Delivery	
Contact:	MARVIN JACKSON	Phone:	6-9042
Bldg:	35	Code: 279	Room: 181
Pickup Category: Excess In-Furniture		Vehicle No:	
Driver:		Dispatcher:	
Date/Time Disp: // ::		Date/Time Close: // ::	
No Pieces:	3	20-4:	Urgent:
Remarks: (1) LARGE FILE CABINET (1) LARGE SHELF (1) METAL FILE HOLDER			
Received By:		Date:	

* Items in the EAST hallway
of building 11

ORIGINAL

MT
12/28/15

DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 3:

DISPOSAL FINAL DISPOSITION TYPE

Generating Center Utilization	Reutilized on site
Other NASA Center Utilization	Reutilized by another NASA Center
OFA Transfer	Reutilized by another federal agency
Stevenson Wydler Act Transfer	Transferred to an educational institution or organization
Donation	Donated to a state agency
AD&D	Identified and disposed of as “scrap”
Mass AD&D Data File Upload	UNICOR Recycle
Sale (located under Sales Module)	Sold to the public sector
Error	Created in error (“canceled”)
Survey	Disposed of when not located in warehouse after warehouse location is assigned

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DIRECTIVE NO. 270-WI-4300.0.1B
 EFFECTIVE DATE: 02/02/2016
 EXPIRATION DATE: 02/02/2021

Attachment 4:

**Transfer Order of Excess Property - SF 122
 From Department of Homeland Security (DHS)
 Immigration & Customs Enforcements (ICE)**

Standard Form 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101- 32.306		TRANSFER ORDER EXCESS PERSONAL PROPERTY (Pg. 1/1)		1. ORDER NO. 7031AA-5324		
				2. DATE 11/27/2015		
3. TO: General Services Administration* IAAF 198915OAM2511A204			4. ORDERING AGENCY (Full name and address)* NASA/GSFC Greenbelt RD-Building 35 Greenbelt, Maryland 20771 POC: Marvin Jackson / 301-286-9042			
5. HOLDING AGENCY (Name and address)* Department of Homeland Security (DHS) U.S. Immigration & Customs Enforcements (ICE) Administrative Services Branch (ASB), OAA/OFCO 500 12 th Street, SW Washington, DC 20536 (202) 732-4408/Voice or (202) 732-4421/Fax			6. SHIP TO (Consignee and destination)* Same as Block 4 Above			
7. LOCATION OF PROPERTY Same As Blok 5 Above			8. SHIPPING INSTRUCTIONS Pick up by LAJ and deliver to the above address			
9. ORDERING AGENCY APPROVAL			10. APPROPRIATION SYMBOL AND TITLE N/A			
a. SIGNATURE		b. DATE				
c. TITLE Diane C. Goddard, Property Disposal Officer, GSFC/HQ/WFF Phone: 301-286-5924			11. ALLOTMENT N/A	12. GOVERNMENT BAL. NO. N/A		
13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NDS (a)	ITEM NO. (b)	DESCRIPTION (Include noun name FSC group and Class, Condition code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOT (g)
		Direct Transfer 7031AA-5324 Total No. Items = 150 Total No. Skids = 3 Skids Skid No. = 16020,16021,16022 Ref: G504# ASB-16-10111 Note: Please refer to IT list of memory related equipment Sanitized and Certified by Cambridge IT Team.				
14. ICE APPROVAL		a. SIGNATURE VERAL J. Wright		b. TITLE Assistant Director, Administrative Services Branch		c. DATE
FBI ISA USE ONLY	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE
	AGENCY	STATE				
*Include ZIP Code						

CpOats 11/27/15

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 5: Excess Personal Property Pickup Authorization Form 0129

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

Pickup At

Building	GS-001	Room Number	45
Infl	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	#	ITAR	Y
		Ex	0
		UOM	EA
		Acq Cost	40020

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

Labeler/Warehouse/Transportation Remarks

Case Canceled? _____ Date Canceled _____
Government Approval _____

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

ATTACHMENT 6:

Property Disposal Condition Codes

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.

