

# Semiannual Report of Personal Property Management Operations

INSTALLATION	INSTALLATION CONTACT	FOR PERIOD (Dates)
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## SECTION I-MATERIALS INVENTORY STATUS (1200 Type Account)

DESCRIPTION	STORES STOCK a.	PROGRAM SUPPORT b.	STANDBY c.
1. LINE ITEMS IN INVENTORY AT START OF PERIOD			
2. LINE ITEMS ADDED TO INVENTORY DURING PERIOD			
3. LINE ITEMS DELETED FROM INVENTORY DURING PERIOD			
4. LINE ITEMS IN INVENTORY AT END OF PERIOD			

## SECTION II-MATERIALS INVENTORY ACTIVITY

DESCRIPTION	STORES STOCK a.	PROGRAM SUPPORT b.	STANDBY c.
5. LINE ITEMS REQUESTED (By user)			
6. LINE ITEMS ISSUED FROM STOCK ON HAND (Includes partial fills)			
7. LINE ITEMS REFUSED (Include partial refusals)			
8. TOTAL LINE ITEM ACTIONS (Line 6 + 7)			
9. PERCENT OF AVAILABILITY (Line 6 ÷ 8 × 100)			
10. ITEMS HAVING NO ISSUE IN THE LAST 12 MONTHS			
11. PREEXPENDED LINE ITEMS ISSUED FROM SALES, BENCH STOCK, SELF SERVICE AREAS, ETC. (These items are not included in 6)		XXXXX	XXXXX

## SECTION III-MATERIALS ACQUISITION ACTIVITY

DESCRIPTION	GSA STOCK a.	DOD STOCK b.	OTHER FEDERAL SOURCES c.	COMMERCIAL SOURCES d.	TOTAL e.
12. LINE ITEMS ACQUIRED FOR STORES STOCK					
13. LINE ITEMS ACQUIRED FOR PROGRAM STOCK					
14. LINE ITEMS ACQUIRED FOR STANDBY STOCK					
15. PREEXPENDED LINE ITEMS ACQUISITIONED FOR DIRECT DELIVERY (Or wash-thru items)					

## SECTION IV-FEDERAL CATALOGING INVENTORY RECORD DATA (As of March 31 only)

DESCRIPTION	STORES (Stock, Program, Standby) a.
16. NUMBER OF NSN'S REGISTERED WITH DLSC	
17. NUMBER OF NSN'S NOT REGISTERED WITH DLSC	
18. NUMBER OF NSN'S INACTIVE (e.g., provisioning, wash-thru items, etc.)	
19. NUMBER OF ACTIVE LOCAL (pseudo) STOCK NUMBERS (LSN)	
20. NUMBER OF INACTIVE LSN'S (e.g., provisioning, wash-thru items, etc.)	

**SECTION VIII-PERSONNEL RESOURCES**

FUNCTION	C/S PROPERTY AND SUPPLY  a.	CONTRACTOR PROPERTY AND SUPPLY  b.	C/S OUTSIDE PROPERTY AND SUPPLY  c.	CONTRACTOR OUTSIDE PROPERTY AND SUPPLY  d.	TOTAL  e.
43. FUNCTIONAL SUPERVISION <i>(Branch and Division Level)</i>					
44. LOGISTICS AND SUPPLY SUPPORT PLANNING					
45. EQUIPMENT MANAGEMENT <i>(Include physical inventory function)</i>					
46. NEMS <i>(NEMS Control Operation)</i>					
47. INVENTORY MANAGEMENT <i>(Include document control and physical inventory function)</i>					
48. RESEARCH AND CATALOGING					
49. PROVISIONING MANAGEMENT					
50. PURCHASING					
51. RECEIVING AND INSPECTION					
52. QUALITY ASSURANCE					
53. INTEGRATED LOGISTICS SYSTEMS (ILS)					
54. LOGISTICS MANAGEMENT					
55. LOGISTICS ENGINEERS					
56. WAREHOUSING—ISSUES FROM INVENTORY <i>(Stock and other)</i>					
57. WAREHOUSING—OTHER <i>(Include storage services and general warehouse activities)</i>					
58. UTILIZATION REDISTRIBUTION AND DISPOSAL					
59. CONTRACTOR OFFICERS TECHNICAL REPRESENTATIVE (COTR) <i>(Civil Service only)</i>					
60. CONTRACTOR PROPERTY ADMINISTRATION <i>(Civil Service only)</i> AND/OR INDUSTRIAL PROPERTY OFFICERS					
61. ADMINISTRATIVE/TECHNICAL SUPPORT					
62. SECRETARIAL SUPPORT					
63. TRANSPORTATION <i>(Supply/equipment management specific)</i>					
64. OTHER <i>(Identify function description under remarks)</i>					
65. <span style="float: right;">GRAND TOTAL</span>					
66. REMARKS					

