

**NID: NPR 4200.2B**

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**Subject: Equipment Management Manual for Property Custodians**

**Responsible Office: Logistics Management Division**

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## **Preface**

### P.1 Purpose

This NASA Procedural Requirements (NPR) provides procedural guidance to NASA personnel for acquisition, management, responsibility, and use of NASA-held equipment.

### P.2 Applicability

This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities, other institutional-held, NASA-held controlled and non-controlled equipment wherever located, and on-site contractors operating under the Installation Accountable Government Property (IAGP) clause and NASA FAR Supplement 1852.245-71.

### P.3 Authority

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

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

c. 41 CFR Chapter 101, Subchapter E, Federal Property Management Regulations, (FPMR).

d. 41 CFR Chapter 102, Subchapter B, Federal Management Regulation, (FMR).

e. NASA Federal Acquisition Regulations (FAR) Supplement Part 1845, 48 CFR Part 1845, Government Property.

#### P.4 References

a. NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

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

c. NPD 4200.1, Equipment Management.

d. NPR 4200.1, NASA Equipment Management Procedural Requirements.

e. NPD 4300.1, NASA Personal Property Disposal Policy.

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

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

#### P.5 Cancellation

This NID, NPR 4200.2B cancels the Equipment Management User's Handbook for Property Custodians, NHB 4200.2A, dated March 1993.

## **Chapter 1. Introduction**

### 1.1 Introduction

1.1.1 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 on-site NASA contractors under the Installation Accountable Government Property (IAGP) clause and NASA FAR Supplement 1852.245-71.

1.1.2 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 NASA PP&E System 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 Asset Master Records (AMR) and Plant Maintenance (containing the Equipment Master Records (EMR)).

1.1.3. The NASA PP&E System requires accurate and complete item descriptions, locations, and equipment information to permit cost effective Agency-wide control, equipment accountability, screening, and reuse consideration.

## 1.2 General Policy

1.2.1 Government equipment is not owned by the assigned user of the equipment, and when it makes economic and program sense, reusable items may be transferred or borrowed from one user to another. Center management shall continuously emphasize the importance of identifying available equipment for reuse.

1.2.2 For equipment acquisition see NPR 4200.1, NASA Equipment Management Procedural Requirements, Chapter 2, Equipment Acquisition.

1.2.3 Prior to acquisition of equipment, existing equipment resources will be screened in accordance with Appendix F, Searching for Equipment in the NASA PP&E System.

## Chapter 2. Responsibilities

2.1 General. This chapter highlights the primary responsibilities of property custodians and assigned equipment users.

2.1.1 The responsibilities of the Division Directors, Center Supply and Equipment Management Officer (SEMO), the Center Equipment Manager, the Center Equipment Management Personnel, etc., are described in Chapter 1 of NPR 4200.1, NASA Equipment Management Procedural Requirements.

## 2.2 Property Custodians

2.2.1 There are two types of property custodians: part-time and full-time.

2.2.2 Property custodians (includes titles such as Property Administrator, and Equipment Specialist) are appointed by the division director/chief level or higher, with the concurrence of the SEMO. The property custodian responsibilities for both part-full and full-time include:

2.2.2.1 Maintaining records in accordance with the NASA PP&E System procedures for all controlled equipment assigned to their property account.

2.2.2.2 Ensuring that assigned equipment end users are aware of their stewardship responsibilities (See Appendix G, User Responsibilities to Safeguarding Government

Property) and that they are aware that Government equipment is used only for official purposes.

2.2.2.3 Reporting untagged controlled equipment including fabricated equipment found in their assigned area(s) to the SEMO, and identifying the circumstances relating to untagged items.

2.2.2.4 Ensuring that the proper documentation is completed for cannibalization requests, NASA Form (NF) 1617, Request for Cannibalization/Modification of Controlled Equipment.

2.2.2.5 Cooperating in physical inventories (NPR 4200.1, Section 4.1.3, Types and Frequency of Inventories) of controlled equipment and assisting in follow-up actions.

2.2.2.6 Identifying controlled and non-controlled equipment no longer needed and coordinating disposition with users.

2.2.2.7 Ensuring that missing and/or stolen equipment is surveyed, and when theft is suspected reporting promptly to the Center Security Office and SEMO.

2.2.2.8 Assigning sensitive items to the assigned user.

2.2.2.9 Ensuring that prior to retirement, transfer, or resignation of an employee, all equipment is properly transferred to another equipment end user.

2.2.2.10 Conducting a change of property custodians inventory when a new property custodian is appointed (NPR 4200.1, Section 4.1.3.4, Types and Frequency of Inventories).

2.2.2.11 Developing internal procedures that require assigned equipment users, who are out-processing, have ensured that all equipment assigned to them has been reassigned to and accepted by other users before they are cleared for out-processing.

2.2.2.12 Completing Part I (Basic Data) of the Property Survey Report (NF 598), if the user and/or the individual who last had possession of the Government property are unknown or no longer a NASA employee.

2.2.2.13 Initiating Survey Reports (NF 598) for all items not found during physical inventories.

## 2.3 Full-Time Property Custodians

2.3.1 Full-time property custodians are primarily property custodians that are part of the Full-time Property Custodian Program. These individuals are usually assigned to the Property Management Office specifically to handle the responsibilities for the Center's property management by geographic location or custodian account. These custodians

may be appointed by the SEMO rather than division directors for their cognizant property management areas. They have the same responsibilities as noted in Section 2.2 above and may also include the following:

2.3.1.1 Assisting the Center Equipment Manager in identifying, categorizing, classifying, and coding all existing and newly acquired equipment. After it has been determined that equipment will be controlled and is tagged with a NASA bar coded equipment control property tag, the property custodian annotates the additional NASA information needed for entry into the NASA PP&E System, and submits the document to the Center Equipment Management office.

2.3.1.2 Ensuring that items received through direct deliveries, regardless of the acquisition method, which meet the control criteria are tagged with a NASA equipment control property tag.

2.3.1.3 Assisting equipment users with the proper procedures and documentation of the following equipment actions: loans, transfers, employee loan agreements, declared excess, repairs, storage, replacement, modification/cannibalization, fabrication, found on station, and survey reports for lost, damaged, destroyed, or stolen equipment Government property.

2.3.1.4 Section 2.3.1.3 above is an area of responsibility for the Center Equipment Manager that has been delegated to the property custodian. Since the Full-time Property Custodian Program is under the cognizance of the Center Equipment Management office, the Property Custodian becomes a key interface between the Center Equipment Management office and the equipment user. This area of responsibility and this interface are vital to the Full-time Property Custodian Program.

## 2.4 Individual or Assigned Equipment User

2.4.1 NASA Employees have a responsibility, as the users of Government property, to protect and conserve all equipment, supplies, and other property and materials entrusted to them. It is the user's responsibility to follow all rules and regulations associated with the property in their control. Additional employee responsibilities include the following:

2.4.1.1 Acknowledging receipt of newly assigned equipment (NPR 4200.1, Section 3.6.4.). This acknowledgement should be done via N-PROP. The receipt of equipment cannot be delegated.

2.4.1.2 Notifying the responsible property custodian and supervisor if equipment cannot be located. If theft of Government property is suspected, notify the supervisor, the responsible property custodian, and the Center Security Office immediately.

2.4.1.3 Preparing Part I (Basic Data) of a Survey Report, NASA Form 598 for lost, damaged, destroyed, or stolen Government property. After completion of Part I of the

Survey Report, the user will submit the document to the division director (or the next highest level of management if the government employee is the division director) through the accountable property custodian. With the implementation of the NASA PP&E System, NF 1602 (NASA Equipment Management System (NEMS) Transaction Document) is no longer used, and will not be submitted to the Center SEMO with the Survey Report. The Center Equipment Manager will leave the block unchecked for "1602 Obtained" in Part III (Equipment Management Use Only) of the NF 598.

2.4.1.4 Identifying and reporting to the responsible property custodian on equipment not being actively used in support of approved NASA programs and projects.

2.4.1.5 Ensuring that equipment is reported to the responsible property custodian when no longer needed. Under no circumstances shall an employee personally dispose of Government equipment.

2.4.1.6 Retaining stewardship (Appendix G, User Responsibility for Safeguarding Government Property) of all items, controlled and non-controlled, assigned or unassigned, and ensuring that the property custodian is immediately informed when he or she is no longer the equipment end user.

2.4.1.7 Notifying responsible property custodians of all activity/movement associated with the assigned user's equipment. The notification should be done via N-PROP.

2.4.1.8 Notifying responsible property custodian of any modification to the equipment that may change the value of the equipment or the work in process.

2.4.1.9 Notifying central receiving, or equipment management, or the responsible property custodian in accordance with the Center's policy immediately upon receipt of any controlled equipment, regardless of the procurement method (to include credit card purchases); so the equipment can be properly controlled and tagged. This notification should be done via N-PROP.

2.4.1.10 Notifying the responsible property custodian, when no longer assigned to the organization in accordance with the Center's policies and procedures.

## 2.5 NASA On-site Contractors

2.5.1 Contractor use of Government property at an on-site location is subject to the requirements of NASA FAR Supplement (NFS) clause 1852.245-71, Installation Accountable Government Property (IAGP), and the terms and conditions of its contract. NFS 1852.245-71 requires on-site contractors to observe and comply with NASA Procedural Requirements for Property and Supply Management, as well as any stated Center procedures.

2.5.2 All on-site contract employees will notify the contracting officer, property custodian, and SEMO upon termination of employment in accordance with the Center policies and procedures.

## **Chapter 3. The NASA PP&E System: N-PROP**

### 3.1 Purpose

3.1.1 This chapter sets forth a general description of the NASA PP&E System user's roles and relationships within N-PROP; general description of the NASA PP&E System, which replaced the NASA legacy Equipment Management System (NEMS); and addresses how equipment is managed in N-PROP.

3.1.2 The NASA Equipment Management Program requires utilization of the NASA PP&E System by all NASA Centers. The system requires accurate and complete information.

### 3.2 General System Description

3.2.1 N-PROP is the web based front end to the NASA PP&E System. Users can access N-PROP via i-View or via direct Internet access.

3.2.2 N-PROP is an integrated part of NASA PP&E System, NASA's Agency-wide initiative to improve the accountability and visibility of assets utilized by all NASA installations, programs, and projects.

3.2.3 N-PROP is an easy to access, user-friendly, web-based application that facilitates the real-time updating, tracking, managing, and reporting of controlled equipment for property custodians (full and part time), assigned equipment end users, and users who do not have equipment assigned.

3.2.4 N-PROP is available to NASA civil servant employees and on-site contractor employees.

### 3.3 Roles and Relationships

3.3.1 NASA Centers will collect necessary data to maintain the NASA PP&E System. Each Center must select and provide the inputs which enable the NASA PP&E System to work as an integrated property accounting and control system. The effectiveness, accuracy, quality, and visibility of the system depend on the quality of each Center's effort.

3.3.2 There are two categories of user roles for equipment management, SAP Roles (See Appendix H, The NASA Property, Plant & Equipment System-SAP) and N-PROP Roles.

3.3.3 N-PROP provides users the ability to: accept or reject receipt for equipment and to cancel a pending property action; view assigned property, as well as history; update property location; transfer property from one custodian account to another property custodian account; generate a property pass; request property control tags; request excess of controlled equipment; or report any changes in status, location, or user to the responsible property custodian.

3.3.4 Each Center has the following focal points for N-PROP; Assigned Property Custodians (full and part-time), Users who have equipment assigned, and users who do not have equipment assigned.

