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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Appendix B: The NASA Property, Plant and Equipment System

B.1 Background

B.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 addresses how equipment is managed in SAP and describes the Centers' responsibilities and users' roles and relationships.

B.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.

B.2 General System Description

B.2.1 The NASA PP&E System is a standard, Agency-wide automated tool hosted at the NASA Enterprise Applications Competency Center (NEACC) at NASA's Marshall Space Flight Center and is 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).

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

B.3 Centers' Responsibilities

B.3.1 NASA Centers collects necessary data to maintain the Equipment Master Record (EMR) data in the NASA PP&E System. Each Center selects and provides 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 depends on the quality of each Center's effort.

B.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.

B.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, NASA Personal Property Disposal Procedural Requirement).

B.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.

B.4 Roles for Equipment Management

B.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 onsite contractors, but is related to the responsibilities the user has in the NASA PP&E System.

B.4.2 There are two categories of user roles for equipment management, SAP Roles and N-PROP Roles; see Appendix G for N-PROP Roles.

B.5 SAP Roles

B.5.1 Logistics Super User.

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

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

B.5.1.3 Functions performed in SAP:

- a. Update equipment for all Subinstallations.
- b. Display equipment for Subinstallations.
- c. Find/List equipment - Change/Display.

B.5.2 Mass (Global) Change

B.5.2.1 This role processes all mass (global) change transactions for the Equipment Master Record data.

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

B.5.2.3 Functions performed in SAP:

- a. Perform mass changes to EMRs.
- b. Find/list equipment - change/display.

B.5.3 Center Logistics User

B.5.3.1 The Center Equipment Control Personnel processes create, update, and deactivate Equipment Master Records for the Subinstallation associated with their organization (Center) role and Subinstallation role. B.5.3.2 Functions include creation of EMRs 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, FOS.
- 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.

B.5.3.3 Functions include updates of EMRs 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.).

B.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.
- l. Excess.

B.5.3.5 Maps to existing jobs: Center Equipment Manager; Center Equipment Control Personnel; and Full-Time Property Custodians.

B.5.3.6 Functions performed in SAP:

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

B.5.4 Center Inventory Manager

B.5.4.1 The Center Inventory Manager opens and closes inventory campaigns, and perform all Center Inventory processes for the Sub Installations associated with their Organization role and Sub Installation role.

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

B.5.4.3 Functions performed in SAP:

- a. Update Equipment for associated Center and Subinstallation.
- b. Open/Close Inventory Campaign for associated Center and Subinstallation.
- c. Post Inventory Report for associated Center and Subinstallation.
- d. Document Inventory Override for associated Center and Subinstallation.
- e. Upload Barcode Data for associated Center and Subinstallation.

- 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.

B.5.5. Center Inventory Team

B.5.5.1 The Center Inventory Team uploads scanned barcode data for an Inventory. Document Inventory Overrides and process various Inventory Campaign reports for the Subinstallation associated with their organization role and Subinstallation role.

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

B.5.5.3 Functions performed in SAP:

- a. Update EMRs for associated Center and Subinstallation.
- b. Document Inventory Override for associated Center and Subinstallation.
- c. Upload barcode Data for associated Center and Subinstallation.
- 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.

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