

NID: NPR 4300.1A

Effective September 4, 2008

**Subject: NASA Property Disposal Procedural Requirements  
(Revalidated 2/17/06 with Change 1)**

**Responsible Office: Logistics Management Division**

**Preface**

**P.1 Purpose** – No changes to this section.

**P.2 Applicability** – No changes to this section.

**P.3 Authority** – No changes to this section.

**P.4 References** – Currently reads:

- a. 42 U.S.C. 2473(c)(3), Section 203 (c)(3) of the National Aeronautics and Space Act of 1958, as amended.
- b. 15 U.S.C. 638, Section 2(9) of the Small Business Act, Public Law (Pub. L.) 85-536 (1958), as amended by the Small Business Innovation Development Act of 1982, Pub. L. 97-219, the Small Business Research and Development Enhancement Act of 1992, Pub. L. 102-564, and other statutes.
- c. 15 U.S.C. 3701 et seq., the Stevenson-Wydler Technology Innovation Act of 1980, as amended.
- d. 15 U.S.C. 3710(i), “Research equipment.”
- e. 22 U.S.C. 2174 and 2357, Sections 214 and 607 of the Foreign Assistance Act of 1961, as amended.
- f. The Omnibus Appropriations Act, 1997, Pub. L. 104-208, Title VI, “Departments, Agencies, and Corporations,” Section 608. (This provision, which allows for Federal agencies to retain 100 percent of sales proceeds from recyclable property, applies only to fiscal year 1997. In order to determine whether an analogous provision is applicable to any future fiscal year, the Government-wide section in the appropriations act for that fiscal year must be consulted.)

- g. Executive Order 13101, dated September 17, 1998, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition."
- h. Executive Order 12999, dated April 17, 1996, "Educational Technology: Ensuring Opportunity for All Children in the Next Century," 3 CFR (1966 Compilation).
- i. Office of Management and Budget Circular A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," Sections 30-37.
- j. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 93-1 (Reissued), "Management Oversight of Service Contracting," dated May 18, 1994.
- k. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 92-1, "Inherently Governmental Functions," dated September 23, 1992.
- l. NASA Policy Directive 4300.1, "NASA Personal Property Disposal Policy."
- m. Interservice Support Agreement/Memorandum of Understanding (MOU) for Precious Metals Recovery, dated May 4, 1998.

**P.4 References – Change to read:**

- a. No change - 42 U.S.C. 2473(c)(3), Section 203 (c)(3) of the National Aeronautics and Space Act of 1958, as amended.
- b. No change - 15 U.S.C. 638, Section 2(9) of the Small Business Act, Public Law (Pub. L.) 85-536 (1958), as amended by the Small Business Innovation Development Act of 1982, Pub. L. 97-219, the Small Business Research and Development Enhancement Act of 1992, Pub. L. 102-564, and other statutes.
- c. No change - 15 U.S.C. 3701 et seq., the Stevenson-Wydler Technology Innovation Act of 1980, as amended.
- d. No change - 15 U.S.C. 3710(i), "Research equipment."
- e. No change - 22 U.S.C. 2174 and 2357, Sections 214 and 607 of the Foreign Assistance Act of 1961, as amended.
- f. No change - The Omnibus Appropriations Act, 1997, Pub. L. 104-208, Title VI, "Departments, Agencies, and Corporations," Section 608. (This provision, which allows for Federal agencies to retain 100 percent of sales proceeds from

recyclable property, applies only to fiscal year 1997. In order to determine whether an analogous provision is applicable to any future fiscal year, the Government-wide section in the appropriations act for that fiscal year must be consulted.)

g. No change - Executive Order 13101, dated September 17, 1998, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition."

h. No change- Executive Order 12999, dated April 17, 1996, "Educational Technology: Ensuring Opportunity for All Children in the Next Century," 3 CFR (1966 Compilation).

i. No change - Office of Management and Budget Circular A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," Sections 30-37.

j. No change - Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 93-1 (Reissued), "Management Oversight of Service Contracting," dated May 18, 1994.

k. No change - Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 92-1, "Inherently Governmental Functions," dated September 23, 1992.

l. No change - NASA Policy Directive 4300.1, "NASA Personal Property Disposal Policy."

m. No change - Interservice Support Agreement/Memorandum of Understanding (MOU) for Precious Metals Recovery, dated May 4, 1998.

n. Add - NASA Policy Directive 2190.1A, "NASA Export Control Program."

o. Add - NASA Procedural Requirements 2190.1, "NASA Export Control Program."

**P.5 Cancellation** – No changes to this section.

## **Chapter 1. Personal Property Disposal Responsibilities**

### **1.1. Background** – Currently reads:

To obtain maximum utilization and to minimize the procurement of new items, each executive agency shall be responsible for making excess personal property available and shall establish and maintain an adequate system of property accountability. The system must ensure the prevention and detection of

situations involving the nonuse, improper use, or unauthorized disposal or destruction of excess personal property received by the agency.

**1.1. Background** – Change to read:

1.1.1. No change - 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. 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. DSPL is the disposal component of the NASA PP&E System which also consists of the SAP component; N-PROP, the web-based front end; and Business Warehouse (BW).

1.1.2. Add - To obtain maximum utilization and to minimize the procurement of new items, each executive agency shall be responsible for making excess personal property available and shall establish and maintain an adequate system of property accountability. The system must ensure the prevention and detection of situations involving the nonuse, improper use, or unauthorized disposal or destruction of excess personal property received by the agency.

**1.2. Agency Responsibility** - No changes to this section.

**1.3. Deviations** - No changes to this section.

**1.4. Property Disposal Officer Designation** – No changes to this section.

**1.5. Property Disposal Officer Responsibilities** – Currently reads:

The following are responsibilities of the NASA PDO's:

1.5.1. Comply with all Federal Governmentwide personal property laws and regulations, including Federal Property Management Regulations and Defense Disposal Manual, and ensure that Center policies and procedures necessary to comply with this document are developed, implemented, and maintained.

1.5.2. Account for all property transferred to the NASA Financial Accounts 1810 and 1820. Provide monthly reports to the Financial Management Officer.

1.5.3. Complete a physical (total wall-to-wall, floor-to-ceiling) inventory at least once every 3 years of all property charged to the Financial Accounts 1810 and 1820. All reconciliations and adjustments to the inventory will be supported by documentation.