### 3.4 N-PROP Roles and Responsibilities

#### 3.4.1 Custodian Role

3.4.1.1 The custodian role has the responsibility as the custodian of Government property to establish procedures for the accountability and tracking of controlled equipment, including sensitive items in N-PROP. Generally, the N-PROP custodian role maintains assigned property accounts, processes location changes, custodian account changes, end user changes, and prepares equipment related forms for processing.

3.4.1.2 Maps to existing jobs: Various property custodians with multiple job titles; full-time property custodians, part-time property custodians.

#### 3.4.1.3 Functions performed in N-PROP:

- a. Maintains records in accordance with equipment control procedures and for all controlled equipment assigned to their custodial account.
- b. Processes location changes.
- c. Processes custodian account changes.
- d. Validates end user changes.
- e. Initiates end user and custodian changes.
- f. Initiates location and room changes.
- g. Searches for equipment (active and inactive).
- h. Requests Equipment Control Tag for untagged equipment.
- i. Views all equipment assigned to custodian account.
- j. Declares equipment excess.

3.4.1.4 If a user chooses not to use N-PROP; or does not have access to N-PROP; or the change needed cannot be made in N-PROP, then the responsible property custodian or the Center Equipment Management office will make the change to the Equipment Master Record in the NASA PP&E System.

### 3.4.2 End User (With Assigned Equipment) Role

3.4.2.1 End users assigned Government equipment have the responsibility to protect and conserve all equipment, supplies, and other property and materials entrusted to them. It is the user's responsibility to follow all rules and regulations associated with the property in their control.

3.4.2.2 Maps to existing jobs: Multiple users with multiple job titles; assigned users with equipment.

3.4.2.3 Functions performed in N-PROP:

- a. Accepts or rejects receipt of equipment as the end user.
- b. Initiates end user changes.
- c. Accepts equipment as the result of a change of end user.
- d. Initiates location changes.
- e. Creates property pass.
- f. Requests tags for new equipment or to replace damaged or missing tags Equipment request to tag untagged items.
- g. Searches for equipment (active and excess).
- h. Views all equipment assigned to the end user.
- i. Declares equipment excess.
- j. Transfers equipment to another Custodian (from a Custodian).
- k. Change equipment to another Assigned User (from a Custodian or an Assigned Equipment User).
- l. Initiates a request for excess controlled property.
- m. Prints transportation documents for excess property.

n. Includes the automatic routing of e-mail messages to assist with notification of actions.

3.4.2.4 If a user chooses not to use N-PROP; or does not have access to N-PROP; or the change needed cannot be made in N-PROP, then the assigned equipment user must notify the responsible property custodian or the Center Equipment Management office to make the change to the Equipment Master Record in the NASA PP&E System.

### 3.4.3 End User (With No Equipment Assigned) Role

3.4.3.1 This role applies to NASA civil servants and on-site contractors who are not assigned equipment as the end user.

3.4.3.2 Maps to existing jobs: Multiple uses with multiple titles; assigned users without equipment.

3.4.3.3 Functions performed in N-PROP:

- a. Creates property pass.
- b. Equipment requests to tag untagged property.
- c. Searches for equipment (active and excess).

## **Chapter 4. Operational Procedures**

### 4.1 Electronic Mail

4.1.1 All requests for changes to the EMR in the NASA PP&E System submitted to Center Equipment Management office shall be sent from the user's nasa.gov email address or any approved electronic means available to the Center. These email requests shall be sent to the Center Equipment Management office group email box, as appropriate. See the N-PROP Contacts Page for the correct group email address or contact the Center Equipment Management office.

4.1.2 Before a request is sent from the user's nasa.gov email address, the Center Equipment Management office should be contacted for direction regarding the required data/documentation to be submitted with the request. The data must be provided so that the request can be processed in the NASA PP&E System, in accordance with Center policies and procedures.

4.1.3 The requester's nasa.gov email (replaces NF 1602, NASA Equipment System (NEMS) Transaction Document) shall be considered a supporting document, along with all other required documentation, needed to execute the change in accordance with this NPR and Center policies and procedures.

## 4.2 NASA Forms

4.2.1 Use Standard Forms (SF) or NASA Forms (NF), (<http://server-mpo.arc.nasa.gov/Services/NEFS/Home.tml>), as prescribed by NPR 4200.1, NASA Equipment Management Procedural Requirements.

4.2.2 Do not alter SF or NF, except as authorized by NPR 4200.1, NASA Equipment Management Procedural Requirements.

## 4.3 Receipt of Controlled Equipment

4.3.1 When equipment is received at a Center receiving dock, receiving personnel shall review the receiving document for each authorized purchase, transfer, loan, or lease acquisition, and tag all items meeting controlled criteria.

4.3.2 All qualified personal property purchased and processed through central receiving shall be tagged when applicable (upon official receipt), regardless of procurement method; unless, by opening the package voids the warranty. In those situations, the SEMO shall establish procedures to ensure those items are tagged upon opening of the package at the point of delivery.

4.3.3 When equipment is delivered directly to the purchaser, regardless of the procurement method (to include credit card purchases), the purchaser shall notify central receiving, or equipment management, or the responsible property custodian in accordance with the Center's policy immediately upon receipt of controlled equipment, so the equipment can be properly controlled and tagged.

4.3.4 If equipment is received and not tagged, the recipient or the custodian must promptly notify the Center Equipment Manager to determine appropriate control. For Centers with full time custodians, the custodian can make the determination, tag the appropriate items, and initiate necessary receipt documentation.

4.3.5 When newly acquired controlled equipment is recorded in the NASA PP&E System, activating the EMR (Appendix D, Equipment Master Record for the NASA PP&E System), an email is generated and sent to the property custodian as notification of new equipment assigned to their custodian account. The custodian can view all property assigned to their account in N-PROP (Property List Tab).

## 4.4 Tracking of Controlled Equipment

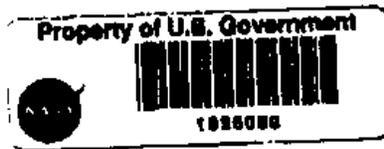
4.4.1 The NASA PP&E System process only applies to controlled equipment; All equipment which has been identified by the Agency and/or Center as sensitive (flagged high risk in the NASA PP&E System), and all non-sensitive equipment with an acquisition cost of \$5,000 or more with an estimated service life of two years or more and will not be consumed or expended in an experiment.

4.4.1.1 Sensitive equipment is equipment due to its pilferable nature or the possibility of it being a hazard requires a stringent degree of control. Sensitive items are items listed in 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 SEMO.

4.4.1.2 Non-Controlled Equipment is 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, NASA Equipment Management Procedural Requirements.

4.4.2 Samples of various Equipment Control Number tags are shown below to assist custodians and users in recognizing controlled versus non-controlled equipment.

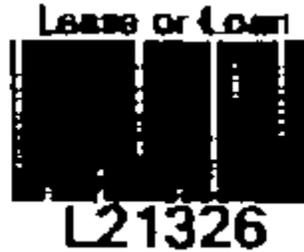
4.4.2.1 Controlled equipment has a visible bar-coded tag affixed to the equipment. Standard bar-coded tags are black on silver aluminum.



4.4.2.2 If a controlled equipment item is very small, a mini tag is used. These tags also are black on silver aluminum.



4.4.2.3 Controlled equipment on loan or lease to NASA has a black-on-white bar-coded vinyl tag or tags described above.



4.4.2.4 Non-Controlled equipment is to be affixed with a "Property of U.S. Government" decal, NF 1517 (standard size) or NF 1517A (mini size), except when not physically or technologically feasible (as with optics or test models).



4.4.3 Custodians are required to assign equipment items to individual users, who will acknowledge receipt by one of the following methods:

4.4.3.1 Accepting or rejecting responsibility in N-PROP (Action Tab on Home Page, then click Accept or Reject Tab).

4.4.3.2 Printing out the email notification; signing it, and returning the signed copy to the property custodian for processing.

4.4.3.3 Signing an "End User Acceptance Form" and returning the signed copy to the property custodian.

4.4.4 When controllable equipment that is not tagged or equipment with a NASA bar code tag that does not exist in the NASA PP&E System is discovered, it must be reported on NF 1618, "Found on Station Equipment Investigation" (contact Equipment Management to see if any other document will be required along with the NF 1618).

4.4.4.1 The custodian will complete the top portion of NF 1618, except for Federal Stock Number and Document Number. The equipment control number must be noted if the item has a NASA bar-code tag. An investigation must be conducted into the circumstances that allowed the equipment to be brought on-site without being recorded in the NASA PP&E System, and the results must be documented in Part I, Section 2, of the form.

4.4.4.2 The user will assist the custodian in completing NF 1618 and sign in the designated block.

4.4.4.3 The division director or chief will complete and sign Part II of the form, providing recommendations that will prevent recurrence.

4.4.4.4 After the investigation and approvals are completed, the Center Equipment Management office will tag the item and activate an Equipment Master Record in the NASA PP&E System (Receipt from Found on Station - FOS).

4.4.5 Excess Turn In of Controlled Equipment.

4.4.5.1 Equipment becomes excess as a result of its condition or it is no longer needed. Annual utilization reviews and annual Division Director Walk-through inspections help identify inactive or underutilized equipment and items in need of repair or replacement.

4.4.5.2 When equipment has been identified as inactive equipment, the custodian shall notify the Center Equipment Management office via the appropriate group email box. Reference 4200.1F 3.6.8

4.4.5.3 Custodians and users can request turn-in of excess controlled equipment through N-PROP.

4.4.5.4 Equipment should not be placed in open pickup areas but remain secured until picked up by transportation personnel.

4.4.5.5 Excess equipment is the responsibility of the assigned user or property custodian, until it is picked up by transportation.

4.4.5.6 When the excess equipment has been picked up by transportation, users should ensure they have a signed receipt document.

4.4.5.7 Custodians shall use locally developed forms for turning in non-controlled equipment.

4.4.6 Repair Updates.

4.4.6.1 Refer to local procedures when equipment is identified as requiring repair.

4.5 Reports for Property Custodians

4.5.1 Property Custodians (Full-time custodians have access and Part-time does not), who have access to the Business Warehouse (BW), can generate the following reports in the NASA PP&E System:

4.5.1.1 Custodian Account Property Report - custodians can generate a complete listing of all the controlled equipment assigned to their property account(s) or request a complete listing from the Center Equipment Manager as needed. Custodians will ensure

that their property accounts are accurate and up to date on a monthly basis, and report any discrepancies to the Center Equipment Manager.

4.5.1.2 Lease/Loan In Expiration Report – this report can be used to manage expiring loans and leases, which are from a non NASA source.

4.5.1.3 Out Status Expiration Report – this report can be used to manage expiring loans and leases, which are internal within NASA.

4.5.1.4 Coordinate with the Center Manager to obtain reports as needed.

#### 4.6 Inventory Procedures

4.6.1 Three types of cyclic physical inventories affect custodians and users:

4.6.1.1 Inventories of capital equipment.

4.6.1.2 Inventories of all controlled equipment.

4.6.1.3 Inventories of sensitive items.

4.6.2 The Center equipment manager is required to schedule the type and frequency of the above physical inventories. See NPR 4200.1 NASA Equipment Management Procedural Requirements, Chapter 4; and the Center policies and procedures.

4.6.3 Alternate methods for inventory may be used to satisfy requirements, i.e., Inventory by Exception or physical sighting. Inventories by exception are conducted using various equipment record updates involving "touching" the equipment, such as new user acceptance, or equipment returned from an out status.

4.6.3.1 Custodians will receive a 30-day advanced notice with instructions on actions needed to expedite the inventory.

4.6.3.2 Inventory personnel will proceed through the custodian's area, scanning all tagged equipment, to be later updated in the NASA PP&E System. Custodians are required to cooperate with inventory personnel.

