

Effective: May 19, 2008

NASA Interim Directive for NPD 4200.1B

Subject: Equipment Management

Responsible Office: Logistics Management Division

1. Policy

a. NASA equipment will be acquired and used only to support NASA mission requirements or institutional operations. Equipment means 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 NASA personal property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of two (2) years or more and will not be consumed or expended in an experiment.

b. The following equipment shall be accounted for on the Agency's property records, and shall be subject to appropriate controls as described in NASA Equipment Management Procedural Requirements, NPR 4200.1:

(1) Capital Equipment - equipment with a value of at least \$100,000 and subject to the financial control, accounting, and reporting capitalization requirements of the NASA Financial Management Requirement (FMR) Volume 6, Chapter 4;

(2) Non-Capital Equipment - equipment with a value of at least \$5,000 and not subject to the capitalization requirements of FMR Volume 6, Chapter 4; and

(3) Sensitive Equipment - equipment due to its pilferable nature or the possibility of it being a hazard, requires a stringent degree of control. Sensitive items are as follows: items listed in NPR 4200.1, Appendix C: Agency (NASA) Minimum Standard Sensitive Items List, with a value of \$500 or more; weapons and hazardous equipment or devices will be controlled regardless of their value; and equipment determined to be pilferable by the Center.

c. Non-Controlled Equipment: equipment having an acquisition cost of less than \$5,000 (excluding items which 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 NPR 4200.1.

d. At a minimum, Centers shall complete a physical inventory of all capital equipment and 20 percent of its sensitive equipment (based upon a random statistical sample) annually. All non-capital equipment and sensitive items shall be physically inventoried at least once every three (3) years. Centers that perform a complete wall-to-wall physical inventory annually have exceeded the minimum inventory standards.

e. All equipment losses will be investigated promptly. The result of the investigation will be documented and reviewed by the appropriate Center authority and used as the basis for an inventory adjustment, recovery, or other action in accordance with FMR Volume 6, Chapter 4 and NPR 4200.1.

f. NASA equipment may be loaned to other Government, foreign government, and non-Government organizations, private individuals, corporations, or other entities provided the loan is in the public interest and meets the below criteria (1.f.(1) through (5)). Loans to profit making organizations will conform to the additional conditions cited in NPR 4200.1. Also, NASA will provide equipment to support the provisions of special programs based on new or revised public law, applicable external regulations, or Federal Government initiatives.

(1) Loan shall be of a definite duration;

(2) Will benefit the Federal Government;

(3) Borrower acquires no rights to the equipment;

(4) Equipment is not modified; and

(5) Center Chief Counsel and other appropriate officials (i.e., Office of External Relations, Office of Legislative Affairs, Office of Policy and Plans) review and concur, and the Center Supply and Equipment Management Officer approves.

g. NASA equipment may be temporarily loaned to employees for use at home to conduct official business only when it is determined to be necessary and essential to the furtherance of NASA's mission.

h. The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System, herein referred to as the NASA PP&E System, will be used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA and its onsite NASA contractors under the NASA FAR Supplement (NFS) clause 1852.245-71 (Installation Accountable Government Property). Capital PP&E in off site contractors' custody shall be accounted by finance accounting on the SAP "Asset Master Records (AMR)", and shall not be accounted for on the Plant Maintenance "Equipment Master Records (EMR)." The NASA PP&E System is an Agency-wide tool hosted at the IEMP Competency Center at NASA's Marshall Space Flight Center and consists of the following components: SAP; N-PROP (the web based front end), DSPL, (the disposal component), and Business Warehouse (BW). The SAP component contains the following modules: Asset Accounting (containing the AMRs), and Plant Maintenance (containing the EMRs).

i. NASA equipment, including artifacts, heritage assets, aerospace articles, and hardware of historical interest will be identified, reported, transferred, and disposed of in accordance with FMR Volume 6, Chapter 4; NPR 4200.1, NPD 4300.1; NPR 4300.1; and NPR 4310.1.

2. Applicability

a. This NASA Policy Directive (NPD) is applicable to NASA Headquarters and NASA Centers, including component facilities. It applies to all NASA equipment used by NASA personnel.

b. This NPD is applicable to contractors, whether onsite or offsite, only to the extent specified in their contracts.

3. Authority

42 U.S.C. 2473(c) (1), Section 203(c) (1) of the National Aeronautics and Space Act of 1958, as amended.

4. Reference

a. 40 U.S.C. 471 et seq., the Federal Property and Administrative Services Act of 1949, as amended.

b. 41 CFR Chapter 101, Federal Property Management Regulations, 41 CFR Chapter 102, Federal Management Regulation.

c. 48 CFR Part 45, the Federal Acquisition Regulation (FAR) Part 45, Government Property.

d. 48 CFR Part 1845, the NASA FAR Supplement Part 1845, Government Property.

e. NASA Financial Management Requirement Volume 6, Accounting; Chapter 4, Property, Plant & Equipment.

f. NASA Interim Directive NM 9250-56 Identifying Capital Assets and Capturing Their Costs.

g. NPD 1440.6, NASA Records Management.

h. NPR 1441.1, NASA Records Retention Schedules.

i. NPR 4200.1, NASA Equipment Management Procedural Requirements.

j. NPD 4300.1, NASA Personal Property Disposal Policy.

k. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.

I. NPR 4310.1, Identification and Disposition of NASA Artifacts.

5. Responsibility

a. The Assistant Administrator (AA) for the Office of Infrastructure and Administration (OI&A) is responsible for establishing equipment management policies and procedural requirements, and for assessing the effectiveness of implementation.

b. Center Directors are accountable for NASA equipment management at their respective Centers. They are also responsible for ensuring compliance with the equipment management policy set forth herein, and directing management officials at all levels to support the safe use, care, and protection of equipment to prevent personal injury. In addition, they are responsible (any delegation of the responsibilities in this paragraph by the Center Director or by the AA for Headquarters Operations must be in writing) for the following:

(1) Appointing a Supply and Equipment Management Officer for the Center;

(2) Appointing a Property Survey Officer and establishing a Center equipment loss review authority (e.g., Property Survey Board); and

(3) Reporting equipment losses, survey summary reports, and other statistical data to NASA Headquarters in accordance with NPR 4200.1.

c. Personal responsibility for Government property is the obligation of each employee using the property, whether or not such property has been specifically issued, assigned, or loaned to the employee. An employee may be held financially liable for the loss, damage, or destruction of Government property when the loss, damage, destruction, or theft is due to the employee's negligence, misconduct, or misuse of such property.

6. Delegation of Authority

None.

7. Measurements

The following data will be system generated and do not require a separate submission by the Centers.

a. Equipment Loss Rate. Equipment items lost, damaged, destroyed, or stolen divided by the equipment on hand inventory expressed as a percentage. Source: NASA PP&E System.

b. Equipment Recovery Rate. Lost equipment items subsequently returned as a function of the year they were reported lost. Source: NASA PP&E System.

c. Report of Personal Property - Controlled Equipment. Source: NASA PP&E System.