- 1.5.4. Ensure that all Center idle, excess, surplus, or exchange/sale personal property reflects the true condition code and is described, using a complete commercial description.
- 1.5.5. Ensure internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.
- 1.5.6. Provide for required screening of all idle, excess, surplus, or exchange/sale personal property, including contractor-held and grantee-held, assuring adequate, secured warehouse or outside storage space if physical receipt is necessary.
- 1.5.7. Approve all abandon or destroy determinations and ensure that they are properly documented with written determinations of justifications and public notice (if required) in accordance with provisions of Federal Property Management Regulations, 41 CFR 101-45.9.
- 1.5.8. Approve (within delegation limits of Federal laws and regulations) authorized direct transfers of excess or surplus property to other NASA Centers, Federal agencies, and eligible donees.
- 1.5.9. Process GSA approved transfer requests and release the property to authorized Federal or donee representatives.
- 1.5.10. Interface with the Center's Environmental and/or Health and Safety Offices in disposing of all identified hazardous materials and hazardous waste, in accordance with existing Environmental Protection Agency regulations and local laws.
- 1.5.11. Interface with the local Safety Office or Program Office to ensure that any "hazard reports" on excess equipment are included in the transfer, as well as requiring the Program Office that releases the equipment to ensure that the equipment or hardware has been rendered safe.
- 1.5.12. Monitor the sales contract administration in selling NASA surplus or exchange/sale personal property to the public sector. Determine whether the GSA, for a fee, or NASA or NASA's agent will conduct sales. Ensure that NASA sales are in compliance, uniform, and protect the integrity of the Federal Government sales process. Ensure the use of Standard Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate.
- 1.5.13. Forward mistakes in bids under sales contracts to the SEMO for resolution at the local sales activity level, include local NASA legal counsel, as authorized by Federal Property Management Regulations, 41 CFR 101-45.803, before award and 101-45.804 after award. Sales mistakes that require

determinations at "one central authority" at the Agency level without power of redelegation (reference Federal Property Management Regulations, 41 CFR 101-45.8) shall be referred to the NASA Headquarters, Manager of Warehousing and Disposal Programs.

1.5.14. Prepare foreign disposal cases for review by the Center's SEMO and forward cases to the International Relations Division, Office of External Relations, NASA Headquarters for final approval.

1.5.15. Participate in the Center's Recycle Program in accordance with Center internal procedures, ensuring maximum sale proceeds and maximum reduction of waste stream.

1.5.16. Implement and promote an effective Exchange/Sale property program to ensure maximum return of monies to NASA to offset cost of replacement property.

1.5.17. For NASA or NASA's agent-conducted sales, establish a local reviewing authority and ensure approval of reviewing authority for each proposed sale award of (1) negotiated sale of surplus property of \$15,000 or more; (2) negotiated sale at fixed price of surplus or exchange/sale property of \$25,000 or more; and (3) competitive bid sale of \$100,000 or more (reference Federal Property Management Regulations, 41 CFR 101-45.304-6).

1.5.18. Interface with the Center Information Technology Security Manager and Organization Computer Security Official to ensure that copyrighted software licensed to NASA is transferred in accordance with any restrictions of the license or copyright. Ensure that storage media are erased by overwriting of media to prevent software and information with release restrictions from being released outside NASA.

**Section 1.5. Property Officer Responsibilities – Change to read:**

The following are responsibilities of the NASA Property Disposal Officer (PDO):

1.5.1. No change - Comply with all Federal Governmentwide personal property laws and regulations, including Federal Property Management Regulations and Defense Disposal Manual, and ensure that Center policies and procedures necessary to comply with this document are developed, implemented, and maintained.

1.5.2. Remove - Account for all property transferred to the NASA Financial Accounts 1810 and 1820. Provide monthly reports to the Financial Management Officer.

1.5.3. Renumber to 1.5.2 and change to read: Complete a physical (total wall-to-wall, floor-to-ceiling) inventory at least once every 3 years of all property managed in DSPL. All adjustments to the inventory will be supported by the appropriate documentation.

1.5.4. Renumber to 1.5.3. Ensure that all Center idle, excess, surplus, or exchange/sale personal property reflects the true condition code and is described, using a complete commercial description.

1.5.5. Renumber to 1.5.4. Ensure internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.

1.5.6. Renumber to 1.5.5. Provide for required screening of all idle, excess, surplus, or exchange/sale personal property, including contractor-held and grantee-held, assuring adequate, secured warehouse or outside storage space if physical receipt is necessary.

1.5.7. Renumber to 1.5.6. Approve all abandon or destroy determinations and ensure that they are properly documented with written determinations of justifications and public notice (if required) in accordance with provisions of Federal Property Management Regulations, 41 CFR 101-45.9.

1.5.8. Renumber to 1.5.7. Approve (within delegation limits of Federal laws and regulations) authorized direct transfers of excess or surplus property to other NASA Centers, Federal agencies, and eligible donees.

1.5.9. Renumber to 1.5.8. Process GSA approved transfer requests and release the property to authorized Federal or donee representatives.

1.5.10. Renumber to 1.5.9. Interface with the Center's Environmental and/or Health and Safety Offices in disposing of all identified hazardous materials and hazardous waste, in accordance with existing Environmental Protection Agency regulations and local laws.

1.5.11. Renumber to 1.5.10. Interface with the local Safety Office or Program Office to ensure that any "hazard reports" on excess equipment are included in the transfer, as well as requiring the Program Office that releases the equipment to ensure that the equipment or hardware has been rendered safe.

1.5.12. Renumber to 1.5.11. Monitor the sales contract administration in selling NASA surplus or exchange/sale personal property to the public sector. Determine whether the GSA, for a fee, or NASA or NASA's agent will conduct sales. Ensure that NASA sales are in compliance, uniform, and protect the integrity of the Federal Government sales process. Ensure the use of Standard

Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate.

1.5.13. Renumber to 1.5.12. Forward mistakes in bids under sales contracts to the Supply and Equipment Management Officer (SEMO) for resolution at the local sales activity level, include local NASA legal counsel, as authorized by Federal Property Management Regulations, 41 CFR 101-45.803, before award and 101-45.804 after award. Sales mistakes that require determinations at "one central authority" at the Agency level without power of redelegation (reference Federal Property Management Regulations, 41 CFR 101-45.8) shall be referred to the NASA Headquarters, Manager of Warehousing and Disposal Programs.

1.5.14. Renumber to 1.5.13. Prepare foreign disposal cases for review by the Center's SEMO and forward cases to the International Relations Division, Office of External Relations, NASA Headquarters for final approval.

1.5.15. Renumber to 1.5.14. Participate in the Center's Recycle Program in accordance with Center internal procedures, ensuring maximum sale proceeds and maximum reduction of waste stream.

1.5.16. Renumber to 1.5.15. Implement and promote an effective Exchange/Sale property program to ensure maximum return of monies to NASA to offset cost of replacement property.

1.5.17. Renumber to 1.5.16. For NASA or NASA's agent-conducted sales, establish a local reviewing authority and ensure approval of reviewing authority for each proposed sale award of (1) negotiated sale of surplus property of \$15,000 or more; (2) negotiated sale at fixed price of surplus or exchange/sale property of \$25,000 or more; and (3) competitive bid sale of \$100,000 or more (reference Federal Property Management Regulations, 41 CFR 101-45.304-6).

1.5.18. Renumber to 1.5.17. Interface with the Center Information Technology Security Manager and Organization Computer Security Official to ensure that copyrighted software licensed to NASA is transferred in accordance with any restrictions of the license or copyright. Ensure that storage media are erased by overwriting of media to prevent software and information with release restrictions from being released outside NASA.

## **Chapter 2. Reporting NASA Idle or Excess Personal Property**

### **2.1. Background – Currently reads:**

This chapter sets forth the requirements for the turning in of idle NASA-owned personal property to the NASA PDOs for future utilization or marketing. Information about all NASA idle or excess personal property will be electronically



submitted via the NASA Personal Property Disposal Management System to GSA for Federal agency and eligible donee screening or utilization. (See chapter 3.)

## **2.1 Background – Change to read:**

This chapter sets forth the requirements for turning in of idle NASA-owned personal property to the NASA PDOs for future utilization or marketing. Information about all NASA idle or excess personal property will be electronically submitted via the DSPL component of the NASA PP&E System to GSA for Federal agency and eligible donee screening or utilization (See Chapter 3).