4.6.3.3 Action will be taken by the responsible property custodian on equipment that meets control criteria but is not tagged or included in the NASA PP&E System.

#### 4.6.4 Cyclic Inventory Reports and Actions

4.6.4.1 Within 30 working days after completion of the inventory, the custodian and division director will receive a report of the results. Specific instructions will be provided to the custodian to resolve discrepancies. Local reporting procedures will be established for Centers that use the inventory by exception option.

4.6.4.2 The custodian will be allowed a maximum of 30 days to correct the cited discrepancies and submit survey reports, unless a written request for extension has been granted by the SEMO. Failure of the custodian or the division director to respond satisfactorily will be promptly reported to the appropriate management officials.

4.6.4.3 Upon completion of all accounts within a Division, the SEMO will provide the division director or chief a summary of final results for all accounts within the organization.

4.6.5 When a property custodian account changes hands, the losing and the gaining custodians must jointly conduct a full inventory of the account, prior to acceptance by the gaining custodian. Inventory personnel may be contacted for assistance, depending on Center policy. The losing and gaining custodians must fulfill objectives as follows:

4.6.5.1 Verify that recorded equipment is still on-site.

4.6.5.2 Confirm or determine current location.

4.6.5.3 Identify unrecorded equipment that qualifies for control.

4.6.5.4 Locate or identify missing equipment. Note: If missing equipment cannot be located, it is the responsibility of the losing custodian to process the survey report.

4.6.5.5 Identify equipment no longer needed or broken equipment.

4.6.6 The SEMO will determine the actions required for the transfer of accountability between custodians (See NPR 4200.1, NASA Equipment Management Procedural Requirements, Chapter 4; and the Center policies and procedures).

#### 4.7 Lost, Damaged, Destroyed, or Stolen Government Property

4.7.1 A survey is an administrative action whereby the loss, damage, destruction, or theft of Government property is documented, reported and reviewed to determine pertinent facts, and the extent or absence of personal responsibility. A survey is also used to notify the Center Equipment Manager of the loss, damage, destruction, or theft of Government property, and to support adjustments to the property records.

4.7.2 When Government property becomes lost, damaged, destroyed, or stolen, the user or supervisor will immediately notify their property custodian. If theft is suspected, the user, supervisor, or property custodian will notify the Center Security Office immediately, regardless of whether the thief occurred on or off Center.

4.7.3 The user or the individual who last had possession of the property will then prepare Part I (Basic Data) of a Survey Report, NF 598. After completion of Part I of the Survey Report, the user or individual who last had possession of the property will submit the document to the division director through the responsible property custodian.

4.7.4 If the user or the individual who last had possession of the Government property are unknown or no longer a NASA employee, it is the responsibility of the property custodian to complete Part I of the Property Survey Report. With the implementation of the NASA PP&E System, NF 1602 (NASA Equipment Management System (NEMS) Transaction Document) is no longer used, and will not be submitted to the Center SEMO with the Survey Report. The Center Equipment Manager will leave the block for "1602 Obtained" in Part III (Equipment Management Use Only) of the NF 598 unchecked.

4.7.5 The division director (or the next higher level of management if the NASA employee is the division director) will review the survey report(s) submitted by the user or the individual who last had possession of the Government property, specify in Part II the corrective action that is proposed or has been taken to prevent recurrence, sign Part II of the Survey Report, and forward it to the SEMO through the Property Custodian no later than 30 working days after the discovery of the loss, damage, destruction, or theft of the Government property.

4.7.6 Each Property Survey Report will be fully investigated and written findings shall be made by the Property Survey Officer or Property Survey Board as to the facts concerning the loss, damage, destruction, or theft of the Government property. Such findings will include the extent or absence of personal responsibility, including findings as to whether the loss, damage, destruction, or theft resulted from negligence, misuse, or misconduct on the part of the employee.

4.7.7 There are two types of negligence:

4.7.7.1 Simple negligence is the failure or omission to observe, for the protection of Government interests, that degree of care, precaution and vigilance which the circumstances justly demand, whereby the Government suffers through loss, damage, destruction, or theft of Government property.

4.7.7.2 Gross negligence is an act or omission of the employee(s) which constitutes misconduct, willful negligence, or a wanton and reckless disregard for the Government property.

4.7.8 Willful misconduct is any intentional wrongful or unlawful act or omission relating to Government property.

4.7.9 An employee maybe held financially accountable when it is determined that the loss, damage, destruction, or theft of the Government property was the result or the outcome of willful misconduct. This includes, but is not limited to the following: deliberate misuse; unauthorized use (e.g. use of property for private business purposes); improper authorization of use (e.g. uses of property by spouse for private business purposes or use by children for school/homework); or related to failure to comply with property pass or loan procedures.

4.8 Direct Deliveries. NASA employees are responsible for notifying central receiving, or equipment management, or the responsible property custodian in accordance with the Center's policy immediately of receipt of any controlled equipment, regardless of the procurement method (to include credit card purchase); so the equipment can be properly controlled and tagged and to support the receipt payment close out process.

## **Chapter 5. Custodian Activities**

### 5.1 Introduction

5.1.1 Property custodians will be provided with the appropriate level of access to the NASA PP&E System and the web-based training needed to manage their custodian accounts. In addition, property custodians will be given access to the Enterprise Performance Support System (EPSS) that contains Job Aides and End User Procedures (EUP) for the NASA PP&E System.

5.1.2 Generally, property custodians will have access to only N-PROP to use for managing their custodian accounts. N-PROP, one of the components in the NASA PP&E System, will enable property custodians to perform only certain functions related to the EMR in the NASA PP&E System (See Chapter 3 for N-PROP functions).

5.1.3 Changes to the EMR that cannot be made by the Property Custodian in N-PROP will be executed by the Center Equipment Management office in the NASA PP&E System (Appendix H, The NASA Property, Plant & Equipment System).

5.1.4 The Property Custodian shall submit all necessary documentation to the Center Equipment Management office when requesting activations, modifications, or deactivations to the EMR; the property custodian shall maintain copies of documents submitted until the change has been completed in the NASA PP&E System. For further direction on documentation and record retention, refer to Center policies and procedures.

### 5.2. EMR Modifications by Property Custodian via N-PROP.

5.2.1 The EMR modifications described in this section are the only changes that property custodians and some assigned users can do via N-PROP.

#### 5.2.2. Custodian Account Transfers.

5.2.2.1 A custodian account transfer is necessary when equipment is transferred from one custodian to another. This change could result from reassignments, reorganizations, or need of the equipment identified by the gaining custodian.

5.2.2.2 A custodian account change may create the need for other changes as well, e.g., location and user.

5.2.2.3 The losing custodian will designate the new property custodian for the applicable EMR in N-PROP.

5.2.2.4 The gaining custodian will be notified via email of the account reassignment, and must take the appropriate action to accept or reject transfer of the equipment to their custodian account via N-PROP.

5.2.2.5 If the initiating custodian determines that the equipment cannot be hand carried, arrangements should be coordinated with the Transportation Office for pickup. This may be accomplished by the Center Equipment Manager, depending on Center policy.

### 5.2.3 Equipment Location Changes.

5.2.3.1 Location changes for equipment can be done either by the responsible property custodian or the assigned equipment user via N-PROP.

### 5.2.4 End User Assignment.

5.2.4.1 Controlled equipment must be assigned to an equipment end user.

5.2.4.2 Where equipment is shared, it is recommended that the custodian identify one person as the primary user, with responsibility for managing the item. If there is unwillingness to accept this responsibility, the supervisor for the area will assign the primary user.

5.2.4.3 When an equipment user change is required, it can be initiated by the responsible custodian or the user of record via N-PROP.

### 5.3 EMR Activations by Center Equipment Manager

5.3.1 EMR activations described in this section shall be executed only by the Center Equipment Management office.

5.3.2 The activities that can initiate the activation of an EMR are receipt of controlled equipment by the receiving department, direct delivery of controlled equipment, controlled equipment Found on Station, etc. All these activities require that the controlled equipment is tagged, which will initiate the EMR activation by the Center Equipment Manager.

### 5.4 EMR Modifications by Center Equipment Manager

5.4.1 The changes described in this section shall be executed by the Center Equipment Management office to the EMR at the request of the Property Custodian.

5.4.2 Borrows Between Custodians (at the same Center).

5.4.2.1 Items to be borrowed by another custodian or user are authorized and recommended for all short-term uses in lieu of purchasing new equipment.

5.4.2.2 Custodian accountability is not transferred for borrowed equipment; however, the borrowing organization has full responsibility for the equipment while in its possession.

5.4.2.3 When items are borrowed for 30 days or more, formal documentation is required and the property custodian shall send an email to the Center Equipment Manager via the appropriate group email box, requesting that a Borrow Out be done for a specific Equipment Control Number (ECN).

5.4.2.4 The custodian will identify the duration of the borrow and its location.

5.4.2.5 Borrow Out Returned. When the borrowed equipment has been returned, the custodian will notify the Center Equipment Management office of the return via the appropriate group email box.

5.4.3 Borrows Between Centers (also referred to as Loans).

5.4.3.1 A request to borrow equipment from another NASA Center will be submitted through the SEMO. A locally developed form may be used for this purpose.

5.4.3.2 Borrowing will not normally exceed one (1) year. Equipment may be borrowed for longer than one (1) year if approved by the SEMO; however, equipment should be permanently transferred, if no requirement exists at the lending Center.

5.4.3.3 Any request for extension of a borrow must be approved by the lending and holding Center.

5.4.4 Loans to Employees for Offsite Use.

5.4.4.1 Equipment may be loaned (for official Government business only) to NASA employees and on-site contractors for temporary off-site use (NPR 4200.1, Section 3.5, Removal and Use of Equipment by Employees).

5.4.4.2 Justification for official off-site use must be provided. The approval of the division director or higher is required for NASA employees. For on-site contractors, the advance approval of the contracting officer and the Contracting Officers Technical Representative (COTR) and notification of the SEMO is required by NASA FAR Supplement 1852.245-71.

5.4.4.3 The loan may be made for up to 180 days and may be extended for an additional 180 days but may not exceed one (1) year.

5.4.4.4 NF 892 (Property Pass Request and Removal Permit) may be used for loans of less than 30 days; these loans will not be processed in the NASA PP&E System by the Center Equipment Management office.

5.4.4.5 The employee taking the equipment off-site will complete NF 892, or an employee loan agreement form, and obtain all required signatures for loans exceeding 30 days. Each Center shall develop an official Employee Loan Agreement and establish procedures to control all loans exceeding 30 days.

5.4.4.6 The original signed agreement will be forwarded to the Center Equipment Manager so the EMR can be updated (for loans exceeding 30 days). One copy will be retained by the custodian, and the other copy must remain with the employee and equipment while off-site.

5.4.4. Employees Loan Returned. When the employee returns loaned equipment to the Center, the custodian shall notify the Center Equipment Management office of the return and the equipment location via the appropriate group email box or locally established procedures, so the EMR can be updated.

5.4.5 Loans to Outside Organizations.

5.4.5.1 It is NASA policy to make equipment available outside NASA on a temporary basis, provided the loan is in the public interest and meets the conditions described in NPR 4200.1, Section 3.4, Loan of Equipment to Government and Non-Government Organizations.

5.4.5.2 Loans will be covered by a formal loan agreement, developed by the Center, which sets forth appropriate requirements for use and accountability. This agreement requires concurrence by the authorizing official, division director, SEMO, Office of the Chief Counsel, or other appropriate Center personnel. Some Centers may require approval by the Center Director. NASA loan policy is covered in more detail in NPR 4200.1.