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DIRECTIVE NO. 270-WI-4300.0.1B
 EFFECTIVE DATE: 02/02/2016
 EXPIRATION DATE: 02/02/2021

Attachment 7: Continued: Closing Transfer Orders

Closing Transfer Orders Correctly

- Transfer orders generated GSAXcess
 - 99xxxxxx – Transfer to other Federal Agency (OFA)
 - Donations to SASP – Transfer Order number varies

On top of document

Example

TRANSFER ORDER (NUMBER: 990277726)

→ EXCESS PERSONAL PROPERTY

TRANSFER ORDER (NUMBER: 99 2 2777 26) Page: 1
 EXCESS PERSONAL PROPERTY

To: General Services Administration Contract Agency Agency Number: 9908
 990/P28 WGNR
 2025 4129
 311 7th Street NW
 WASHINGTON DC 20007

ORDERING INSTITUTION
 1111 NORTH CAPITOL STREET NE
 L STREET LOADING DOCK
 WASHINGTON DC 20002

APR. KAREN SOMERVILLE AGENCY: 9908
 202-512-8288 (FAX) 202-512-8288 202-512-7189
 AGENCY: 9908
 Reporting Agency: Agency Number: 9908 (FAX) 202-522-7389
 (City: W)

ORDERED SPACE FLIGHT CENTER
 NATIONAL AERONAUTICS SPACE ADMIN
 1090 27th, GREENBELT ROAD
 GREENBELT MD 20771

SMITHSONIAN INSTITUTION
 1111 NORTH CAPITOL STREET NE
 L STREET LOADING DOCK
 WASHINGTON DC 20002

Since Ordered: 201-280-8204 (FAX) 201-280-1844
 201-280-8204

Location of Property:
 NATIONAL AERONAUTICS SPACE ADMIN
 ORDERED SPACE FLIGHT CENTER
 GREENBELT MD 20771

Since Ordered: 201-280-8204 (FAX) 201-280-1844
 201-280-8204

Agency Fund: 9908
 GSA ZPO Email: KAREN.SOMERVILLE@GSA.GOV
 Business Email: KAREN@GSA.GOV
 POC Email: KAREN.C.SOMERVILLE@GSA.GOV
 Contract Email: KAREN.C.SOMERVILLE@GSA.GOV

Ordering Agency Approval:
 Signature: [Signature] Agency: 9908
 Date: 02/02/2015
 Title: Approving Official

GSAXcess Approval:
 Signature: [Signature] Agency: 9908
 Date: 02/02/2015
 Title: GSAXcess Property Officer

ITEM CHECK NO. Stock No. DTG Bulk Quant. CI Code Price Min. Val.
 0224 3149 0001 4720 1 \$899,667.00 BA 4
 Item Name: ORDER NATIONAL AERONAUTICS ORDERED CENTER
 QTY: 147000000 Item: A Model: none

Final Disposition

Disposition Type* OFA Transfer Final Disposition Date* 12/9/2015 Removal Date* 12/9/2015

Disposition Reason 990277726 to Smithsonian Institution: 1111 North Capitol Street NE L Street Loading Dock Washington DC 20002 Approved By* Karen Somerville

OFA Recipient* [Empty Field] Use the ordering agency, not the ship to address.