## **2.2. Guidance Information – No changes to this section.**

## **2.3. Turn in to NASA Property Disposal Officer – Currently reads:**

2.3.1. Each NASA organization is responsible for continually reviewing their assigned property to identify property no longer needed for operational purposes or that needs to be replaced. Each NASA organization will provide sufficient commercial descriptive detail to permit electronic or physical screening, transfer, or sales to potential new owners without the need for future reference to the previous NASA organization. Indication of current condition and narrative description of the repairs, if any are needed. Inclusion of any available operating manual, maintenance record log, or other instructional or informational publications on the property should be included when reporting the idle or excess personal property to the Center PDO.

2.3.2. Each NASA organization is encouraged to give at least 42 days or more advance notice to the PDO to report any information technology property (computer equipment) over \$1 million or any large generations of idle or excess property that may be generated from planned moves, new construction, project closings, or new procurement actions. The NASA PDO can then take appropriate actions and coordinate with GSA to reduce the normal disposal timeframes and the need for unnecessary physical movement of the property. Each NASA organization is responsible for ensuring that the NASA PDO is informed of any copyright or license restrictions for software and that information technology storage media is erased and processed in accordance with NPG 2810, Security of Information Technology, section 4.1.13.

2.3.3. Idle NASA property that is controlled by the NASA Equipment Management Systems (NEMS) will be reported to the NASA PDO, including the NEMS Equipment Control Number (ECN), using the NASA Form 1602 or via electronic mode in accordance with local Center procedures.

2.3.4. Idle NASA property that is controlled by the NASA Supply Management System (NSMS) will be reported to the NASA PDO using the NSMS and NASA Personal Property Disposal Management System (NPDMS) electronic interface.

2.3.5. Idle NASA personal property which is not controlled by NEMS or NSMS will be reported to the NASA PDO in accordance with local Center procedures.

2.3.6. All idle or excess NASA-owned personal property requires complete commercial descriptions (reference Federal Property Management Regulations, 41 CFR 101-43.304-1, 101-43.4901-120-1). Specific categories and types of property require additional information because of many factors including licensing requirements, shelf life, and safety control issues. Many specific categories of property (hazardous materials, hazardous waste, drugs, Nuclear Regulatory Commission controlled property) require additional descriptive information (reference Federal Property Management Regulations, 41 CFR 101-42), including material safety data sheets and certification.

### **2.3. Turn in to NASA Property Disposal Officer – Change to read:**

2.3.1. No change - Each NASA organization is responsible for continually reviewing their assigned property to identify property no longer needed for operational purposes or that needs to be replaced. Each NASA organization will provide sufficient commercial descriptive detail to permit electronic or physical screening, transfer, or sales to potential new owners without the need for future reference to the previous NASA organization. Indication of current condition and narrative description of the repairs, if any are needed. Inclusion of any available operating manual, maintenance record log, or other instructional or informational publications on the property should be included when reporting the idle or excess personal property to the Center PDO.

2.3.2. No change - Each NASA organization is encouraged to give at least 42 days or more advance notice to the PDO to report any information technology property (computer equipment) over \$1 million or any large generations of idle or excess property that may be generated from planned moves, new construction, project closings, or new procurement actions. The NASA PDO can then take appropriate actions and coordinate with GSA to reduce the normal disposal timeframes and the need for unnecessary physical movement of the property. Each NASA organization is responsible for ensuring that the NASA PDO is informed of any copyright or license restrictions for software and that information technology storage media is erased and processed in accordance with NPG 2810, Security of Information Technology, section 4.1.13.

2.3.3. Change to read - Idle NASA personal property that is controlled by the NASA PP&E System will be reported to the NASA PDO, including the property identification data via the NASA PP&E System (N-PROP, SAP, and/or DSPL) in accordance with local Center procedures.

2.3.4. Change to read - Idle NASA property that is controlled by the NASA Supply Management System (NSMS) will be reported to the NASA PDO using the NSMS and DSPL electronic interface.

2.3.5. Change to read - Idle NASA personal property which is not controlled by the NASA PP&E System or NSMS will be reported to the NASA PDO in accordance with local Center procedures.

2.3.6. No change - All idle or excess NASA-owned personal property requires complete commercial descriptions (reference Federal Property Management Regulations, 41 CFR 101-43.304-1, 101-43.4901-120-1). Specific categories and types of property require additional information because of many factors including licensing requirements, shelf life, and safety control issues. Many specific categories of property (hazardous materials, hazardous waste, drugs, Nuclear Regulatory Commission controlled property) require additional descriptive information (reference Federal Property Management Regulations, 41 CFR 101-42), including material safety data sheets and certification that the hazardous material has been clearly labeled and packaged for sales processing.

2.3.7 Add - Prior to declaring NASA mission-specific property/hardware as excess, the Program or Project Manager shall determine export-control classification in consultation with the Center Export Administrator (CEA). A determination of export jurisdiction is required to confirm either International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR) jurisdiction. This determination of export classification will affect disposal options and notification requirements for recipients. Refer to NPR 2190.1, NASA Export Control Program. It is recommended that Program and Project Managers make the export classification determination when mission-specific property/hardware is built or acquired.

2.3.7.1 Add - Mission-specific property/hardware: NASA-owned hardware or property that has a technical use or applies to a NASA scientific, aeronautics, or space mission. For example, spacecraft, space vehicles, aerospace vehicles, remote sensing equipment, x-ray hardware, guidance and control, engineering instrumentation, specially designed storage containers, measuring and test equipment, would be considered mission-specific property/hardware. Mission-specific property/hardware would also include cranes, forklifts and engineering equipment that is specifically designed or modified for a NASA mission. It does not include office furniture or general operating equipment available as "off-the-shelf" open purchase.

**2.4. Reporting Information on NASA Excess Personal Property to the GSA and Other Federal Agencies – No changes to this section.**

**2.5. Withdrawals and Corrections** – No changes to this section.

## **Chapter 3. Utilization and Donation of Personal Property**

**3.1. Background** - No changes to this section.

**3.2. Guidance Information** - No changes to this section.

**3.3. Coordination** – No changes to this section.

**3.4. Eligible Organizations to Obtain Excess Property** – No changes to this section.

**3.5. Eligible Organizations to Obtain Surplus Property** – No changes to this section.

**3.6. Cost of Excess or Surplus Property** – No changes to this section.

**3.7. Availability of NASA Idle, Excess, and Surplus Personal Property** -  
Currently reads:

3.7.1. NASA's idle personal property is available to all NASA organizations and cost reimbursement contractors exclusively during the NASA Agencywide screening period. Upon completion of the NASA Agencywide screening period, NASA idle personal property becomes NASA excess and surplus personal property that is still available for all NASA organizations, all Federal agencies, State Agencies for Surplus Property, and eligible donees.

3.7.2. Screening procedures are the processes by which customers learn of what NASA idle, excess, and surplus personal property is available for acquisition and use.

3.7.2.1. Idle property will be reported to the PDO by the responsible NASA organization for timely input to NPDMS and appropriate screening action including NASA internal Agencywide screening. NASA reportable and nonreportable property data will be electronically submitted to GSA daily via the NPDMS and GSA computer interface. Information on the available NASA property is then made available on "Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification" for NASA internal Agencywide screening, to other Federal agencies during Federal screening period, to State Agencies for Surplus Property, and to eligible Property Act donees during donation screening period.

