



NASA Policy Directive

NPD 4100.1CEffective Date: September 13, 2014
Expiration Date: September 13, 2019**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Supply Support and Material Management Policy

Responsible Office: Logistics Management Division

1. POLICY

It is NASA's policy that:

- a. Supply support and material management shall be structured to be responsive to customer requirements at minimum cost and demand on the NASA logistics infrastructure. This policy also is governed by the Federal Property Management Regulations (FPMR).
- b. Only materials essential for the performance of NASA mission requirements or institutional operations shall be acquired.
- c. Supply support and material management operations shall be managed and controlled to comply with statutory and regulatory requirements. Cost and infrastructure demands must be carefully balanced to ensure effective support to the functional activities of the Agency. All costs associated with identification, acquisition, transportation, storage, maintenance, contractor handling (fees), and disposal shall be considered in supply support and material management decisions.
- d. All supply support and material within the inventory shall be placed under continuing physical and financial controls and be protected against loss, theft, waste, and abuse.
- e. Center supply support and material management programs shall:
 - (1) Promote economy in the acquisition, retention, and use of material.
 - (2) Achieve maximum use of existing materials resources and reduce the size and cost of the NASA inventory.
 - (3) Ensure the integrity of the Agency records, accounts, and reports.
 - (4) Maximize the use of outsourcing and trading partner inventories, e.g., Just-in-Time (JIT), as the primary method for stores, programs, and standby stock material requirements. Material should not be warehoused at a Center unless there is no cost-effective alternative.
 - (5) Ensure that materials are acquired for immediate use, for stock based on past usage history and anticipated need, or in the case of program and standby stock, for future use to satisfy a known specific project/program requirement.
 - (6) Ensure that Government-owned materials are used only for official purposes. Centers shall maintain controls to prevent unauthorized acquisition and use of materials.
 - (7) Ensure that assets are subjected to annual and periodic physical inventories in accordance with NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory and Management, and that appropriate investigations and adjustments are made to the financial and material records.
 - (8) Ensure that material no longer required is promptly identified and processed for disposal in accordance with guidance from NPR 4300.1.
 - (9) Maintain auditable document files and records to support transactions against all inventory accounts.

(10) Ensure that duties and responsibilities for keeping accountable records and for physical custody of inventories and systems thereto be segregated, to the extent possible, in order to minimize opportunities for unauthorized, fraudulent acts and to support internal controls.

(11) Ensure compliance with policies governing acquisition, storage, control, and distribution of hazardous materials in accordance with NPR 4300.1 - 1.5.1.m & 3.2.5.2 & 3.2.5.3.1 and 29 CFR 1910 and NPR 4100.1 3.1.4.

f. Material inventory records of NASA property located on NASA Centers shall be maintained within NASA information systems unless activities related to the inventory are performed by contractors who also are responsible for ordering property for the performance of their contract and the responsible program believes that maintaining the record within the NASA system provides increased and unacceptable risk to the contractor's performance or significant increased cost.

(1) The contractor shall have an inventory recordkeeping system deemed adequate by NASA Property Administrators.

(2) The contractor shall provide regular, detailed reports of inventory holdings, in a format acceptable to the Manager, Supply Program, Headquarters Logistics Division.

g. All NASA activities utilizing Government accountable supplies shall participate in and comply with the preparation, maintenance, and maximum utilization of the Federal Catalog System (FCS) in accordance with 10 U.S.C. Chapter 145, Cataloging and Standardization.

(1) These requirements shall also be incorporated in all onsite contracts utilizing Government and contractor accountable supplies.

(2) All items in NASA's supply management systems shall be uniformly identified, described, classified, numbered, and published. Program and standby stocks, unique to each Center, may be cataloged locally in accordance with the FCS format but not reported to the FCS.

h. Ensure the use of measures to gauge the effectiveness of supply support and material management process improvement initiatives, logistics costs, logistics services, performance measures (metric), and self-assessments. Standardization of measures is to be achieved to the maximum extent possible.

i. Supply support and material management functions shall use NASA's Agency standard data systems. Request for waivers should be forwarded to the NASA Headquarters Director for Logistics Management.