5.4.5.3 The custodian will contact the SEMO to arrange for an approved loan agreement. After the loan agreement is approved, the custodian will ensure that a shipping document is prepared and arrange for transportation of the equipment to be loaned to the Shipping Department.

a. The Center Equipment Manager reviews the shipping document, verifies the loan agreement information, prior to approval, and forwards it to the Shipping or Transportation Office for processing.

b. The shipping document is the input document that allows the Center Equipment Manager to process the loan information to the EMR in the NASA PP&E System.

c. All loans initially approved for a duration of more than one (1) year must be recertified on an annual basis. The borrower must provide a written certification to the SEMO, on the anniversary date of the loan. This certification must contain the identification number assigned to the equipment, its name, location, current use, and justification for continued use.

d. To ensure that loans do not exceed the temporary use policy, authorizing officials shall review and certify extension of each loan, prior to its expiration date, and obtain annual recertification on current use from the borrower.

#### 5.4.6 Leases to Outside Organizations

5.4.6.1 A Center may lease equipment to an outside organization. Leases are approved and processed in the same manner as previously described for loans to outside organizations above (NPR 4200.1, Section 3.4, Loan of Equipment to Government and Non-Government Organizations).

5.4.6.2 Leases require negotiation of a contract by the procurement or acquisition organization.

#### 5.4.7 Loans/Leases Returned.

5.4.7.1 Central Receiving. It is preferred that loaned items be returned to Central Receiving where a Receiving and Inspection Report is prepared. The Center Equipment Manager uses the Receiving and Inspection Report to update the NASA PP&E System.

5.4.7.2 Direct Delivery. When borrowed items are returned directly to the site of the lending organization, the custodian will notify the Center Equipment Management organization of the return and the equipment location via the appropriate group email box or locally established procedures so the EMR can be updated. Additional documentation may be required by the Center Equipment Manager in accordance with their local policies and procedures.

#### 5.4.8 Loan Pools.

5.4.8.1 Center equipment pools will establish internal procedures for controlling equipment loans to personnel for temporary use.

5.4.8.2 The EMR may be updated, according to Center policy. Normally, custodian accountability is not transferred to the organization borrowing the equipment; however, the employee who signs out the equipment has full responsibility until the item is returned to the loan pool.

#### 5.4.9 Storage of Equipment.

5.4.9.1 Occasionally, the nature of NASA operations makes it desirable to temporarily store inactive equipment for specific purposes stated in NPR 4200.1, Sections 3.6.8 and 3.6.9.

5.4.9.2 Stored equipment must have a firm future requirement, i.e., a project program or other work activity, which has been approved by the Center Director.

5.4.9.3 Stored equipment must also be recertified annually by the storing directorate's division director or designee.

5.4.9.4 Storage In. When a custodian receives a request to put equipment in storage, the custodian follows Center procedures to ensure that appropriate approvals are obtained prior to submittal of the Storage In to Center Equipment Manager. Custodians should use local forms and procedures for the initial approval and justification for storage of inactive, controlled equipment but should use a Center-developed "request for storage" form for inactive non-controlled equipment.

a. The custodian will send from their nasa.gov email a request for a Storage In. The custodian will include the storage justification and date the stored item will return to active use. Other required approvals will be obtained as required by the Center policies and procedures. The custodian will arrange delivery of the equipment to the storage area and retain a receipt document. The Storage Manager will sign for the equipment and assign the storage control number and location, and forward documentation to the Center Equipment Management office for processing into the NASA PP&E System. A copy of the requesting document will be retained with the equipment while in storage, and copy may be retained by storage personnel, if desired or required by local instructions.

b. The Center Equipment Manager will review an Out Status Expiration Report (BW) to determine which items will be removed from storage or justify extension of the storage period. It will also be forwarded to the Storage Manager. The Storage Manager will send out notification to the custodian, in accordance with Center procedures, when the storage date is expiring. The custodian should ensure that the Out Status Report be provided to the division director for all custodian accounts within their organization at the time of their annual walk-through inspections.

5.4.9.5 Storage Returned. When the storing organization is ready to remove equipment from storage, the custodian will notify the Center Equipment Management office of the return via the appropriate group email box, so the EMR can be updated, or follow Center policies and procedures. The custodian will annotate the new location, if it has changed on the request document. The Storage Manager will make arrangements to remove equipment from storage and return it to the custodian, forwarding the documentation to the Center Equipment Manager for updating the NASA PP&E System. If a need does not materialize and equipment held in storage is no longer needed, the custodian should request an excess turn-in.

## 5.5 EMR Deactivations by Center Equipment Manager

5.5.1 Any equipment to be hand-carried or shipped from the Centers will be documented and coordinated with the SEMO or designee prior to the physical movement of the equipment in order to ensure that the appropriate actions and any adjustments are made to the EMR.

5.5.1.1 Transfer to Another NASA Center. When a program or project office has identified a greater need for equipment at another NASA Center, or supports a need identified by another Center, the equipment may be transferred. This action requires coordination between both Center Equipment Management offices. Some Centers will also require a local shipping document to be prepared, which will be used by the Center Equipment Management office to process the transfer transaction. The Center Equipment Manager will use the shipping document, if all pertinent NASA information and signatures are recorded.

a. The custodian will prepare shipping and transfer document, obtain required approvals, designate approximate weight and cubic feet on the shipping document, if known, to aid the Transportation and Shipping Department. The custodian will arrange for transportation of the equipment and the shipping document to the Shipping Department for processing. Transportation may be coordinated by the Center Equipment Manager, depending on Center policy.

b. The Shipping Department will prepare and ship the equipment in accordance with the shipping documentation. A copy of the shipping document, annotated with date shipped and shipment number will then be forwarded to Center Equipment Management office for processing into the NASA PP&E System and for deactivation of the equipment from the custodian's account.

5.5.1.2 Transfer to Another Government Agency. A program or project office may identify equipment for transfer to another Government agency through an interagency agreement or in accordance with the Space Act of 1958, as amended. The Act states that NASA and other Federal agencies or departments will cooperate fully with each other to transfer, without transportation costs, aeronautical and space vehicles, and supplies and equipment. Administrative supplies and equipment are not to be transferred to other Government agencies. Transfers to other agencies, in accordance with the Space Act, are made after 10 days of screening throughout NASA to ensure that the needs of NASA are met prior to release of inactive equipment. Transportation costs are addressed in 41 CFR 102-36.75.

a. The custodian will prepare a shipping or transfer document, designate the transfer action, obtain all required approvals, and annotate approximate weight and cubic feet on the shipping document to aid the Transportation and Shipping Departments. All pertinent NASA information and signatures must be on the shipping document or meet the procedures established by the SEMO. The custodian will arrange delivery of the

equipment and documentation to the Shipping Department. Transportation may be coordinated by the Center Equipment Manager, depending on Center policy.

b. The Center Equipment Manager will screen the equipment Agency-wide, as required for 10 days prior to approving the shipment.

c. The Shipping Department will prepare the shipping documentation, remove the Equipment Control Number, and ship the equipment in accordance with the shipping document. The original copy of the shipping document will be forwarded to Center Equipment Management office for processing into the NASA PP&E System for deactivation of the equipment from the custodian's account.

5.5.1.3 Transfer of Government Furnished Equipment to a Contractor or Grantee. All Government-furnished equipment is subject to the contracting officer's approval in accordance with the Federal Acquisition Regulation and the NASA FAR Supplement. A program or project office may identify equipment for transfer by submitting a request for shipment to the custodian, identifying the applicable contract/grant.

a. The Contract Technical Monitor initiates the transaction by submitting a request for shipment to the custodian, identifying the applicable contract or grant.

b. The custodian will prepare a shipping or transfer document, designate the transfer action, and obtain all required approvals. All pertinent NASA information and signatures must be on the shipping document, or in accordance with local policy.

c. The Contracting Officer must approve the shipping document. The documents will be forwarded to the Center Equipment Manager or the Industrial Property Officer for approval and forwarding to the Shipping Department, depending on Center policy.

d. The custodian will arrange for delivery of the equipment and documentation to the Shipping Department. Transportation may be coordinated by the Center Equipment Manager, depending on Center policy.

e. The Shipping Department will prepare the shipping documentation and ship the equipment in accordance with the shipping document. A copy of the shipping document will be forwarded to Center Equipment Management office for processing into the NASA PP&E System for deactivation of the equipment from the custodian's account.

5.5.1.4 Lease or Loan to NASA - Return. When the loaned or leased equipment has served its purpose, the custodian shall notify the Center Equipment Management office via the appropriate group email box or locally established procedures of a, Lease In Returned, or Loan In Returned, in order to return the equipment to the lessor or loaner.

a. The custodian will prepare shipping or transfer document, designate the return action, obtain all required approvals, and annotate the approximate weight and cubic feet on the shipping document to aid the Transportation and Shipping Department. The

shipping document will be used and all pertinent NASA information and signatures must be on the shipping document, or in accordance with Center policy. The leasing contract official must approve the shipping document for a returned lease if required by Center policy. The custodian should include all documentation that was provided by the lessor when the equipment was delivered. The documents will be forwarded to the Center Equipment Manager for approval and forwarding to the Shipping Department.

b. The custodian will arrange delivery of the equipment to the Shipping Department. Transportation may be coordinated by the Center Equipment Manager, depending on Center policy.

c. The Shipping Department will prepare the shipping documentation and ship the equipment in accordance with the shipping document. A copy of the shipping document, annotated with date shipped and shipping number, will be forwarded to Center Equipment Manager for processing into the NASA PP&E System for deactivation of the EMR from the custodian's account.

5.5.1.5 Survey. When controlled Government property is lost, damaged, destroyed, or stolen, a survey is conducted to investigate and review pertinent facts, adjust the records, and determine the extent or absence of personal responsibility.

a. The individual who possesses controlled Government property at the time it is lost, damaged, destroyed, or stolen must notify the custodian and prepare a Survey Report, NF 598. Instructions for preparation are included on the form. Administrative and procedural requirements are also found in NPR 4200.1. Also, when property cannot be located and theft is suspected, the Center Security Office will be notified immediately.

b. The individual preparing the Survey Report must submit the report to the custodian for review. The custodian will sign and forward the report to the division director or equivalent. The division director will review and sign the report, documenting corrective action in Part II and forward the survey report to the Center Equipment Manager. Survey Reports must be completed and submitted to the Center SEMO within 30 working days of the discovery of equipment loss, damage, destruction or theft.

c. The Center Equipment Management office will verify the equipment record and deactivate the missing item from the custodian's account. The Survey Report is then forwarded to the Property Survey Board for action. Upon completion of the investigation by the Property Survey Board, their findings and recommendations will be reported back to the property custodian through the division director.

5.5.1.6. In addition to Survey Report processing, NASA has established reporting and investigating procedures to determine mishap causes and prevent their recurrence that include accidents and incidents involving damage to equipment. See NPR 4200.1, Appendix H, and/or the Center SEMO for Center related policies and procedures.

5.5.1.7 Modify or Cannibalize. Equipment may be modified in order to configure the item for a new purpose, or inoperable equipment may be disassembled, cannibalized for use of serviceable parts, components, or assemblies as replacement parts in useable equipment, or for fabricating another item. A Cannibalization or Modification of Controlled Equipment, NF Form 1617, must be approved by the Center Equipment Manager prior to modification or disassembly of equipment. The Modification/Cannibalization request will be used, if all pertinent NASA information and signatures are on the NF 1617, to update the EMR in the NASA PP&E System.

a. The user must complete NF 1617 and follow local Center procedures to document the resulting configuration and cost changes. The form will be submitted to the custodian, who will review, sign, and obtain the approval of the division director. The completed form will be submitted to the Center Equipment Manager for processing.

b. The Center Equipment Manager will review the NF 1617 for completeness, ensuring that appropriate cost adjustments are included. The form will be forwarded to Center Equipment Management office for processing. Equipment management personnel will remove the NASA equipment control number tag and deactivate the originally controlled equipment from the custodian's account, when applicable.

c. New equipment, developed as a result of modifications or incorporation of fabricated parts, components, and assemblies, must be documented in accordance with Center procedures and entered into the NASA PP&E System.