3.7.2.2. Plant Clearance Officers will forward approved termination or residual inventory schedules or excess property lists as submitted by a contractor to the

PDO for appropriate screening when applicable. The PDO will ensure distribution of one copy of the contractor inventory schedule to all other NASA PDO's for NASA Agency internal screening, in accordance with the Federal Acquisition Regulations.

3.7.2.3. The accuracy of the descriptive and property condition information provided is crucial to the success of an agency's utilization program. When screening property for potential use, reassignment customers must believe in the accuracy and completeness of the property listing to commit the time and effort to request or requisition the available property. Physical inspection of the desired property by the potential customer is not always possible or cost-effective. Therefore, property is screened only by electronic methods and transfers are processed based on faith of the accuracy of the property description, as well as the integrity of the holding agency. A complete commercial description will be given for each property item.

3.7.2.4. At a minimum, the potential customer will be furnished the same information whether screening via electronic media or physically screening the property at a storage site. Some of the basic information that must be provided are the name and address of the holding Center or contractor; location of property, names of person and/or individuals and the telephone numbers to contact, Federal Supply Classification Group, condition code of property, unit of measure, quantity, unit acquisition cost, year of manufacture, overall dimensions and weight, and special instructions, as appropriate.

3.7.3 Screening timeframes or screening periods represent the amount of time that property must be held by the generating Federal agency prior to being able to conduct a sale of any remaining surplus or exchange/sale personal property that was not transferred to a Federal agency of eligible donee. Although the three phases of screening periods commonly referred to as Agency internal screening, Federal screening, and donation screening are often mentioned as separate sequential steps, they may be concurrent or overlap each other in many processes. The largest cost of disposal is storage cost for the generating agency, and travel costs for potential users of available property. Therefore, it is important to ensure that any and all screeners are permitted to electronically or physically screen the available property at any time, no matter which of the three screening periods the property is currently in on a specific single day. NASA property will be screened through the Federal Government, State Agencies for Surplus Property, and eligible donee organizations as follows:

(1) NASA idle property will be screened simultaneously by the holding Center and other NASA Centers for the NASA Agencywide internal screening period which varies from 0, 10, 21, or 30 calendar days, based on the type of property and appropriate regulations, such as the contractor inventory property. See Screening Table, Figure 1, for details.

(2) Upon completion of the NASA internal screening period, the remaining property becomes excess to NASA and is available for a Federal screening period which varies from 0, 7, 21, 45, or 60 calendar days. See Screening Table, Figure 1, for details.

(3) Any remaining property becomes surplus to the Federal Government and is available for donation screening of 15 or 21 calendar days, if applicable. See Screening Table, Figure 1, for details.

Disposal Timeframes: Figure 1

	Holding period ***  before title GOV.	NASA	Federal	Donation	Sales	Total Disposal	Sale can begin after
Whole Aircraft (Regular Excess or surplus)		21	60	21	30	132	102
Abandoned or Unclaimed Property (lost and found)	30	21	21	0	30	102	72
Regular Excess or Surplus		21	21	21	30	93	63
Information Technology equipment \$1 million or more and not outdated		21*	15*	21	30	72	42
Except Information Technology below \$1 million or outdated		21	0	21	30	72	42

Exchange/Sale (long way)		21	7	0	30	58	28
Exchange/Sale (facsimile or electronic email - short way)		10	7	0	30	47	17
Large generations, moves, closings.		0**	3**	3**	14**	5	5

\* NASA Agencywide screening and Federal screening periods are performed concurrently.

\*\* Prior coordination and approval by GSA regional office required. Actual days may vary based on volume, type of property, and property location, but minimum is usually 5 workdays. Monday through Wednesday concurrent agency and Federal screening and then donation screening beginning on Thursday. All screening and transferred property removed by close of business Friday. Second Monday begin sales preparation of any remaining property.

\*\*\* NASA Agencywide screening period can be changed by NASA without GSA or other approval. NASA PDO submit deviation request to NASA Headquarters, Manager, Warehousing and Disposal Programs.

3.7.4. The Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification (FEDS SCREEN) is structured as an online, real-time data base and is an interactive electronic bulletin board that allows Federal agencies and State Agencies for Surplus Property to search, freeze, and request transfer of excess or surplus property. The electronic transfer document, Standard Form 122, created by FEDS SCREEN will replace the paper printed version. However, until all agencies utilize FEDS SCREEN, NASA will accept all paper Standard Form 122. A freeze request action is instant because of the online, real-time capability of FEDS SCREEN. During the nightly cycle that follows generation of the freeze, the GSA mainframe computer generates a transfer request of the item and faxes it to the requesting agency approving official for signature and the responsible GSA person for information only. The requesting agency approving official manually makes changes on the computerized Standard Form 122, if necessary, and faxes the signed document to the GSA approving official mentioned at the top of the form. Upon approval of the transfer by GSA, an electronic copy of the transfer is faxed to the reporting agency and property location of the respective property for immediate processing of the property for transfer to the new owner organization.

**3.7. Availability of NASA Idle, Excess, and Surplus Personal Property -**  
Change to read:

3.7.1. No change - NASA's idle personal property is available to all NASA organizations and cost reimbursement contractors exclusively during the NASA Agencywide screening period. Upon completion of the NASA Agencywide screening period, NASA idle personal property becomes NASA excess and surplus personal property that is still available for all NASA organizations, all Federal agencies, State Agencies for Surplus Property, and eligible donees.

3.7.2. No change - Screening procedures are the processes by which customers learn of what NASA idle, excess, and surplus personal property is available for acquisition and use.

3.7.2.1. Change to read - Idle property will be reported to the PDO by the responsible NASA organization for timely input to DSPL and appropriate screening action including NASA internal Agencywide screening. NASA reportable and nonreportable property data will be electronically submitted to GSA daily via the DSPL and GSA computer interface. Information about excess NASA property is then made available on "Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification" for NASA internal Agencywide screening, to other Federal agencies during Federal screening period, to State Agencies for Surplus Property, and to eligible Property Act donees during donation screening period. Excess NASA property can also be found using the excess shopping feature in N-PROP.

3.7.2.2. No change - Plant Clearance Officers will forward approved termination or residual inventory schedules or excess property lists as submitted by a contractor to the PDO for appropriate screening when applicable. The PDO will ensure distribution of one copy of the contractor inventory schedule to all other NASA PDO's for NASA Agency internal screening, in accordance with the Federal Acquisition Regulations.

3.7.2.3. No change - The accuracy of the descriptive and property condition information provided is crucial to the success of an agency's utilization program. When screening property for potential use, reassignment customers must believe in the accuracy and completeness of the property listing to commit the time and effort to request or requisition the available property. Physical inspection of the desired property by the potential customer is not always possible or cost-effective. Therefore, property is screened only by electronic methods and transfers are processed based on faith of the accuracy of the property description, as well as the integrity of the holding agency. A complete commercial description will be given for each property item.

3.7.2.4. Change to read - At a minimum, the potential customer will be furnished the same information whether screening via electronic media or physically



screening the property at a storage site. Some of the basic information that must be provided is the name and address of the holding Center or contractor; location of property, names of person and/or individuals and the telephone numbers to contact, and DSPL attributes, as appropriate.