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 7 Continued: Closing Transfer Orders

Closing Transfer Orders Correctly

- Transfer orders generated manually
 - 925Wxxxxxx – Stevenson Wydler Transfer
 - 94OFAxxxxxx – Transfer to other Federal Agency (OFA)
 - 95xxxxxx – Other NASA Center Utilization

On top of document

Example

 **TRANSFER ORDER
EXCESS PERSONAL PROPERTY**




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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 8: HOLD TICKET

THIS EQUIPMENT IS BEING HELD FOR:

- CUSTOMER REQUIRES DELIVERY
- CUSTOMER WILL PICKUP

NAME: _____
CODE: _____ BLDG: _____
PHONE: _____ ROOM: _____

ITEM NAME	CASE NUMBER	ECN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LOCATION: **HOLD AREA**
PLACED IN HOLD AREA BY: _____
DATE: _____

NOTE TO CUSTOMER: A COMPLETED GSFC 20-38 MUST BE RECEIVED WITHIN 5 WORK DAYS. IF GSFC 20-38 IS NOT RECEIVED ITEMS WILL BE RETURNED TO THE ORIGINAL LOCATION.

ALL EQUIPMENT MUST BE PICKED UP BY CUSTOMER WITHIN 10 WORK DAYS OR TRANSPORTATION CAN DELIVER WITHIN 30 DAYS

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 10: DISPOSAL Sales Catalog (Sample)

Lot #	Case Number	Item Name	E/S	C/C	FSC	UOM	MFR	Model	Serial	ITAR Code	ITAR Category Code	ECC N	Cost	QTY
1	80322633440005	TRUCK, HIGHRA NGER	Yes	4	2320	EA	INTERNATI ONAL HARVES	1654	1HTLAZRM 4KH589324	#	Y	#	\$26,706	1
2	80322642620025	CONDENSER, AIR COOLED	No	7	4420	EA	LIEBERT CORP	DCDF308L A	993500112 171	#	Y	EAR 99	\$11,000	1
2	80322642620026	CONDENSER, AIR COOLED	No	7	4420	EA	LIEBERT CORP	DCDF308L A	993400111 855	#	Y	EAR 99	\$11,000	1
3	80322641350104	TRAILER, DOLLY	Yes	4	2330	EA	GODDARD SPACE FLIGHT	D/200	11908	#	Y	#	\$12,000	1
5	80322652930067	STITCHER	No	4	3610	EA	WR PABICH MANUFACT UR	NONE	A-45063	#	Y	EAR 99	\$5,590	1
7	80322650720020	AIR CONDITI ONER	No	4	4120	EA	AIRFLOW CO F- DRYOMA	ECX-800	71944	#	Y	EAR 99	\$80,000	1
8	80322653030016	BUBBLE WRAP MAKER	No	4	3540	EA	UNKNOWN	MPPPPOM ACH	PP-0364	#	Y	EAR 99	\$3,000	1

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 11: GSA Award Document (Sample)

GSA FEDERAL ACQUISITION SERVICE
OFFICE OF PERSONAL PROPERTY MANAGEMENT

PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM:
GSA, FAS, 3QSCC
6808 LOISDALE ROAD
BLDG. "A" SUITE 2
SPRINGFIELD
VA 22150
PAUL ALEXANDER
TEL: (703)605-9320
FAX: (703)313-8784
PAUL.ALEXANDER@GSA.GOV
2. PAYMENT INFORMATION
A. TYPE
N REFUND DUE Y PAID IN FULL
B. AMOUNT: C. FORM OF PAYMENT: M
\$300.00 57488 04291S
D. REGISTER/REPORT NO.
(INTERNAL USE ONLY)
E. REG TYPE: M (INTERNAL USE ONLY)
3. DEPOSIT INFORMATION
A. APPROPRIATION ACCOUNT NUMBER
80F3875

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED. PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE
PROPERTY BY, UNLESS NOTIFIED
BY GSA: 02/13/15
5. COLLECTION OFFICER
/S/ angela corbin 2/11/15

6. PURCHASER
BIDDER NO.: 214877
[REDACTED] INC
VIENNA
VA 22182
TEL: (703) [REDACTED]
[REDACTED]@VERIZON.NET
7. OWNING AGENCY OR REPORTING OFFICE
GODDARD SPACE FLIGHT CENTER
NATIONAL AERONAUTICS SPACE ADM
CODE 273, GREENBELT ROAD
GREENBELT
MD 20771
DIANE GODDARD
TEL: (301)286-5924
FAX: (301)286-1644