**SECTION V-RECEIVING**

DESCRIPTION	TOTAL a.
21. LINE ITEMS RECEIVED FOR STORES STOCK	
22. LINE ITEMS RECEIVED FOR PROGRAM STOCK	
23. LINE ITEMS RECEIVED FOR STANDBY STOCK	
24. ALL OTHER RECEIPTS <i>(Direct delivery to user or wash-thru)</i>	
25. RECEIPT, PROCESSING TIME	

**SECTION VI-EXCESS AND SURPLUS PERSONAL PROPERTY (1800 Type Account)**

DESCRIPTION	TOTAL a.
26. LINE ITEMS IN INVENTORY AT START OF REPORTING PERIOD	
27. LINE ITEMS ADDED TO INVENTORY DURING PERIOD	
28. LINE ITEMS DELETED FROM INVENTORY DURING PERIOD	
29. LINE ITEMS IN INVENTORY AT END OF PERIOD	

**SECTION VII-CONTROLLED EQUIPMENT (1551-1563 Type Accounts)**

DESCRIPTION	CAPITAL SENSITIVE		NON-CAPITAL SENSITIVE		NON-CAPITAL NONSENSITIVE CONTROLLED		TOTAL	
	ITEMS a.	COST b.	ITEMS c.	COST d.	ITEMS e.	COST f.	ITEMS g.	COST h.
30. ON HAND AT BEGINNING OF REPORT PERIOD <i>(Previous ending balance)</i>								
ADDITIONS DURING PERIOD	31. NEW PROCUREMENTS							
	32. FOUND ON STATION							
	33. TRANSFERS							
	34. OTHER							
DELETIONS DURING PERIOD	35. REPORT OF SURVEY							
	36. TRANSFERS							
	37. REPORTED AS EXCESS							
	38. OTHER							
39. ON HAND AT END OF PERIOD								
40. TOTAL ON LOAN AT END OF PERIOD								
41. TOTAL ON LEASE AT END OF PERIOD								
42. NASA REUTILIZATION SCREENING COMPLETED								

## INSTRUCTIONS FOR COMPLETION OF NASA FORM 1324

Unless specified on the form or in the instructions below, the Definition of Terms used are contained in NHB 4100.1, NASA Materials Inventory Management Manual; NHB 4200.1, NASA Equipment Management Manual; NHB 4300.1, NASA Personal Property Disposal Manual; and NHB 4410.1, Utilization and Maintenance of the Federal Catalog System (FCS).

### DEFINITION OF TERMS

ACQUISITION.-The process of acquiring property either through requisition, transfer, or by purchase. It can include the development of requirements prior to procurement action.

BACKORDER.-A recorded commitment to a customer to issue at a later date an item which was not available upon initial request.

CAPITAL EQUIPMENT.-An item of equipment, with an acquisition cost of \$5,000 or more, that has an estimated service life of 2 years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

### CONTROL (OR CONTROLLING) TYPE ACCOUNT

An account containing primarily totals of one or more types of transactions the detail of which appears in a subsidiary ledger or its equivalent. Its balance equals the sum of the balances of the detail accounts. Accounting transactions affecting Government-owned property managed by NASA including land, structures and facilities, equipment and inventories whether Government-held or contractor-held are recorded in the general asset accounts; e.g., control account 1200 (inventories, Government-Owned/Held); control account 1800 (Excess and Surplus Property).

DEMAND.-A request for one or more unit of issue of an item. A demand may be recurring or nonrecurring.

DIRECT DELIVERY.-Represents materials charged directly to a using project or activity. These items are not normally maintained in or issued from stock inventory.

EXCESS.-Personal property determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation or agency.

EQUIPMENT FOUND ON STATION.-Any equipment meeting the criteria for control for which formal accountability has not been established.

INVENTORY.-Means all material being held by an installation as Stores Stock, Program Stock, or Stand-by Stock, except for that material actually in process of use or consumption.

ISSUE.-The process of distributing material from inventory to a customer for use or consumption.

MATERIAL.-Supplies, materials, parts, components, assemblies, and items which do not meet the criteria for controlled equipment that are held in inventory prior to issue.

PERSONAL PROPERTY.-Property of any kind, including equipment, materials, and supplies, but excluding real property. Property of any kind or any interest therein, except real property acquired by NASA, including property in transit in Government conveyances or common carriers; storage for stock or disposal; undergoing maintenance, repair, modification or service test; acquired by donations or any other method.

PREEXPENDED ITEM.-Items expended from perpetual inventory control and made available to users under simplified issue procedures at no direct cost to the user.

RECEIVING.-The act of taking custody of property generally from shippers, mail, suppliers or as a result of internal fabrication. It includes the comparison of packing sheets to purchase documents, fabrication orders to completed parts, etc., and the development of receiving documentation.

SENSITIVE ITEM.-An item which, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment or materials.