3.7.3 No change - Screening timeframes or screening periods represent the amount of time that property must be held by the generating Federal agency prior to being able to conduct a sale of any remaining surplus or exchange/sale personal property that was not transferred to a Federal agency of eligible donee. Although the three phases of screening periods commonly referred to as Agency internal screening, Federal screening, and donation screening are often mentioned as separate sequential steps, they may be concurrent or overlap each other in many processes. The largest cost of disposal is storage cost for the generating agency, and travel costs for potential users of available property. Therefore, it is important to ensure that any and all screeners are permitted to electronically or physically screen the available property at any time, no matter which of the three screening periods the property is currently in on a specific single day. NASA property will be screened through the Federal Government, State Agencies for Surplus Property, and eligible donee organizations as follows:

(1) No change - NASA idle property will be screened simultaneously by the holding Center and other NASA Centers for the NASA Agencywide internal screening period which varies from 0, 10, 21, or 30 calendar days, based on the type of property and appropriate regulations, such as the contractor inventory property. See Screening Table, Figure 1, for details.

(2) No change - Upon completion of the NASA internal screening period, the remaining property becomes excess to NASA and is available for a Federal screening period which varies from 0, 7, 21, 45, or 60 calendar days. See Screening Table, Figure 1, for details.

(3) No change - Any remaining property becomes surplus to the Federal Government and is available for donation screening of 15 or 21 calendar days, if applicable. See Screening Table, Figure 1, for details.

Disposal Timeframes: Figure 1

	Holding period *** before title GOV.	NASA	Federal	Donation	Sales	Total Disposal	Sale can begin after
Whole Aircraft (Regular		21	60	21	30	132	102

Excess or surplus)							
Abandoned or Unclaimed Property (lost and found)	30	21	21	0	30	102	72
Regular Excess or Surplus		21	21	21	30	93	63
Information Technology equipment \$1 million or more and not outdated		21*	15*	21	30	72	42
Except Information Technology below \$1 million or outdated		21	0	21	30	72	42
Exchange/Sale (long way)		21	7	0	30	58	28
Exchange/Sale (facsimile or electronic email - short way)		10	7	0	30	47	17
Large generations, moves, closings.		0**	3**	3**	14**	5	5

\* NASA Agencywide screening and Federal screening periods are performed concurrently.

\*\* Prior coordination and approval by GSA regional office required. Actual days may vary based on volume, type of property, and property location, but minimum is usually 5 workdays. Monday through Wednesday concurrent agency and Federal screening and then donation screening beginning on Thursday. All

screening and transferred property removed by close of business Friday. Second Monday begin sales preparation of any remaining property.

\*\*\* NASA Agencywide screening period can be changed by NASA without GSA or other approval. NASA PDO submit deviation request to NASA Headquarters, Manager, Warehousing and Disposal Programs.

3.7.4. No change - The Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification (FEDS SCREEN) is structured as an online, real-time data base and is an interactive electronic bulletin board that allows Federal agencies and State Agencies for Surplus Property to search, freeze, and request transfer of excess or surplus property. The electronic transfer document, Standard Form 122, created by FEDS SCREEN will replace the paper printed version. However, until all agencies utilize FEDS SCREEN, NASA will accept all paper Standard Form 122. A freeze request action is instant because of the online, real-time capability of FEDS SCREEN. During the nightly cycle that follows generation of the freeze, the GSA mainframe computer generates a transfer request of the item and faxes it to the requesting agency approving official for signature and the responsible GSA person for information only. The requesting agency approving official manually makes changes on the computerized Standard Form 122, if necessary, and faxes the signed document to the GSA approving official mentioned at the top of the form. Upon approval of the transfer by GSA, an electronic copy of the transfer is faxed to the reporting agency and property location of the respective property for immediate processing of the property for transfer to the new owner organization.

### **3.8. Obtaining Excess Personal Property for NASA Use – Currently reads:**

3.8.1. Excess property of other Federal agencies is available to NASA organizations for official Government use.

3.8.2. NASA Utilization Officials.

3.8.2.1. Regional Utilization Officer - Each Center has a local Regional Reutilization Officer assigned to the property disposal function. These individuals are responsible for maintaining "want lists" of NASA requirements for property, physically screening all property excessed by the Federal Government in the local travel area needed by any NASA organization Nationwide, using "FEDS SCREEN" to electronically match customer requests with available excess property generations Nationwide, notifying NASA Agency screener and GSA regional utilization staffs and/or Area Utilization Officers of NASA wants that could not be satisfied from local excess sources within 14 calendar days.

3.8.2.2. NASA Agency Screener - The Agency Screener is currently located at the NASA Langley Research Center in Hampton, Virginia, and is responsible for matching NASA "want lists" to available excess Federal Government property

located anywhere in the world. The NASA Agency Screener is authorized to travel to larger generators of Federal property not located within the local travel area of the NASA local regional Reutilization Officers to obtain other Federal agencies excess property for official use. All referrals of NASA "want lists" to the Agency Screener must be processed through the NASA local Regional Utilization Officer.

3.8.2.3. NASA National Utilization Officer - The NASA National Utilization Officer is the Manager, Warehousing and Disposal Programs at NASA Headquarters, and is available to each Center and the Agency Screener for consultation of any conflict resolution and for promoting the acquisition and profitable use consultation of any conflict resolution and for promoting the acquisition and profitable use of available excess property from all Federal agencies, including NASA.

3.8.3. Transfer Documentation.

3.8.3.1. All NASA transfer requests for excess property from other Federal agencies and NASA excess sources will be completed using "FEDS SCREEN" or a paper Standard Form 122. The transfer document Standard Form 122 will be generated and signed by the NASA PDO or authorized designee.

3.8.3.2. Transfer documentation for all excess property received by the NASA Centers from other Federal agencies will be submitted to NEMS if the transfer contains property that should be controlled by the NEMS.

3.8.4. Transfer Cost.

3.8.4.1 When a Center requests a transfer of excess property from other Centers, that Center will incur all shipping cost. In addition, when property is very large or attached to buildings, the requesting Center will incur all cost for disassembly.

3.8.4.2. In all cases when billed, the acquiring Center will incur all shipping cost when acquiring excess equipment from other Federal agencies.

**3.8. Obtaining Excess Personal Property for NASA Use – Change to read:**

3.8.1. No change - Excess property of other Federal agencies is available to NASA organizations for official Government use.

3.8.2. No change - NASA Utilization Officials.

3.8.2.1. No change - Regional Utilization Officer - Each Center has a local Regional Reutilization Officer assigned to the property disposal function. These individuals are responsible for maintaining "want lists" of NASA requirements for

property, physically screening all property excessed by the Federal Government in the local travel area needed by any NASA organization Nationwide, using "FEDS SCREEN" to electronically match customer requests with available excess property generations Nationwide, notifying NASA Agency screener and GSA regional utilization staffs and/or Area Utilization Officers of NASA wants that could not be satisfied from local excess sources within 14 calendar days.

3.8.2.2. Remove - NASA Agency Screener - The Agency Screener is currently located at the NASA Langley Research Center in Hampton, Virginia, and is responsible for matching NASA "want lists" to available excess Federal Government property located anywhere in the world. The NASA Agency Screener is authorized to travel to larger generators of Federal property not located within the local travel area of the NASA local regional Reutilization Officers to obtain other Federal agencies excess property for official use. All referrals of NASA "want lists" to the Agency Screener must be processed through the NASA local Regional Utilization Officer.

