

| [NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |



NASA Policy Directive

NPD 4300.4EEffective Date: December 09,
1999Expiration Date: January 04,
2016**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Resue of NASA Program Materials for Official Awards and for Information Dissemination (Revalidated 1/4/2011)

Responsible Office: Office of Communications

1. Policy

a. NASA has the authority, under Section 203(a)(3) of the National Aeronautics and Space Act of 1958, as amended, to "provide for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof..." NASA does not have a specific appropriation to purchase items for information dissemination; however, under Space Act Authority, NASA may use appropriated funds when appropriate to purchase or develop items for distribution to employees and the general public to fulfill this statutory mandate. The cost to reconfigure property must be of nominal expense to NASA.

b. Therefore, it is NASA policy that NASA Program Materials are considered eligible for use as Official Awards and for Information Dissemination or disposition consistent with Federal law and Agency regulations, as appropriate. Not covered under this policy are items flown on the Space Shuttle, e.g., flags, to be used as mementos as covered by 14 Code of Federal Regulations (CFR) Part 1214.6, Mementos Aboard Space Shuttle Flights, and items determined to be artifacts as covered by NPR 4310.1, Identification and Disposition of NASA Artifacts.

c. NASA Program materials are considered eligible for use as Official Awards and Information Dissemination provided that the following occurs:

- (1) NASA determines that they have no value for operations, research, analysis, or other related purposes;
- (2) They have been determined not to be artifacts;
- (3) The material contains no precious metals
- (4) They are unserviceable and determined to have little, if any, commercial value, and retention is neither needed nor in the best interest of the Government; and

(5) They represent no danger to the public's health and safety.

d. Disposition of NASA Program materials may occur through any of the following means:

(1) May be transferred to other Federal agencies or eligible donees, sold to the general public, abandoned, or destroyed by the designated Center Property Disposal Officer in accordance with Federal Laws, Regulations, NPD 4300.1, "NASA Personal Property Disposal Policy," and NPR 4300.1, "NASA Personal Property Disposal Procedures and Guidelines".

(2) If in nominal amounts and not exceeding a nominal value, may be given to NASA employees for Official Awards and for Information Dissemination under the authority of this directive ; or as an award under the guidelines of NPR 3451 (series), NASA Awards and Recognition Program".

(3) May be given to other individuals or organizations as an official NASA gift item for Dissemination of Information under the authority of this directive when determined to be in the public interest.

(4) Official Awards and Information Dissemination materials provided by NASA to its employees, or other individuals will be restricted so that no further subdivision and sale of the material is practical. The recipient cannot utilize such gifts for profit-making purposes.

e. When the property is used for dissemination of information, the material should also:

(1) Disseminate information not widely available, particularly for the given audience;

(2) Have a strong connection between the item distributed and the audience;

(3) Not be distributed solely to gain good will or support for NASA programs; or

(4) Rarely be used for clothing items or other apparel.

f. There is no separate authority to provide NASA property as an award or for information dissemination to contractor employees.

2. Applicability

This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriated contracts , grants or agreements.

3. Authority

42 U.S.C. 2473 (a) (3) and 2473 (c) (1), Sections 203 (a) (3) and 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

4. Applicable Documents

a. 14 CFR Subpart 1214.6, Mementos Aboard Space Shuttle Flights.

b. NPD 2190.1, NASA Export Control Program

- c. NPD 4300.1, NASA Personal Property Disposal Policy.
- d. NPD 2521.1 - Communication Materials Review
- e. NPR 1441
- f. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.
- g. NPR 4310.1, Identification and Disposition of NASA Artifacts.
- h. NPR 3451.1, NASA Awards and Recognition Program

5. Responsibility

- a. The Associate Administrator responsible for the requesting Program Office and the Associate Administrator for Communications, NASA Headquarters, are responsible for approving the use of Program Materials or items as official NASA gifts, Awards or items for Dissemination of Information with concurrence of the Assistant Administrator for the Office of International and Interagency Relations (OIIR), the Assistant Administrator for the Office of Strategic Infrastructure (OSI), and Office of the General Counsel (OGC).
- b. The Associate Administrator for the Office of Strategic Infrastructure (OSI) , or designee, and then the General Counsel, or designee, NASA Headquarters, are responsible for reviewing all requests for use of Program materials as gifts, Awards or Items for Dissemination of Information (mementos) to ensure compliance with established regulations and directives governing the disposal and disbursement of Government property.
- c. Requests for material from within NASA Projects or NASA institutional organizations at Center level may be approved by the respective level manager and with the concurrence of the Center Director and supporting property and legal offices. When the material is to be provided as an award, the additional concurrence of the Center Human Capital Management office is required. When the material is to be provided for information dissemination, concurrence of the center public affairs office is required.
- d. NASA employees who request that a Program material or item be designated or presented as a gift, Award or item for Dissemination of Information (memento) is responsible for ensuring, prior to the approval as stated in a. and b. above, that the request is reviewed by the designated officials under c. above. Information related to transferring mementos to any non-Federal source shall also be provided to the Center Property Disposal Officer for inclusion in the annual "Non- Federal Recipients Report."
- e. Center Program Managers who request for the expenditure of resources for the development of material for information dissemination should be reviewed by each Center's Chief Council. The official responsible for authorizing a purchase and distribution of an item is required to determine a "direct link" between the information conveyed and NASA's obligation to disseminate information concerning activities and the results thereof.
- f. NASA Contractors who request use of contractor-held, off site property, for gifts, Awards or Items for Dissemination of Information (mementos), in addition to the required approvals above, must receive the approval of plant clearance officer, with concurrence from the contracting officer.

g. Any loan or transfer of NASA property to non-Federal organizations must be reported each fiscal year to the appropriate Center Property Disposal Officer.

h. On occasions when objects will be widely distributed, employees or officials who request, review, or approve such requests, should ensure sufficient prior coordination and that the requests address the following:

(1) Purpose of the distribution.

(2) Group or individual to whom the objects are to be distributed.

(3) Cost and value of the objects.

(4) Relationship between the objects and the program under which they are being distributed.

(5) Benefit to NASA from the distribution.

(6) The nature of the objects i.e., award versus a dissemination of information (memento)

(7) A brief physical description of the items, and

(8) The former use and pedigree of any metal or material used in medallions or coins (i.e. information about which mission(s) the material flew if space-flown and the weight and type of metal (e.g., aluminum lithium, 50 lbs per lot of X).

i. Records of the request and approval must be retained by the dispositioning property custodian.

j. Any NASA graphics should be coordinated in accordance with NPD 2521, the Communication and Material Review process to ensure consistent and appropriate use of the NASA emblem and logo.

6. Delegation of Authority

None.

7. Measurement/Verification

None.

8. Cancellation

NPD 4300.4D, Use of Space Shuttle and Aerospace Vehicle Materials as Mementos, dated December 9, 1999.

Revalidated on 1/4/2010, Original signed by:

/s/ Daniel S. Goldin

Administrator

Attachment A: Applicable Documents

A.1 14 CFR Subpart 1221.1, NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and the Agency`s Unified Visual Communication System.

A.2 NPR 2190.1a, NASA Export Control Program Procedural Requirements

(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>