5.5.1.8 Lost Tag. In the event that a controlled item loses its NASA ECN property tag, the custodian or user through the custodian can initiate the request via N-PROP.

a. Upon verification of the equipment record, the item will be retagged with a new ECN, and the old equipment record will be deactivated.

b. The item will be activated in NASA PP&E System and the custodian's account under the newly assigned equipment control number.

## **Appendix A. Definition of Terms**

**A.1 Administrative Property** - Property that is not specifically scientific or technical in nature. The equipment is being used primarily for administrative purposes.

**A.2 Activate** – Term is used to create or establish a new Equipment Master Record in the NASA PP&E System.

**A.3 Alternative Future Use** – Having a planned use on a project other than the one for which it is originally purchased which can be identified and objectively measured at the beginning of a project or at the time the purchase occurs or fabrication commences. This determination is not an Equipment Management responsibility, but is a Financial Management process.

**A.4 Artifacts** - 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.

**A.5 Asset Master Record (AMR)** – A financial record in SAP that identifies capital equipment.

**A.6 Auxiliary or Accessorial Automatic Data Processing (AADP) Equipment** - Auxiliary or accessorial ADP equipment including plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm, and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

**A.7 Borrows** - Temporary loan of equipment which is strictly internal to NASA. In the NASA PP&E System there are two types of borrows, "Center Borrow" for loans between NASA Centers and "Same Center Borrow" for loans to employees, or to on-site contractors.

**A.8 Business Warehouse (BW)** – Part of the NASA PP&E System where the user can perform equipment searches and generates reports upon request.

**A.9 Calibration** - The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.

**A.10 Cannibalization** - The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item.

**A.11 Capital Equipment** - Equipment with a value of at least \$100,000 and subject to the financial control, accounting, and reporting capitalization requirements of NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

**A.12 Center Equipment Manager** - The key individual(s) within the Center Equipment Management office interfacing with the property custodians and equipment users. Maintains and controls equipment records and assists custodians and users in property procedures for and documentation of equipment transaction.

**A.13 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.14 Condition** - A code assigned to indicate the physical condition and usability of equipment.

**A.15 Functional Control Board** - A permanent technical control group that is responsible for maintaining system configuration control . Membership is comprised of representatives from Centers and NASA Headquarters. The Board Chairperson convenes the group as necessary (TBA).

**A.16 Contractor Acquired Equipment** - Equipment procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Government.

**A.17 Contractor Inventory** – Personal property furnished to, or acquired by, and in possession of a contractor pursuant to the terms of a contract, in which title is vested in the Government.

**A.18 Contract Number** - A unique identifier assigned to each NASA contract, pursuant to the NASA FAR Supplement 1804.71.

**A.19 Contracting Officer (CO)** - Any person with the authority to enter into, administer, and/or terminate contracts and make related determinations.

**A.20 Contracting Officer Technical Representative (COTR)** - An authorized representative of a contracting officer acting within the limits of his/her authority.

**A.21 Control** – The ongoing function of maintaining physical oversight and surveillance of personal property throughout its life cycle using various management tools.

**A.22 Controlled Equipment** – All equipment which 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 two years or more and will not be consumed or expended in an experiment.

**A.23 Custodian Records** – Memoranda in any form written or electronic that documents the life cycle of property.

**A.24 Deactivate** – Term used to make the Equipment Master Record in the NASA PP&E System inactive or retired.

**A.25 Disposal** - The processes involved in the removal of personal property from use and from the property accounting system because of trade-in, utilization by another Federal agency, donation, sale, or abandonment/destruction.

**A.26 End User Procedures (EUP)** – Written procedures located in the Enterprise Performance Support System (EPSS) that provides detailed directions for users of the NASA PP&E System.

**A.27 Enterprise Performance Support System (EPSS)** – Provides procedures, job aids, and help content via the Intranet.

**A.28 Enterprise Resource Planning (ERP)** – An integrated system where all of the modules are designed to share information and automatically create transactions based on various business processes.

**A.29 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 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.

**A.30 Equipment Control** – The section within the Center equipment management operations which manages all the processes, records, and documents used to achieve the objective of equipment management.

**A.31 Equipment Control Number (ECN)** - The identification/barcode number assigned and affixed to each item of equipment for control purposes by a tag.

**A.32 Equipment Control Number Register** - A written or electronic record of the assignment of ECNs.

**A.33 Equipment Master Record (EMR)** – A record in the NASA PP&E System that identifies and provides selected information about each item of controlled equipment.

**A.34 Equipment Pool** - The collection, at a central point, of equipment under control for issue to individuals or organizations.

**A.35 Equipment Systems** - Assemblies of component equipment items designed and operated to accomplish specific functions.

**A.36 Equipment Utilization** - A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

**A.37 Excess** - Personal property determined unnecessary to the need and discharge of the holding organization and, therefore, returned to the Center Property Disposal Officer for reutilization or disposal.

**A.38 Fabricated Item** - Personal property that is manufactured for, or constructed by, the using organization. Fabricated items meeting the controlled equipment criteria will be controlled.

**A.39 Federal Supply Group (FSG)** - A four digit property identification code describing commodity classification. See Federal Cataloging Handbook H2.

**A.40 Flight Hardware** - Property that is certified for use in space flight operations.

**A.41 Found on Station (FOS)** - Any equipment meeting the criteria for control for which records accountability has not been established.

**A.42 Government Furnished Property (GFP)** - Equipment furnished to a contractor (to include Government Furnished Equipment - GFE), or acquired by the contractor, as in Contractor-Acquired Equipment.

**A.43 Government Office Equipment Including Information Technology** - Includes but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones and wireless communications devices (e.g., cell phones, blackberries, pagers, etc.), facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and Email. This list is provided to show examples of office equipment as envisioned by NPD 2540.1.

**A.44 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 unrequired personal property to GSA. GSAXcess® is also used as a source of supply for customers seeking property that has been reported and is available for transfer. Agencies may search GSA's

inventory through a process known as screening, and they may request property for transfer by selecting specific items.

**A.45 Heritage Asset** - Heritage assets are property, plant, and equipment (PP&E) that are unique for one or more of the following reasons: a. Historical or Natural Significance; b. Cultural, Educational or artistic (i.e. aesthetic) importance; c Significant architectural characteristics.

**A.46 Inactive Equipment** – The nature of NASA operations occasionally makes it desirable to retain equipment, not in current use, for a specified time for other potential needs before further disposition (see Section 3.6.8).

**A.47 Inactive Reason Code** – Code used to provide the reason for deactivating an Equipment Management Record in the NASA PP&E System.

**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 Inventory** – The sighting, tagging or marking, describing, recording and reporting the property concerned and reconciling the property recorded with the property records.

**A.51 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.52 Leased Equipment** - Equipment that has been conveyed by or to NASA by contract for a certain consideration of payment of rental fee.

**A.53 Line Replaceable Unit (LRU)** - A fairly expensive spare part that can be refurbished or repaired quickly (after each use) to restore a large system to service.

**A.54 Loaned Equipment** - Equipment in temporary use to or from non-NASA entities (outside of NASA). In the NASA PP&E System execute a “Loan In” or “Loan Out” to the Equipment Master Record, as applicable.

**A.55 Maintenance and Repair of Equipment** - Recurring day-to-day, periodic, or scheduled activity required to keep equipment in working condition or to resolve it or its components to a condition substantially equivalent to its originally designed capacity and efficiency.

**A.56 Mass (Global) Changes** – updates that affect a large number of Equipment Master Records, usually associated with records organizational realignments, custodian and assigned user changes, building locations, and room changes.

**A.57 Modification** - A basic or functional change made to an equipment item to give a new orientation or to serve a new purpose.

**A.58 NASA FAR Supplement** - A document that, with the Federal Acquisition Regulation (FAR), establishes uniform policies and procedures relating to the procurement of property and services. The NASA FAR Supplement applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

**A.59 NASA Property, Plant, & Equipment (PP&E) System** - The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System, herein referred to as the NASA PP&E System used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA and its on-site NASA contractors under the NASA FAR Supplement (NFS) clause 1852.245-71 (Installation Accountable Government Property). The 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: Systems, Applications, and Products (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 Asset Master Records (AMR)), and Plant Maintenance (containing the Equipment Master Records (EMR)).

**A.60 Non-Capital Equipment** - Equipment with a value of at least \$5,000 and not subject to the capitalization requirements of NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies

**A.61 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 this NPR.

**A.62 Negligence** – (1) Simple negligence is the failure or omission to observe, for the protection of Government interests, that degree of care, precaution and vigilance which the circumstances justly demand, whereby the Government suffers through loss, damage, destruction, or theft of Government property, and  
(2) Gross negligence is an act or omission of the employee(s) which constitutes misconduct, willful negligence, or a wanton and reckless disregard for the Government property.

**A.63 N-PROP**- The web based front end of the NASA PP&E System. Users can access N-PROP via i-View or via direct Internet access. N-PROP provides users the ability to: accept or reject receipt for equipment and to cancel a pending property action; view

assigned property, as well as history; update property location; transfer property from one custodian account to another property custodian account; generate a property pass; request property control tags; request excess of controlled equipment.; or report any changes of status, location, or user to the responsible property custodian.

**A.64 Personal Property** - Property of any kind, including equipment, materials, and supplies, but excluding real property.

**A.65 Physical Inventory** – The verification of existence, location, and quantity of property.

**A.66 Plant Clearance** - All actions related to the screening, redistribution, and disposal of contractor inventory from a contractor's plant or work site. Contractor's plant includes a Government facility when contractor operated.

**A.67 Plant Equipment** - Personal property consisting of equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items but excluding special tooling and special test equipment that is used, or is capable of use, in the manufacturing of supplies, in the performance of services, or for any administrative or general plant purpose. Note: This definition applies only to contractor-held property so classified for contract purposes.

**A.68 Pre-Screening** - The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment. This can be accomplished through the Business Warehouse module of the NASA PP&E System.

**A.69 Property Accountability** - A record of transactions, systematically maintained, which at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a Center or a contractor.

**A.70 Property Administrator** - An individual duly designated by the contracting officer to administer contract requirements and obligations relative to Government property. The Property administrator is an authorized representative of the contracting officer (See NASA Far Supplement Subpart 1845.72).

**A.71 Property Custodian** - An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

**A.72 Property Disposal Officer** - The official appointed by the Center Director who is responsible for managing the Center's screening, redistribution, and disposal functions.

**A.73 Property Management Area** - An area of property management responsibility by organization or by a geographic area, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control.

**A.74 Property Plant & Equipment (PP&E)**– tangible assets, including land, that meet the following criteria: (1) have estimated useful lives of 2 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.75 Property Survey Officer** - An individual appointed to investigate the circumstances, and make findings and recommendations relating to lost, damaged, destroyed, or stolen Government property listed on a Property Survey Report.

**A.76 Property Survey Board** - Composed of two or more members (with alternates as appropriate) and a chairperson to investigate and make recommendations to division directors and other appropriate Center officials concerning the loss, damage, or destruction of controlled equipment exceeding \$5,000 in acquisition value. Also, it is recommended that a representative from the Chief Counsel and the Security Officer be members of the Property Survey Board.

**A.77 Proximate Cause** - The employee's acts or omissions were the cause that, in a natural and continuous sequence, unbroken by a new cause, produced the loss, damage, destruction, or theft and without which the loss, damage, destruction, or theft would not have occurred.