3.8.2.3. Renumber to 3.8.2.2. NASA National Utilization Officer - The NASA National Utilization Officer is the Manager, Warehousing and Disposal Programs at NASA Headquarters, and is available to each Center and the Agency Screener for consultation of any conflict resolution and for promoting the acquisition and profitable use of available excess property from all Federal agencies, including NASA.

3.8.3. No change - Transfer Documentation.

3.8.3.1. No change - All NASA transfer requests for excess property from other Federal agencies and NASA excess sources will be completed using "FEDS SCREEN" or a paper Standard Form 122. The transfer document Standard Form 122 will be generated and signed by the NASA PDO or authorized designee.

3.8.3.2. Change to read - Transfer documentation for all excess property received by the NASA Centers from other Federal agencies will be submitted to the NASA PP&E System if the transfer contains property that should be controlled by the NASA PP&E System.

3.8.4. No change - Transfer Cost.

3.8.4.1 No change - When a Center requests a transfer of excess property from other Centers, that Center will incur all shipping cost. In addition, when property is very large or attached to buildings, the requesting Center will incur all cost for disassembly.

3.8.4.2. No change - In all cases when billed, the acquiring Center will incur all shipping cost when acquiring excess equipment from other Federal agencies.

**Chapter 4. Stevenson-Wydler Act** – No changes to this chapter.

**Chapter 5. Sale of Federal Government Personal Property** - No changes to this chapter.

**Chapter 6. Disposal of Foreign Property** - No changes to this chapter.

**Chapter 7. Exchange/Sale Property** - No changes to this chapter.

**Chapter 8. Recovery of Precious Metals** - No changes to this chapter.

**Chapter 9. Report Requirements** - No changes to this chapter.

**Appendices.**

**Appendix A. Property Held by the Property Disposal Officer Report** – Remove.

**Appendix B. Annual Report of Utilization and Disposal of Domestic NASA Personal Property** – Remove.

**Appendix C. Annual Report of Exchange/Sale Transactions** – Remove.

**Appendix D. Precious Metals Report** – Remove.

**Appendix E. Annual Report of NASA Personal Property Provided to Non-Federal Recipients** – Remove.

Replace Appendix A with DSPL to NPDMS Field Crosswalk (below):

**Appendix A. DSPL to NPDMS Field Crosswalk**

Step	DSPL Screen Location	DSPL Field Name	NPDMS Field Name
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1	Case Header	Case Number	PROP-CASE-NMBR
2	Case Header	Case Description	PROP-ITEM-NAME
7	Case Info - Contact Information	Center	PRIMINST-NMBR
8	Case Info - Contact Information	Sub Installation	SUBINST-NMBR
9	Case Info - Contact Information	Initiator	INTR-NAME
10	Case Info - Contact Information	Notify PDO When Available for Sale	GSA-NOTIFY-CSTDN-IND
11	Case Info - Contact Information	Notify POC When Available For Sale	GSA-NOTIFY-POC-IND
12	Case Info - Reimbursement Information	Sell By	GSA-SELL-BY-GSA-IND
13	Case Info - Reimbursement Information	Proceeds Retention	GSA-PROCEEDS-RETENTION-IND
14	Case Info - Reimbursement Information	Reimbursement Indicator	GSA-REIM-IND
15	Case Info - Reimbursement Information	Reimbursement Justification	GSA-REIM-REQUIRED-JSTFCTN-CODE
16	Case Info - Reimbursement Information	Appropriation Code	PROP-APRPRTN-ACNT-NMBR
17	Case Info - Screening Information	Number of NASA Screening Days	PROP-NASA-END-DATE - PROP-NASA-BGN-DATE
18	Case Info - Screening Information	NASA Begin Date	PROP-NASA-BGN-DATE
19	Case Info - Screening Information	NASA End Date	PROP-NASA-END DATE
20	Case Info - Screening Information	Number of OFA Screening Days	PROP-OFA-END-DATE - PROP-OFA-BGN-DATE
21	Case Info - Screening Information	OFA Begin Date	PROP-OFA-BGN-DATE
22	Case Info - Screening Information	OFA End Date	PROP-OFA-END-DATE
23	Items - Item Details	FSC Code	PROP-FSC-CODE or CMPNT-FSC-CODE
24	Items - Item Details	NIIN	PROP-NIIN-NMBR
25	Items - Item Details	Manufacture Year	PROP-MFG-YEAR
26	Items - Item Details	Model No	PROP-MFG-MODEL-NMBR
27	Items - Item Details	Serial No	PROP-MFG-SERIAL-NMBR
28	Items - Item Details	Part No	PROP-MFG-PART-NMBR
29	Items - Item Details	Original Quantity	PROP-QTY
30	Items - Item Details	Available Quantity	PROP-CUR-AVLBL-QTY
31	Items - Item Details	UoM	PROP-UOM-CODE
32	Items - Item Details	Computers for Learning	GSA-CMPTR-FOR-LEARNING-IND
33	Items - Item Details	Item Description	PROP-DESC
34	Items - Financial	Acquisition Date	PROP-NASA-ACQRD-DATE
35	Items - Financial	Acquisition Cost	PROP-ADJSTD-ACQSTN-COST-AMT or CMPNT-ADJSTD-ACQSTN-COST-AMT
36	Items - Financial	Fair Market Value	PROP-FMV-AMT
37	Items - Indicators	Disposal Condition Code	PROP-DSPL-CNDTN-CODE or CMPNT-DSPL-CNDTN-CODE

38	Items - Indicators	Supply Condition Code	PROP-SPLY-CNDTN-CODE
39	Items - Indicators	Haz Mat	PROP-HAZMAT-CODE or CMPNT-HAZMAT-CODE
40	Items - Indicators	Foreign Property	PROP-FRGN-IND
41	Items - Indicators	Vessels over 50	GSA-VESSELS-IND
42	Items - Indicators	Precious Metal	PROP-PRCS-MTLS-CODE or CMPNT-PRCS-MTLS-IND
43	Items - Indicators	Demil Code	PROP-DML-CODE or CMPNT-DML-CODE
44	Items - Indicators	Unclaimed Property	UNCLMD-IND
45	Items - Indicators	Date Found	UNCLMD-FOUND-DATE
46	Items - Indicators	Artifact Code	PROP-ARTFCT-IND or CMPNT-ARTFCT-IND
47	Items - Transportation	Location Building	PROP-LCTN-BLDG-ADRS
48	Items - Transportation	Location Room	PROP-LCTN-ROOM-ADRS
49	Items - Warehouse	Warehouse Building	WRHS-LCTN-ADRS
50	Items - Warehouse	Warehouse Location	WRHS-LCTN-ADRS
51	Items - Warehouse	Warehouse Date	WRHS-DATE

Replace Appendix B with Disposal Master Fields (below):

## Appendix B. Disposal Master Fields

Field Name	Description
Case Number	The Case Number will be automatically generated by the DSPL system when the Case is created. About the Case Number: <ul style="list-style-type: none"> <li>The first 6 digits reference the Federal Activity Address Code (FEDAAC).</li> <li>The next 4 digits reference the Julian date.</li> <li>The last 4 digits are a sequential counter of daily activity.</li> <li>The <b>S</b> indicates a single item.</li> <li>The <b>C</b> indicates a component, or combined items.</li> </ul>
Number of Items	The number of Items within the Case.
Case Description	The name or a brief description of the DSPL Case. The <b>Case Description</b> is used to describe the DSPL record. After the Case is created, the <b>Item Name</b> on the <i>ITEMS</i> tab is used to describe the property being disposed.
Freeze Indicator	Indicates if a Freeze (hold) is placed on the Item.
ECN	Equipment Control Number. An ECN will contain 7 alpha-numeric characters.
Reference Number	Type in the entire, Center specific Reference Number.