2. APPLICABILITY

a. This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. These provisions are applicable to any onsite contractor who purchases materials, uses Center-provided materials inventory management system, or who maintains supply systems for NASA only to the extent specified or referenced in the appropriate contracts. This policy shall be incorporated in all contracts for onsite NASA material management/supply support.

b. When the provisions of this policy conflict with NASA contracts regulated by the Federal Acquisition Regulation (FAR) Part 45, or NASA FAR Supplement (NFS) Part 1845, or international agreements and procedures governing materials in foreign countries, the provisions of the latter shall govern.

3. AUTHORITY

a. National Aeronautics and Space Act, 51 U.S.C. § 20113 (a).

4. APPLICABLE DOCUMENTS AND FORMS

a. Cataloging and Standardization, 10 U.S.C. Chapter 145.

b. OSHA Regulations, 29 CFR 1910.

c. Government Property, 48 CFR [FAR] Part (pt.) 45.

d. GovernmentProperty, 48 CFR [NFS] pt. 1845.

e. NPR 4100.1 NASA Materials Inventory and Management.

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

g. NPR 9250.1, NASA Property, Plant, and Equipment and Operating Materials and Supplies.

5. RESPONSIBILITY

a. The Assistant Administrator for the Office of Strategic Infrastructure is responsible for establishing supply support and material management policies and guidance in addition to assessing the effectiveness of implementation.

b. Center Directors and the Director for Headquarters Operations are accountable for NASA supply support and material management at their respective installations, and they are responsible for ensuring compliance with this NPD and for placing appropriate supply support and material management requirements in contracts under their purview. In addition, Center Directors shall perform the following:

(1) Appoint a Supply and Equipment Management Officer (SEMO).

(2) Appoint an Inventory Adjustment Officer.

(3) Ensure that program/project directors under the Lead Enterprise concept are responsible for establishing supply support and management of material requirements for their programs/projects.

c. The SEMO may authorize a designee to act on his/her behalf.

d. The Contracting Officer shall follow NFS §1852.245-71, Installation - Accountable Government Property, in solicitations and contracts when Government property is to be made available to a contractor working on a NASA installation and the Government will remain accountable for the property. For purposes of this clause, NASA installations include local offsite buildings owned or leased by NASA.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

a. Measurements for supply support and material management functions shall reflect the status of operations and progress in the achievement of policy goals and objectives. Consequently, they will comprise accepted standards reflected in existing reports and metrics to be developed for measurement of change in logistics infrastructure and processes.

b. New reports, as applicable, will be initiated and developed jointly by the NASA Headquarters Logistics Division and NASA Center SEMOs.

8. CANCELLATION

NPD 4100.1B, Supply Support and Material Management, dated December 17, 1998.

/s/Charles F. Bolden
Administrator

ATTACHMENT A: (TEXT)

Attachment A. Definitions

Lead Enterprise - A project or activity that involves many people and that is often difficult; an undertaking, especially one of some scope, complication, and risk in business organization.

Attachment B: Acronyms

FAR Federal Acquisition Regulation
FCS Federal Catalog System
FPMR Federal Property Management Regulations
IAGP Installation Accountable Government Property
JIT Just-in-Time
NFS NASA FAR Supplement
NPD NASA Policy Directives
NPR NASA Procedural Requirements
SEMO Supply and Equipment Management Officer
U.S.C. United States Code

Attachment C: References

- a. Federal Property Management Regulations, 41 CFR Chapter 101.
- b. Solicitation Provisions and Contract Clauses, 48 CFR [NASA FAR Supplement] pt. 1852.
- c. NPD 4200.1, Equipment Management.
- d. NPD 7500.1, Program and Project Life-Cycle Logistics Support Policy.
- e. NPR 4100.1, NASA Materials Inventory Management Manual.
- f. NASA Financial Management Manual, Chapter 9250, Property Accounting.
- g. Installation Accountable Government Property (IAGP).

(URL for Graphic)

None.

DISTRIBUTION: **NODIS**

This Document Is Uncontrolled When Printed.
Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