**A.78 Purchase Request or Purchase Order** - A document utilized to state requirements for and to authorize purchase of goods and services.

**A.79 Reactivate** – making an inactive or retired Equipment Management Record in the NASA PP&E System active again.

**A. 80 Receiving** – (1) The process of equipment being accepted into an organization of facility and (2) the point at which an organization's obligation, liability, and accountability begin.

**A.81 Reconciliation** – Comparison of the property located during the physical inventory against the official property records. To include 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.82 Reutilization** - program that identifies excess, idle or items no longer needed by one discipline within an organization and manages the transfer of the assets to another location that has a requirement.

**A.83 Salvage** – Property that has a value greater than its basic material content but for which repair or rehabilitation is clearly impractical; and/uneconomical.

**A.84 SAP** – 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.85 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 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 SEMO.

**A.86 Screening** – To review or compare property on hand against a known or anticipated requirement.

**A.87 Shipping Document/Request for Shipping** - The authorization and acceptance document that accompanies equipment when it is being sent to another location.

**A.88 Spare** - An item peculiar to a system or an end item and held in reserve.

**A.89 Special Test Equipment** - As set forth in the FAR Subpart 45.101, either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. A testing unit consists of all electrical, electronic, hydraulic, pneumatic, mechanical, or other items or assemblies of equipment including standard or general purpose items or components that are mechanically, electrically, or electronically interconnected so as to become a new functional entity. This causes the individual item or items to become interdependent and essential in the performance of special purpose testing in the development or production of particular supplies or services. The term "special test equipment" does not include the following: material, special tooling, buildings and non-serviceable structures (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes. Note: This definition applies only to contractor-held property so classified for contract purposes.

**A.90 Sub-installation** – Center data that has been further divided into subs, based on government-held property, contractor-held property, or location of property.

**A.91 Surplus Personal Property** - Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

**A.92 Survey Report** - A report of administrative action taken to investigate and review the loss, damage, destruction, or theft of Government property and to assemble pertinent facts and determine the extent of such loss, damage, destruction, or theft.

**A.93 Transaction** – refers to document identifiers IE01 and IE02 type transactions to the Equipment Management Records in the NASA PP&E System.

**A.94 Unconditional Donations** - Equipment provided to NASA as a cost free donation from a non-Federal source.

**A.95 Utilization** - The identification, reporting and transfer of excess personal property among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

**A.96 Unique Equipment** - Specialized equipment items, or equipment systems normally not commercially available, that are identified as unique when the equipment becomes idle.

**A.97 Virtual Tagging** - The concept of assigning a NASA property tag when the tag cannot be attached.

**A.98 Willful Misconduct** - Willful misconduct is any intentional wrongful or unlawful act or omission relating to Government property.

## **Appendix B. Summary of Transactions and Documentation Needed for the NASA PP&E System**

**B.1** Custodians should contact the Center Equipment Manager for policies and procedures.

**B.2** The following is a summary of the transactions which cannot be performed in N-PROP. These actions can only be performed in the SAP module and will require additional documentation and/or require supplemental local procedures.

B.2.1 Found On Station (FOS) – NASA Form 1618.

B.2.2 Borrow by Another NASA Center – Shipping Request.

B.2.3 Loan or Lease Outside NASA – Loan Agreement and Shipping Request.

B.2.4 Loan to Employees for Off-site – Employee Loan Agreement.

B.2.5 Storage In – Storage Request.

B.2.6 Transfer to Another NASA Center –Shipping Request.

B.2.7 Transfer to Another Government Agency - Shipping Request.

B.2.8 Transfer to Government – Shipping Request.

B.2.9 Lease In Returned – Shipping Request and Lease Agreement (if available).

B.2.10 Loan In Returned – Shipping Request and Loan Agreement (if available).

B.2.11 Survey – NF 598.

B.2.12 Modify or Cannibalize – NF 1617.

B.2.13 Repair Updates.

## **Appendix C. Agency (NASA) Minimum Standard Sensitive Items List**

### **C.1 Items, regardless of acquisition value.**

C.1.1 Weapons, all types including, but not limited to, air, spring, powder, or other propulsions system.

C.1.2 Hazardous Devices, including environmentally hazardous devices.

### **C.2 Items with an acquisition value of \$500 or more.**

C.2.1 Automatic Data Processing Equipment (ADPE), which includes the following:

a. Computers, all microcomputers and personal computers, including desktop systems, work stations, laptops, notebooks, handheld computers (palms), and other portables, but excluding mainframes and minicomputers.

b. External Computer Peripherals, including:

(1) Printers.

(2) Disk Drives, (Fixed and Removable Media).

(3) Tape Drives.

(4) CD and DVD Drives.

(5) Scanners.

(6) Monitors.

(7) Terminals.

c. Cameras, all types.

d. Recorders and players, including, but not limited to, digital, laser, cassette, and reel-to-reel.

e. Radios.

f. Receivers.

g. Transceivers.

h. Televisions.



## Appendix D. Equipment Master Record (EMR) for the NASA PP&E System

### D.1 Equipment Data

**D.1.1 Basic Equipment Data and Fields.** Equipment data in the NASA PP&E System resides in the Equipment Master Records (EMR). Each “object” of equipment has its own EMR where the basic information that identifies the equipment is stored. The fields for this information are required data as described in the following table:

Field Name	R/O/C	Description
Equipment	R	Equipment Control Number (ECN) - Number by which a <a href="#">piece of equipment</a> can be clearly identified. Match code icon displays drop down/search screen for ECNs.
Valid On	R	The date the Equipment Record was created. Match code icon displays a calendar.
Equipment Category	R	Key for types of equipment categorized according to attributes, such as value & use. Match code icon displays drop down: <b>M</b> – NASA Held Capital Equipment <b>N</b> – Controlled Equipment <b>X</b> – Non-Controlled
Description	R	Description of the equipment in the form of a short text. Long Text is available for complete descriptions.
Status	R	The <a href="#">system status</a> that is currently valid. This field will default.
Valid From	R	Beginning date of validity. This field will default to the current date.
Valid To	R	Date indicating up to when an entry is valid. This field will default.

**D.2 Data Tabs and Fields.** In addition, each EMR contains four (4) data tabs:

- General,
- Location,
- Structure, and
- NASA Data.

Within each of these tabs are several data fields that contain information about the equipment. Some of the fields are required (R) to be complete, some are optional (O), and some are conditional (C), depending on the equipment. The tables below provide a description of each field:

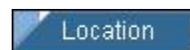
## D.3



## Tab:

Field Name	R/O/C	Description
Class	N/A	Not used at NASA.
Object Class	O	Key that describes the type of technical object. Match code icon displays a drop down/search screen. Will default based on the first 2 digits of the FSC code.
Weight	O	The weight of the equipment.
Size/dimension	O	The size/dimension of the equipment.
Start-up date	R	The date the installation acquired the equipment. Defaults to current system date.
AcquistnValue	R	The acquisition value of the equipment.
Acquisition date	R	The date NASA acquired the equipment. Match code icon displays a calendar. Defaults to current date.
Mfr Code	R	The manufacturer of the object. Match code icon displays a drop down/search screen. <b>Example: 002B3 - DELL COMPUTERS</b>
Warranty Begin	O	The begin date of the Vendor/Manufacturer warranty. Match code icon displays a calendar.
Warranty end	O	The end date of the Vendor/Manufacturer warranty. Match code icon displays a calendar.
Model number	R	The manufacturer model number of the object.
Constr.yr/mth	R	The year and month the object was constructed.
ManufPartNo	O	The manufacturer part number of the object.
ManufSerialNo	R	The manufacturer serial number of the object.

## D.4



## Tab:

Field Name	R/O/C	Description
MaintPlant	R	The Center where this object is located. Match code icon displays a drop down for locations. <b>Example: GRC - John H. Glenn Research Center</b>

Field Name	R/O/C	Description
Location	R	The building within the Center in which this object is located. Match code icon displays a drop down/search screen. <b>Example: GR-110 - MICROGRAVITY RESEARCH</b>
Room	O	The room in which the object is located.
Plant section	R	The sub-installation in which this object is located. Match code icon displays a drop down for locations. <b>Example: 03 - GLENN</b>
Sort field	O	This field is for a Center's internal use. Enter Center-specific information for this object.
Company Code	R	The organization that owns this equipment. Always is NASA. Match code provides only this selection.
Business Area	R	The Center that has ownership of this object. Match code icon displays a drop down to select Center. <b>Example: 22 - Glenn Research Center</b>
Asset	R	This field will be populated if the equipment is capital, otherwise it is blank. Match code icon displays a drop down.

#### D.5



#### Tab:

Field Name	R/O/C	Description
Functional loc.	N/A	Not used at NASA.
Description	N/A	Not used at NASA.
Superord. Equip.	N/A	Not used at NASA.
Description	N/A	Not used at NASA.
Position	N/A	Not used at NASA.
TechidentNo.	C	Free form text for the tail number of the aircraft.

#### D.6 The NASA Data Tab is further divided into user data tabs:

- Acquisition Tab.
- Custodian Tab.
- End User Tab.
- In Status Tab.
- Out Status Tab.

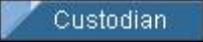
- Codes Tab.
- Flags Tab.
- Vehicles Tab.
- Miscellaneous Tab.

Within each of these tabs are additional data fields. The tables below provide a description of each field:

**D.6.1**  **Tab:**

Field Name	R/O/C	Description
Acquisition Method	R	The method the object was acquired by the Center. Match code icon displays a drop down. See Appendix E
PO / Contract Number	C	Unique number that identifies the Purchase Order or other acquisition document used to acquire the object. Match code icon displays a drop down/search screen. This field is required if the Equipment Category is M and for the following Acquisition Methods: <ul style="list-style-type: none"> <li><b>01</b> - Receipt by Purchase - NASA funded</li> <li><b>02</b> - Receipt by Purchase - OGA Funded</li> <li><b>08</b> - Receipt from Lease In</li> </ul> For Controlled and Non-Controlled Equipment, either a valid PO/Contract Number or Reference Number is required.
WBS Element	C	The Work Breakdown Structure Element. This will populate if a PO/Contract Number is entered and the equipment is capital.
WBS Group	C	A grouping or set that contains more than one (1) WBS Element. This grouping will be used by Property Accountants when there is more than one (1) ALI's associated to a PLI on a given Contract. It is displayed on the Asset Master Record when the PO/Contract Number is entered.
Reference Number	C	A field to reference any documents associated to this record. For Equipment procured on a non SAP Purchase Order, the contract number or loan/lease number that was used to acquire the equipment
FSC Code	R	The Federal Supply Class (FSC) code of the equipment. Match code icon displays a drop down/search screen. The following FSC codes require the <b>Vehicle</b> tab to be completed: <ul style="list-style-type: none"> <li>2310 - Passenger Motor Vehicles</li> <li>2320 - Trucks &amp; Truck Tractors, Wheeled</li> <li>2330 - Trailers</li> </ul>

Field Name	R/O/C	Description
Sub Installation	R	Sub Installation that owns Equipment. Match code icon displays a drop down to select a Sub Installation. <b>Example: 08 - MARSHALL</b>
System Cost	N/A	Not used at NASA.
NASA Held/ Contractor Held	N/A	This field will default based on sub installation, display only.
Last Inventory On	N/A	This field will default based on latest inventory information, display only.
Previous ECN	R	This field is only used for retagging. Otherwise, leave blank. Match code icon displays a drop down/search screen.