Field Name	Description
Center	The NASA Center where the property exists. This field auto populates based on login information.
Sub Installation	The Center Sub Installation where property exists.
Initiating System	The system that initiated the disposal request. Examples: <b>DSPL</b> <b>N-PROP</b> <b>NSMS</b> <b>SAP</b>
Initiator	The End User or Custodian that initiates the disposal request.
Notify (PDO) When Available for Sale	When flagged, the Property Disposal Officer (PDO) will be notified when the item is available for sale. The PDO is auto populated based on your Center and the indicator is flagged by default based on the Sub Installation table.
Notify (POC) When Available for Sale	When flagged, the Point of Contact (POC) will be notified when the item is available for sale. The POC is auto populated based on your Sub Installation and the indicator is flagged by default based on the Sub Installation table.
Sell by	Indicates whether the item will be sold by NASA or GSA. Default selection is auto populated based on Center preference.
Exchange Sales	Flag the indicator if the property is an Exchange Sale. When used, this indicator will affect the following two <b>Reimbursement</b> fields. This indicator will also change the <b>Number of NASA Screening Days</b> value to 0 and the <b>Number of OFA Screening Days</b> value to 2.
Reimbursement Indicator	Automatically flagged if the <b>Exchange Sales</b> indicator is flagged.
Reimbursement Justification	A drop down list to specify a Reimbursement Justification. If the <b>Exchange Sales</b> indicator is flagged, then the <b>Reimbursement Justification</b> becomes a required field. <b>Examples if the Exchange Sales indicator is flagged:</b> <ul style="list-style-type: none"> <li>• <i>Item is purchased with non appropriated funds</i></li> <li>• <i>Item is transferred/sold under Legislative authority</i></li> <li>• <i>Item is reported by wholly owned or mixed-owners</i></li> </ul> <b>Examples if the Exchange Sales indicator is not flagged:</b> <ul style="list-style-type: none"> <li>• <i>Item does not have special reimbursement authority</i></li> <li>• <i>Item is purchased with working capital or revolving</i></li> </ul>
Proceeds Retention	A YES/NO indicator to specify how proceeds will be processed. YES is auto populated by default.

Field Name	Description
Appropriation Code	NASA's Appropriation Code for GSA reimbursement is auto populated. If the <b>Sell by</b> field is GSA, then the <b>Appropriation Code</b> becomes a required field.
Status	<p>The status of the case.</p> <p><b>Examples:</b>    <b>Request for Excess</b>                        <b>NASA Screening</b>                        <b>Screening</b>                        <b>Active Surplus</b>                        <b>Held for Sale</b>                        <b>Awaiting Pick-up</b>                        <b>Closed</b></p> <p>The status <b>Active Surplus</b> will be available only after a Case has been received and gone through appropriate screening.  The status <b>Held for Sale</b> is automatically set by the system when a Case has been received and the appropriate screening process has completed.</p>
Final Disposition Type	<p>Indicates the Final Disposition Type used to close a DSPL Case.</p> <p><b>Examples:</b>    <b>Item Moved to Component Case</b>                        <b>Survey</b>                        <b>Generating Center Utilization</b>                        <b>Other NASA Center Utilization</b>                        <b>OFA Transfer</b>                        <b>Stevenson Wydler Act Transfer</b>                        <b>Computers for Learning Transfer</b>                        <b>Donation</b>                        <b>DRMO</b>                        <b>AD&amp;D</b>                        <b>Error</b></p>
Number of NASA Screening Days	<p>The number of days available for NASA-only Screening.  The timeframe auto populates based on Center preference.  Value cannot be updated once <i>NASA Screening</i> or <i>Screening</i> has started.</p>
NASA Begin Date	<p>The begin date for NASA Screening.  Date is automatically calculated when the Case moves into <i>NASA Screening</i> or <i>Screening</i>.</p>
NASA End Date	<p>The end date for NASA Screening.  Date is automatically calculated when the Case moves into <i>NASA Screening</i> or <i>Screening</i>.</p>
GSA Last Sent Date	

Field Name	Description
Number of OFA Screening Days	<p>The number of days available for Other Federal Agency (OFA) Screening. By default, the number of OFA Screening Days is 21.</p> <p>If the <b>Exchange Sales</b> indicator was previously flagged, the default number of OFA Screening Days is 2.</p> <p>Once an item is entered, the number of OFA Screening Days may be altered depending on the Federal Supply Class (FSC) code used.</p>
OFA Begin Date	<p>The begin date for OFA Screening.</p> <p>Date is automatically calculated when the Case moves into <i>NASA Screening</i> or <i>Screening</i>.</p>
OFA End Date	<p>The end date for OFA Screening.</p> <p>Date is automatically calculated when the Case moves into <i>NASA Screening</i> or <i>Screening</i>.</p>
Item Name	<p>The name given to the item or a brief description of the property.</p> <p><b>Example: Tablet Computer</b></p>
FSC Code	<p>The 4 digit Federal Supply Class code.</p>
NIIN	<p>The National Item Identification Number, if available.</p>
NSMS Shelf Life Date	<p>The NASA Supply Management System expiration date.</p>
Part No	<p>The Part Number of the item.</p>
Manufacturer Name	<p>The name of the company that manufactured the item.</p>
Manufacture Year	<p>The year the item was manufactured.</p>
Model No	<p>The Model Number of the item.</p>
Serial No	<p>The Serial Number of the item.</p>
EMR Look-up	<p>The <b>EMR Lookup</b> button is used to search for an existing ECN on an Equipment Master Record. Validation is based on the Manufacturer Name, Model No, and Serial No of the DSPL Item.</p>
Original Quantity	<p>The quantity originally available and received.</p>
Available Quantity	<p>The quantity currently available.</p> <p>This field will auto populate from the <b>Original Quantity</b> field and will be updated at the time of disposition or when a Case is split.</p>
NSMS Quantity	<p>The quantity as reported by NSMS for NSMS Cases.</p>
Disposal Quantity	<p>View only field to specify the quantity that has been dispositioned.</p> <p>The Disposal Quantity field is auto populated by the system after a disposition.</p>
UoM	<p>Select the Unit of Measure from the dropdown list relative to the value selected in the Quantity fields.</p> <p><b>Example: EA Each</b></p>