REUTILIZATION SCREENING (EQUIPMENT).-The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment.

### SECTION I-MATERIALS INVENTORY STATUS

Note: Sections I, II, III, IV and V are reported via Headquarters Reporting Module (HRM) Data Transfer Diskette.

Line 1.-Self-explanatory. These entries must reflect the totals from Line 4 of previous report.

Lines 2 through 4.-Self-explanatory.

### SECTION II-MATERIALS INVENTORY ACTIVITY

Line 5.-Enter a count of all stock items requested, oral or documented, for issue directly to users and for issue to preexpended locations, including Bench Stocks. Do not include requests for direct delivery/wash thru items.

Line 6-Line Items Issued From Stock On Hand.-Enter a count of items issued, documented or not, as a result of a request from the inventory on hand at the time of request. (Partial issues from stock on hand are counted as an issue.) Exclude back order (i.e., due out) releases. Exclude issues of preexpended items to users; these are reported on Line 11. Replenishment of preexpended items would count as both a request and issue (Lines 5 and 6).

Line 7-Line Items Refused.-Enter the total number of line items requested, each time an item is requested, of which all or part of the quantity was not issued due to insufficient stock on hand. A partial fill is recorded on both Lines 6 and 7. That is, the quantity filled is recorded on Line 6 and the quantity refused on Line 7.

Lines 8 Through 11.-Self-explanatory.

### SECTION III-MATERIALS ACQUISITION ACTIVITY

Lines 12 Through 14.-Columns a, b and e are self-explanatory. In Column c, Other Federal Sources, enter acquisitions from other Federal sources of supply, such as transfers from other NASA installations, or other Federal agencies (e.g., Veterans Administration). In Column d, Commercial Sources, enter the number of line items acquired (acquisitioned) from all commercial sources, such as Federal Supply Schedules (FSS), blanket purchase orders, or blanket delivery orders.

Line 15-Materials Line Items Acquisitioned for Direct Delivery.-Enter total number of acquisitions for materials for direct delivery to a user or organization. These materials are normally not maintained or issued from stores, program or standby stock inventories.

SECTION IV-FEDERAL CATALOG INVENTORY RECORD.-This section pertains to data included in installation Federal Catalog master data base and in the Defense Logistics Services Center (DLSC), Defense Integrated Data Systems (DIDS) data base (i.e., annual comparison results). Lines 16 through 20 are self-explanatory.

### SECTION V-RECEIVING

Lines 21 Through 23.-Self-explanatory.

Line 24.-Enter line items received for direct delivery to users. This entry should include all items received from all sources.

Line 25.-Receipt Processing Time.-Compute calendar days from date of material receipt (in check): (1) To point of storage, (2) or to staging area, (3) or directly to a customer. Divide number of calendar days by number of receiving documents to arrive at the average processing time.

SECTION VI-EXCESS AND SURPLUS PERSONAL PROPERTY.-Lines 26 through 29 are self-explanatory.

### SECTION VII-CONTROLLED EQUIPMENT (GENERATED FROM NEMS REPORT 410, EXCEPT LINE 42)

Line 30.-Self-explanatory. (These entries must reflect the totals from previous report.)

Lines 31 Through 34.-Include new purchases; transfers from other NASA installations, other Federal agencies and NASA contractors or grantees; items found on station; and all other additions.

Lines 35 Through 38.-Include items deleted as a result of surveys; transfers to other installations; Federal agencies and NASA contractors and grantees; items reported as excess to the Property Disposal Officer; and all other deletions.

Line 39.-Self-explanatory.

Line 40-Total on Loan at End of Period.-Enter the number of outgoing loan items and their value (e.g., loans to universities, other Federal agencies, NASA installations, etc.) Do not include items in the possession of an installation employee removed on a property pass, or on temporary loan to another custodial area.

Line 41-Total on Lease at End of Period.-Enter the number of equipment items and their estimated fair market value on lease to the installation.

Line 42-NASA NEMS Reutilization Screening Completed.-Enter the total number and value of equipment items declared excess to the installation which have completed a 90-day Status Code C screening. Note: This entry is not generated from NEMS Report 410.

### SECTION VIII-PERSONNEL RESOURCES

Note.-Reported via HRM data transfer diskette.

The information desired in this section is a count of people at a NASA installation who spend their time predominantly (more than 50%) in personal property management functions. Information should be entered in the space provided for (a) Civil Service personnel assigned to the Supply and Equipment or Logistics Organization, (b) contractor personnel assigned to the Supply and Equipment or Logistics Organization, (c) any Civil Service personnel outside of the Supply and Equipment or Logistics Organization performing predominantly property management functions, and (d) on-site contractor personnel assigned to an organization other than Supply and Equipment or Logistics organization performing predominantly property management functions (including on-site contractor personnel managing contractor-held Government personal property.)