**D.6.2**  **Tab:**

Field Name	R/O/C	Description
Property Custodian Number	R	Unique identifier that identifies the individual organizationally or geographically assigned and who is responsible for all controlled equipment within a designated property management area. (Custodian detail is available.) Match code icon displays a drop down/search screen.
Property Custodian Name	N/A	This field defaults from the Custodian information. This is a display only field.
Custodian Account	R	Account assigned to the Property Custodian for a sub-set of an organization's equipment. Match code icon displays a drop down/search screen to populate this field.
Custodian Organization Code	R	Organization that the Custodian Account Number is assigned to. Match code icon displays a drop down/search screen to populate this field.
Custodian E-Mail	N/A	This field will default from the Custodian account. This is a display only field.

**D.6.3**  **Tab:**

Field Name	R/O/C	Description
End User Number	R	Unique identifier that identifies the person responsible for the stewardship of the assigned equipment. (End user detail is available.) Match code icon displays a search screen to populate this field.
End User Name	N/A	This field will default from the End User information. This is a display only field.
End User Accept Indicator	R	Flag that shows if the End User has accepted accountability for the equipment. Match code icon displays a search screen to populate this field. Defaults to Pending.
End User E-Mail	N/A	Email address of the end user. This field will default from the End User information. This is a display only field.
End User Comment	O	Free form text field for comments.

#### D.6.4



#### Tab:

Field Name	R/O/C	Description
Lease/Loan Status	C	The status for the lease/loan equipment. Match code icon displays a drop down to populate this field: For Lease, select Leased In. For Loan, select Loan In.
Lease/Loan In Date	C	The date the installation accepts accountability for the loan/lease equipment. Match code icon displays a calendar.
Lease/Loan Due Date	C	The date when the loan/leased equipment expires/due back. Match code icon displays a calendar.
Lease/Loan Return Date	C	The date the loan/leased equipment was physically returned. Match code icon displays a calendar.

#### D.6.5



#### Tab:

Field Name	R/O/C	Description
On Loan Agreement No.	C	The On Loan Agreement Number.
Detail Status	C	The code that specifies the reason equipment is out status. Match code icon displays a drop down to populate this field: <b>Example: 1 - Loaned Out</b>

Field Name	R/O/C	Description
Status Type	C	Specifies the type of loan. Match code icon displays a drop down to populate this field: <b>Example: L - Loan</b>
Status Sub-Type	C	Distinguishes between profit, non-profit, and educational entities. Match code icon displays a drop down to populate this field: <b>Example: 3 - Education</b>
Status Law	C	Code that specifies the authorization for a specific type of loan. Match code icon displays a drop down/search screen to populate this field: <b>Example: 2 - SBIR</b>
Loan Type (Outgoing)	C	Code that identifies the purpose of the loan. Match code icon displays a drop down/search screen to populate this field: <b>Example: ED - Educational Institute (Non-Profit, Non-Federal)</b>
Customer ID	C	Unique Customer ID to identify the Customer that equipment was loaned out to. Match code icon displays a drop down/search screen to populate this field: <b>Example: 900017 - Univ. of Florida</b>
Detail Status Out Date	C	Date the Installation released the equipment to an out status. Match code icon displays a calendar.
Detail Status Due Date	C	Date the Installation expects the equipment to be returned from out status. Match code icon displays a calendar.
Detail Status Ship Date	C	Date the equipment is shipped out. Match code icon displays a calendar.

#### D.6.6 Tab:

Field Name	R/O/C	Description
Inactive Reason Code	N/A	Code to describe the reason for the Equipment Record status being set to Inactive; this is a display only field.  This field can only be updated when the record has been deactivated and is not used when creating an Equipment Master Record. Match code icon displays a drop down/search screen.
Precious Metal Code	C	Code that specifies the specific type of precious metal in the equipment. Match code icon displays a drop down/search screen to populate this field.

Field Name	R/O/C	Description
Demil Code	C	Code that specifies the specific type of demilitarization required for the equipment. Match code icon displays a drop down/search screen to populate this field.
Hazard Material Code	C	Code that specifies the specific type of hazardous content of equipment. Match code icon displays a drop down to populate this field: M - the equipment contains a hazardous material, W - the equipment contains a hazardous waste.
Heritage Code	C	Code that specifies the specific heritage type of the equipment. Match code icon displays a drop down/search screen to populate this field. <b>Example: M - Multi Use Heritage Asset</b> Heritage asset equipment is: a. Historical or natural significance. b. Cultural, education, or artistic (e.g., aesthetic) importance. c. Significant architectural characteristics. Heritage assets can be single or multiple use.
Survey Reason Code	O	Code that explains the reason why the Equipment Item has been deactivated due to a Survey or Missing status. Match code icon displays a drop down/search screen to populate this field. This field is not used when creating an Equipment Master Record.
Survey Report Number	O	The control number from the survey report (NF 598). This field is not used when creating an Equipment Master Record.
Survey Board Rec	O	The Survey Board Recommendations detail the Survey Board's findings for the cause of the Equipment to be surveyed. Match code icon displays a drop down/search screen to populate this field. This field is not used when creating an Equipment Master Record.

#### D.6.7 Tab:

Field Name	R/O/C	Description
Inventory Flag	O	The Inventory Flag is checked by the inventory clerk for equipment created/added due to Inventory Campaign overages, Items Reactivated that were previously deactivated due to survey, or any create/reactivate/deactivate due to Inventory Campaign updates. (On or off check box)
High Risk Flag	O	Flag that identifies whether equipment is sensitive. (On or off check box)
Unattached Tag	O	ECN tag held by Property Custodian. (On or off check box)

Field Name	R/O/C	Description
Space Flight Indicator	O	Identifies equipment that has been in Space or will be. (On or off check box)
Converted Record	N/A	Identifies records converted from the legacy system. This is a display only field.
Inactive Record	N/A	Flag indicates that Equipment Record is Inactive. This is a display only field.
Inactive Date	N/A	Date the Equipment Record was inactivated. This is a display only field.

#### D.6.8 Tab:

Field Name	R/O/C	Description
Body Type Code	O	The code that specifies the configuration type of a vehicle. Match code icon displays a drop down/search screen to populate this field. <b>Example: BU - BUS</b>
License Plate	O	The license plate number. (Free form text)
Mfr VIN	O	The vehicle identification number. (Free form text)

#### D.6.9 Tab:

Field Name	R/O/C	Description
Other Govt Agency	C	Specifies the name of the Government Agency that equipment was either received from or transferred to. Match code icon displays a drop down/search screen to populate this field.  This field is required when <b>Acquisition Method 05 – Receipt by Transfer - From OGA</b> is entered on the <i>NASA Data - Acquisition</i> tab.
Contract Rec.	O	The Contract Number of the contractor getting the equipment. Match code icon displays a drop down/search screen to populate this field.
Local Data	O	Field to specify Center Local data can be used to specify Weapon data.

**D.6.10** Some of these fields, such as vehicles or disposal, may not be visible until they are needed. There are several ways for a field to be populated with data:

- a. System generated – The system provides the data for the field using information already provided the system. Example: The object code is system generated using the acquisition method and the FSC code for the equipment item.
- b. Match Code Icon – The icon provides either a drop down list to select from or a search screen. Example: The Acquisition Method Field has a drop down list to select how the equipment was acquired by the Center. A search screen is provided for PO numbers.
- c. Copy with reference – This process “pulls” data from fields in an existing EMR to populate a new EMR. Example: Three (3) identical items of equipment with different serial numbers are received, so one new EMR is created in its entirety and the other two can be created by copying the first EMR to populate their fields and then manually change the serial numbers. This can also be used when a new EMR must be created to retag equipment.
- d. Updates through integrations with N-PROP & DSPL – This process keeps the data in the EMR fields up-to-date and accurate by automatically changing EMR data when certain data fields in N-PROP & DSPL are changed. Example: A new user accepts responsibility for new equipment and the user field in N-PROP is changed to the new user. The user field in the EMR will automatically be updated with the new user name.
- e. Text Fields – These fields are filled in manually. Examples: Equipment Model Numbers, Equipment Serial Numbers, etc. are all text fields and are populated via the keyboard. Text Fields are also made available for notes.

## Appendix E. Acquisition Methods in the NASA PP&E System

E.1 The following is the drop down table that is displayed with the match code icon for the Acquisition Method:

If Receipt is	Then Select
Purchase by NASA	<b>01</b> - Receipt by Purchase - NASA funded
Purchase by another Government Agency on behalf of NASA	<b>02</b> - Receipt by Purchase - OGA Funded
Transfer from a NASA Installation	<b>04</b> - Receipt by Transfer - From NASA Installation
Transfer from another Government Agency	<b>05</b> - Receipt by Transfer - From OGA
Transfer from a Contractor	<b>06</b> - Receipt by Transfer - From Contractor
Lease in	<b>08</b> - Receipt from Lease In
Loan in	<b>09</b> - Receipt from Loan In
Fabrication	<b>10</b> - Receipt from Fabrication
Assembly or Disassembly <b>Example:</b> An item that has to be assembled.	<b>11</b> - Receipt from Assembly/Disassembly
Found on Station	<b>12</b> - Receipt from Found on Station
Excess	<b>13</b> - Receipt from Excess
Retagging	<b>14</b> - Receipt from Retagging
Transfer of Real to Personal Property	<b>16</b> - Receipt from Transfer of Real to Personal Property
Non-Government source <b>Example:</b> Unsolicited equipment, donation	<b>17</b> - Receipt from Non-Government Source
Not previously meeting criteria for tagging <b>Example:</b> Piece of equipment that did not meet the criteria for being tagged, but now does.	<b>18</b> - Receipt from Not Previously Meeting Criteria for Tagging
Reinstating item previously surveyed <b>Example:</b> The equipment was lost, stolen, missing, etc. and then found.	<b>19</b> - Receipt from Reinstating Item Previously Surveyed
Lease to a purchase <b>Example:</b> The equipment was leased and during the lease term it was decided to purchase the equipment.	<b>21</b> - Receipt Resulting from Conversion of Lease to Purchase

## **Appendix F. Searching for Equipment in the NASA PP&E System**

**F.1** This appendix sets forth a general description of the use of the NASA PP&E System for the screening of available active and excess equipment across the Agency.

### **F.2 Using the NASA PP&E System for Equipment Availability Searches and Redistribution**

**F.2.1 Purpose.** The following sections describe the recommendations and requirements for screening before new procurements are undertaken, the components of the NASA PP&E System to use for screening, and how to redistribute equipment.

**F.2.2 Screening New Procurements.** Before new items of equipment are procured, purchase requests which have a unit cost of \$25,000 or more must be screened to determine if the desired item, or an acceptable substitute, is available (active or excess) in the Business Warehouse (BW) module in the NASA PP&E System. See 4200.1F Chapter 2: Equipment Acquisition.

### **F.3 Informal Review of Item Availability**

**F.3.1** NASA civil servants and on-site contractors will use N-PROP and/or BW to do informal screening of available assets (active and excess) in the NASA PP&E System. This capability will permit technical users of equipment to rapidly determine the availability of particular types of equipment to fulfill requirements prior to the initiation of a procurement request. This informal review permits a user to quickly examine several makes and types of equipment Agency-wide that may meet equipment requirements.

**F.3.2** In addition to querying N-PROP and/or BW, Centers may develop other informal screening by using procedures most suitable to the particular Center. Generally, a telephone service or simple form developed by the Center Equipment Manager is adequate to accomplish this requirement; or the user can visit their Center Property Disposal Office to screen excess.

### **F.4 Formal Procurement Request Screening**

**F.4.1** All Center procurement requests for items of equipment with an estimated unit cost of \$25,000 or more will be routed through the Center Equipment Manager for screening; or the SEMO will coordinate with their Center Procurement where the Procurement Specialist has access to BW to accomplish the screening (FAR part 8.002 (a) (1)).