Field Name	Description
Weight	The weight of the item.
UoW	Select the Unit of Weight relative to the value selected in the Weight field. <b>Example: lbs</b>
Size/Dimension	The size and/or dimensions of the item.
Computers for Learning	A YES/NO indicator to specify if the item will be donated to the Computers for Learning program. The indicator is required when an applicable FSC code is selected (7010, 7021, 7025, or 7035).
Item Description	Text field to describe the item in detail.
Acquisition Date	Date the Item was obtained by NASA. <ul style="list-style-type: none"> <li>• Date cannot be greater than today's date.</li> <li>• Date can be less than the Case create date.</li> </ul>
Acquisition Cost	Original cost per unit to acquire the Item.
Total Acquisition Cost	The system will auto populate this field with the aggregate Acquisition Cost as Items are added to the Case.
Fair Market Value	The current Fair Market Value of the Item. This field is required when the <b>Exchange Sales</b> indicator is flagged.
Capital Asset Indicator	View only indicator to specify if the property is Controlled, Non-Controlled, or Capital Equipment. This field is blank when creating a new DSPL Case for Non-Controlled property (where no ECN exists).
Freeze ID	System generated Freeze ID number.
Request Date	Date of the request to Freeze.
Request Type	Type of Freeze requested. <b>Examples: Computers for Learning Transfer DRMO Donation Generating Center Utilization OFA Transfer Other NASA Center Utilization Stevenson Wydler Act Transfer</b>
Request Quantity	The number of requested Items.
Requestor (non-OFA)	The requestor of the Freeze. Click the <b>Edit/View Recipient</b> icon to view more details about the non-OFA Requestor.
OFA Requestor	The OFA requestor of the Freeze.

<b>Field Name</b>	<b>Description</b>
Paperwork Received	Indicates the receipt of Form 122 “approval” from GSA.
Recipient	The requestor that was determined to be the disposition receiver.
Actions	Use the <b>Delete Freeze</b> icon to delete the request.
Disposal Condition Code	Drop down list to specify the Disposal Condition of the item. <b>Examples:</b> <b>S SCRAP</b> <b>X SALVAGE</b> <b>1 NEW</b> <b>4 USABLE</b> <b>7 REPAIRABLE</b>
Supply Condition Code	Drop down list to indicate the Supply Condition of the item. <b>Example:</b> <b>H UNSERVICEABLE (CONDEMNED)</b> This field is auto populated for Cases originating from NSMS.
Haz Mat	Drop down list to indicate the type of Hazardous Material. <b>Examples:</b> <b>M Hazardous Material</b> <b>W Hazardous Waste</b>
Foreign Property	A YES/NO indicator to specify if the property is located outside the United States.
Vessels over 50	A YES/NO indicator to specify if the vessel length exceeds 50 feet. This field is required if the FSC code begins with 19.
Precious Metal	Drop down list to specify the type and amount of precious metal. <b>Example:</b> <b>NO KNOWN PRECIOUS METALS</b>
Demil Code	Drop down list to specify the Demilitarization Code for the item. <b>Example:</b> <b>B Demilitarization not required. Trade Security controls required at disposition.</b>
Unclaimed Property	A YES/NO indicator to specify if the item is Unclaimed Property.
Date Found	The date the Unclaimed Property was found. <ul style="list-style-type: none"> <li>• Date cannot be greater than today’s date.</li> <li>• Date can be less than the Case create date.</li> </ul>
ITAR	A YES/NO indicator to specify if the item is subject to the International Traffic in Arms Regulations.
Artifact Code	A YES/NO indicator to specify if the item is an Artifact.
Source Code	Drop down list to specify if the source of the disposed property is mission specific. <b>Example:</b> <b>H1 Hubble – Flown</b>
Transportation Status	Drop down list to indicate transportation requirement. <b>Examples:</b> <b>Requested</b> <b>Not Needed</b> <b>Completed</b>

Field Name	Description
Location – Building	Drop down list to indicate the building number where the item is located or if the item is in transit. This field is required if the Pick-Up Status is <i>Requested</i> .
Location – Room	Text field to specify the room number within the building.
Location – Non-Building	Text field to specify a location and may be used instead of the <b>Location – Building</b> drop down list.
Special Handling Procedures	For certain FSC codes, Special Handling Procedures will be displayed here after the Case is saved. <b>Example:      Hard Drive should be cleaned prior to disposal</b>
Warehouse Building	Text field to identify the Warehouse Building where the item is stored.
Warehouse Location	Text field to identify the Warehouse Location where the item is stored.
Warehouse Date	The date the item was received by the Warehouse. <ul style="list-style-type: none"> <li>• Date cannot be greater than today's date.</li> <li>• Date cannot be less than the Case create date.</li> </ul> If the Warehouse Date is the same or prior to the current date, the system will prompt the Disposal personnel to begin screening.
Non-Center Location Flag	When flagged, this indicates the item is stored outside of a NASA Center. When flagged, populate the additional Non-Center address fields that dynamically appear on the screen as required.
Pick-Up Status	Drop down list to indicate transportation requirement. <b>Examples:      Requested                      Not Needed                      Completed</b>
Location – Building	Drop down list to indicate the building number where the item is located or if the item is in transit. This field is required if the Pick-Up Status is <i>Requested</i> .
Location – Room	Text field to specify the room number within the building.
Location – Non-Building	Text field to specify a location and may be used instead of the <b>Location – Building</b> drop down list.
Special Handling Procedures	For certain FSC codes, Special Handling Procedures will be displayed here after the Case is saved. <b>Example:      Remove oil from machinery if possible, for transporting.</b>
VIN	The Vehicle Identification Number.
Model Year	The Model and Year of the vehicle or trailer.
Body Type	Drop down list to indicate the vehicle or trailer body type. <b>Example:      TT Travel Trailer</b>

Field Name	Description
Color	Drop down list to indicate the vehicle or trailer color. This field is required if vehicle.
Color Gradient	Drop down list to indicate the vehicle color gradient. <b>Example: Dark</b>
Cylinders	The number of cylinders on the vehicle. This field is required if vehicle.
Fuel Type	Drop down list to indicate the type of fuel used by the vehicle. <b>Example: HYBRID</b> This field is required if vehicle.
Estimated Mileage	The vehicle's odometer reading or the estimated mileage accumulated by the vehicle. This field is required if vehicle.
Trailer Type Slide Out	A YES/NO indicator to specify if the trailer contains a slide out. This field is required if trailer.
Trailer Type Awning	A YES/NO indicator to specify if the trailer contains an awning. This field is required if trailer.
Number of Axles	The number of axles on the trailer.
Number of Bedrooms	The number of bedrooms in the trailer.
Number of Baths	The number of bathrooms in the trailer.
Wind Zone	Drop down list to indicate the Wind Zone specifications for the trailer.
Length	The length of the trailer. This field is required if trailer.
Barcode	The barcode of the trailer. This field is required if trailer.
Hardware Type	A drop down list to specify the type of computer hardware. <b>Example: Laptop</b>
Hardware Sub-Type	A drop down list to further describe the Hardware Type. <b>Example: Windows</b>
Processor	A drop down list to specify the processor type of the hardware. <b>Example: AMD Turion 64</b> Select <b>Other</b> if the <b>Hardware Type</b> previously selected does not include a processor.
Processor Speed	A drop down list to specify the speed of the processor. <b>Example: 700 MHZ OR MORE</b>

Field Name	Description
RAM	A drop down list to specify the size of the Random Access Memory. <b>Example: 1GB OR MORE</b>
Hard Disk Size	A drop down list to specify the size of the hard drive. <b>Example: GREATER THAN 1GB</b>
Hard Disk Status	A drop down list to specify the status of data stored on the hard drive. <b>Example: SANITIZED</b>