- 8A. PROPERTY LOCATION
GODDARD SPACE FLIGHT CENTER
NATIONAL AERONAUTICS SPACE
CODE 273, GREENBELT ROAD
GREENBELT
MD 20771
TANIKA CROCKETT
TEL: (301)286-6649
FAX: (301)286-1644
TANIKA.J.CROCKETT@NASA.GOV
- 8B. SIGNATURE OF PURCHASER

- 8C. DATE

- 8D. EXCEPTIONS NOTED BELOW
_ YES _ NO

9. PROPERTY DESCRIPTION
- | A. INVITATION NO. | B. LOT NO. | C. CONTRACT NO. | D. QUANTITY | E. UNIT |
|-------------------|------------|-----------------|-------------|---------|
| W1QSCI15006 | 359 | GS0WF15FBE2192 | 1 | LT |

One lot to consist of items as listed in the attached spreadsheet.

**AWARDED LOT(S) 003,004,111,130,155,160,161,172,173,176,189,192,196,220,253
YOU HAVE BEEN AWARDED ADDITIONAL LOTS ON THIS SALE**

ADVISORY NOTICE:

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws. The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at <http://www.epa.gov/fed/resources/recpnt factsheet.pdf>

Attachment 12: Sales Resource Data Sheet

Type Of Sales: GSA Online Auction				
Task	Sale Opened:	Sale Closed:	Govt Hours	Govt Dollars
Contractor Admin:				
Data Input, Duplication				
Inventory Reconciliation				
Preparing Spreadsheets & Images to GSA				
Coordination of Sale Prep with GSA				
Coordinating Successful Bidders List w/Security				
Scheduling Pickup				
Coordinating Proof of U.S. Citizenship				
Processing Receipts				
Export Control Review:				
Government Admin:				
Finance Reconciliation				
Management Oversight				
Contractor Management:				
Branch Manager				
Warehouse Supervisor				
Warehousing:				
Warehouse Lead:				
Warehousemen:				
Pulling/ Lotting/Tag Removal				
Shoot/Prepare Images				
Physical Inventory Validation				
Escort/ Bidder Inspection & Pickup				
Property Removal				
Information Technology:				
Remove/degauss hard drives				

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Type Of Sales: GSA Online Auction				
Transportation: Items:				
Driver				
Helper				
Fuel/Wear & Tare				
Pickup/Delivery/Special Handling				
Security:				
TOTALS:				
TOTAL PROCEEDS:	GSFC	\$	WFF	
Approval - Contractor's Branch Manager:				
Approval - Property Disposal Officer:				

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DIRECTIVE NO. 270-WI-4300.0.1B
EFFECTIVE DATE: 02/02/2016
EXPIRATION DATE: 02/02/2021

Attachment 13: Forklift Safety Checklist

Forklift and Battery Powered Pallet Jack Daily Safety Checklist							
1. Date: _____		2. Operator: _____					
3. Truck No.: _____							
Visual Checks:	OK	No	N/A	Operational Check	OK	No	N/A
Engine Oil Level				Horn			
Radiator Water Level				Directional Controls			
Fuel Level				Steering			
Obvious Damage and Leaks				Parking Brakes			
Tire Condition				Hydraulic Controls			
Head and Tail Lights				Back-up Alarm			
Warning/Strobe Lights				Battery Discharge Gauge			
Hour Meter				Power Disconnect			
Other Gauges and Instruments				Service Brakes			
Batter Water Level							
Battery Retainments							
4. Remarks: (Explain all items needing attention or repair)							

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EFFECTIVE DATE: 02/02/2016
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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	02/10/2009	Initial Release
A	09/25/2014	P6 Safety Precautions And Warnings, e. Operation of the Disintegrator (Crusher) was added
B	02/02/2016	Re-write of work instruction to include new procedures to be in compliance with new NASA policy and new disposal system

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