**F.4.2** At a minimum, a manufacturer model search of the item will be performed in BW.

**F.4.3** If no candidate items are found as a result of the manufacturer model search, records may be selected by item name. BW allows for complete item name search or a

partial item name search using a wild card (\*) to increase the chances of selecting all available items (e.g., select; computer, personal; or compu\*).

**F.5 Supplemental Screening.** The following additional screening steps are available:

a. Equipment items may be screened through the Defense Reutilization and Marketing Services (DRMS), the Plant Clearance Automated Reutilization Screening System (PCARSS), and GSAXcess®. The Center Industrial Property Officer will coordinate screening with the procurement request originator.

b. The active equipment in the NASA PP&E System may be screened for possible loan or transfer of accountability if the need for the item is urgent. If an appropriate item is located in the active equipment list, the Center Equipment Manager will coordinate with the holding Center to ensure that the requirement is of such a nature that the holding Center can provide assistance to the requesting Center. It is advisable to have the requester confer with the technical personnel holding the item to determine if it will fulfill the requirements.

#### **F.6 Screening - Approved Contractor Requirements**

F.6.1 Pursuant to the requirements established in the NASA FAR Supplement, prior to new acquisition of items, contractors are required to submit a request to the Contracting Officer (CO). If the CO, authorizes provision and the contractors are not authorized to self screen, the Center Industrial Property Officer (IPO) will coordinate the screening process with the Center Equipment Manager in accordance with Center procedures.

F.6.2 If the item requested on the DD Form 1419 is not available from BW in the NASA PP&E System, a certificate of non-availability will be issued and returned to the contractor for further action. If an item is identified as being available, steps will be taken to redistribute this item.

F.6.3 A waiver for screening unique items that obviously will not be found in BW may be acquired through request to the SEMO.

## **Appendix G. User Responsibility for Safeguarding Government Property**

**G.1 General.** NASA employees are required to exercise the proper care to safeguard Government property. Failure to exercise minimum safeguards, may result in the employee being held financially liable for the loss, damage, destruction, or theft of Government property, when negligence is determined. The following are examples of precautions employees should take to minimize the loss, damage, destruction, or theft of Government property.

### **G.2 Office and Laboratories**

G.2.1 Items such as cell phones, palm pilots, blackberries, calculators, etc. should be kept under positive control.

G.2.2 Doors to laboratories, which house equipment, should be under positive control.

G.2.3 Doors to offices, which house equipment, should be locked whenever practical.

### **G.3 Travel**

G.3.1 Keep sensitive property under your positive control and not left unattended. Airlines and motels do not assume responsibility for lost or stolen valuables. Do not check sensitive equipment as baggage on transportation carriers (airplanes, trains, buses, etc.).

G.3.2 If you must leave sensitive property in a motel room while you are out of the room, store the item in a security safe (room or hotel) whenever possible. However, if a room safe is not available, place the property out of sight upon leaving the room and double check the room door is locked.

G.3.3 Before traveling outside of the U.S., always contact your Center Export Administrative Office and local Security Officer about the items and data you will be hand carrying.

### **G.4 Equipment in a Motor Vehicle**

G.4.1 Lock the vehicle any time it is left unattended.

G.4.2 Do not leave sensitive items inside vehicles; unless secured in locking truck box or car trunk, and never leave these items inside of unattended motor vehicles overnight or for extended periods.

G.4.3 Do not leave portable equipment or instruments in open work truck beds.

### **G.5 Office Moves**

G.5.1 Once the move is completed, report anything that you cannot find immediately to the property custodian and the person in charge of the move.

G.5.2 Notify the property custodian of the location change so that the property records can be updated to reflect the new location.

## **G.6 Acquired Property Which Has Not Been Processed Through Central Receiving**

G.6.1 Notify Central Receiving, Center Equipment Management, or the responsible property custodian in accordance with the Center's policy immediately upon receipt (direct deliveries) of any controlled equipment, regardless of the procurement method; so the equipment can be properly controlled and tagged.

## **G.7 Others**

G.7.1 Do not leave controlled or sensitive items in unsecured areas (hallways, outside, etc.).

G.7.2 When changing organizations or office location, notify your property custodian.

G.7.3 Notify your property custodian of any property no longer needed.

G.7.4 Use property only for its intended purpose.

G.7.5 Use property only for official purposes.

G.7.6 Obtain a property pass for Government property leaving the NASA Installation or Sub-installation.

G.7.7 Report via a Property Survey Report (NASA Form 598) anything that you cannot find immediately to the property custodian.

G.7.8 Whenever theft of property is suspected, notify your supervisor, property custodian, and NASA Security Office immediately.

## **Appendix H. The NASA Property, Plant & Equipment System**

### **H.1 Background**

H.1.1 Purpose. This appendix sets forth a general description of the NASA PP&E System which replaced the legacy equipment management system, NEMS. This appendix will address how equipment is managed in SAP and describe the Centers' responsibilities and users' roles and relationships.

H.1.2 The NASA Equipment Management Program requires utilization of the NASA PP&E System by all NASA Centers. The system requires accurate and complete information.

### **H.2 General System Description**

H.2.1 The NASA PP&E System is a standard, Agency-wide automated tool hosted at the IEMP Competency Center at NASA's Marshall Space Flight Center designed to simplify, standardize, and reduce the cost of managing and controlling NASA's equipment. The system 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 Asset Master Records), and Plant Maintenance (containing the Equipment Master Records).

H.2.2 The NASA PP&E System provides all NASA Centers with an integrated system to identify, account for, and control NASA-held equipment.

### **H.3 Centers' Responsibilities**

H.3.1 NASA Centers will collect necessary data to maintain the Equipment Master Record (EMR) data in the NASA PP&E System. Each Center must select and provide the inputs which enable the NASA PP&E System to be a working integrated accounting and control system. The effectiveness, accuracy, quality, and visibility of the system depend on the quality of each Center's effort.

H.3.2 Each Center acts as the input source and prime user of output data by collecting data about its contractor-held equipment and in-house holdings and providing the basic information necessary to operate the NASA PP&E System. In return, the Center is furnished with control and redistribution data.

H.3.3 Each Center has the following focal points for its NASA PP&E System: the SEMO, the Center Equipment Manager, and Center Equipment Control Center personnel; Property Disposal Officer and Property Disposal Clerk (See NPR 4300.1)

H.3.4 The Center Equipment Manager ensures the following:

- a. Standardization and updating of information pertaining to the NASA PP&E System Center-held equipment.
- b. Requiring follow-ups to resolve problems related to data submission.
- c. Monitoring and evaluation of the use of the NASA PP&E System data, and providing reports as needed.
- d. Overseeing the Center Equipment Control Center.

#### **H.4 Roles for Equipment Management**

H.4.1 The level of access to the NASA PP&E System is determined by the users "role name." The role name is not the same as job titles for NASA civil servants and on-site contractors, but is related to the responsibilities the user has in the NASA PP&E System.

H.4.2 There are two categories of user roles for equipment management, SAP Roles and N-PROP Roles; See Chapter 3 for N-PROP Roles.

#### **H.5 SAP Roles**

H.5.1 Logistics Super User.

H.5.1.1 The Logistics Super User processes all Center to Center transfers for the Center receiving the transferred equipment.

H.5.1.2 Maps to existing jobs: Center Equipment Manager; the NASA PP&E System Administrator; and Center Equipment Control Personnel.

H.5.1.3 Functions performed in SAP:

- a. Update equipment for all Sub Installations.
- b. Display equipment for Sub Installations.
- c. Find/List equipment – Change/Display.

#### **H.5.2 Mass (Global) Change**

H.5.2.1 This role will process all Mass (Global) Change transactions for the Equipment Master Record data.

H.5.2.2 Maps to existing jobs: Center Equipment Manager and Center Equipment Control Personnel.

H.5.2.3 Functions performed in SAP:

- a. Perform mass changes to EMRs.
- b. Find/List equipment – Change/Display.

### **H.5.3 Center Logistics User**

H.5.3.1 The Center Equipment Control Personnel processes create, update, and deactivation of Equipment Master Records for the Sub Installation associated with their organization (Center) role and Sub Installation role.

H.5.3.2 Functions include creation of Equipment Master Records for equipment:

- a. Purchase – NASA Funded.
- b. Purchase – OGA Funded.
- c. Transfer – From OGA.
- d. Transfer – From Contractor.
- e. Lease In.
- f. Loan In.
- g. Fabrication.
- h. Assembly/Disassembly.
- i. Found on Station.
- j. From Excess outside of NASA.
- k. Retagging.
- l. Transfer of Real to Personal Property.
- m. Equipment from Non-Government Source.
- n. Equipment Not Previously Meeting Criteria for Tagging.

H.5.3.3 Functions include updates of Equipment Master Records for equipment:

- a. Transfer – From NASA Installation (Sending Center data).
- b. Transfer – From Contractor.
- c. Assembly/Disassembly.
- d. From Excess inside NASA.
- e. Reinstating Item Previously Surveyed.
- f. Conversion of Lease to Purchase.
- g. End User/Custodian Changes.
- h. Various other attribute changes (High Risk Flag, FSC code, etc.).

H.5.3.4 Functions include deactivation of Equipment Master Records for equipment:

- a. Transfer to Other Government Agency.
- b. Transfer of GFE to a Contractor.
- c. Lease In – Returned.
- d. Loan In – Returned.
- e. Survey (Missing Equipment).
- f. Decontrol (Removal of Tag).
- g. Deletes Resulting from Assembly/Disassembly.
- h. Delete From Retag.
- i. Delete Resulting from Trade-in.
- j. Transfer to Real Property.
- k. Excess.

H.5.3.5 Maps to existing jobs: Center Equipment Manager; Center Equipment Control Personnel; and Full time Property Custodians.

H.5.3.6 Functions performed in SAP:

- a. Create EMRs for associated Center and Sub Installation.

- b. Update EMRs for associated Center and Sub Installation.
- c. Display EMRs for associated Center and Sub Installation
- d. Find/List Equipment – change for associated Center and Sub Installation/Display.
- e. Create Customers for Customer Account Group ZEQP.
- f. Update Customers for Customer Account Group ZEQP.
- g. Display Customers for Customer Account Group ZEQP.

#### **H.5.4 Center Inventory Manager**

H.5.4.1 The Center Inventory Manager can open and close inventory campaigns, and perform all Center Inventory processes for the Sub Installations associated with their Organization role and Sub Installation role.

H.5.4.2 Maps to existing jobs: Center Inventory Manager.

H.5.4.3 Functions performed in SAP:

- a. Update Equipment for associated Center and Sub Installation.
- b. Open/Close Inventory Campaign for associated Center and Sub Installation.
- c. Post Inventory Report for associated Center and Sub Installation.
- d. Document Inventory Override for associated Center and Sub Installation.
- e. Upload Barcode Data for associated Center and Sub Installation.
- f. Inventory Missing Item Report.
- g Inventory Overage Report.
- h. Sensitive Items Report.
- i. In/Out Code Status Report.
- j. Inventory Override Report.
- l. Display Equipment.

#### **H.5.5 Center Inventory Team**

H.5.5.1 The Center Inventory Team can upload scanned barcode data for an Inventory. Document Inventory Overrides, and process various Inventory Campaign reports for the Sub Installation associated with their Organization role and Sub Installation role.

H.5.5.2 Maps to existing jobs: Center Inventory Personnel/Team.

H.5.5.3 Functions performed in SAP:

- a. Update EMRs for associated Center and Sub Installation.
- b. Document Inventory Override for associated Center and Sub Installation.
- c. Upload barcode Data for associated Center and Sub Installation.
- d. Inventory Missing Item Report.
- e. Inventory Overage Report.
- f. Sensitive Items Report.
- g. In/Out Code Status Report.
- h. Inventory Override Report.
- i. Display Equipment.