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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Chapter 1: General Information

1.1 General Information for Equipment Management

1.1.1 Purpose

This chapter sets forth comprehensive requirements with respect to the acquisition, documentation, utilization, maintenance, inventory, and disposal of NASA-owned equipment.

1.1.2 General

1.1.2.1 Government equipment is owned by the Government and is to be used exclusively for the conduct of official business. Appropriate accountability measures shall be used to move such equipment from one use, user, or location to another, including movement among offices, functions, programs, contractors, and Centers.

1.1.2.2 NASA division directors (or equivalent organization heads), through their Center Directors, are the primary officials responsible for equipment assigned to their organizations. This responsibility includes ensuring that the equipment is maintained in a serviceable condition and that its use is in accordance with Federal regulations, NPRs, and NPDs.

1.1.2.3 All equipment acquired by NASA, including that held under lease or loan, shall be managed in accordance with this NPR.

1.1.2.4 All NASA organizations shall use the NASA Integrated Asset Management (IAM) Property, Plant, and Equipment (PP&E) System described in NPD 4200.1 and the NASA Interim Directive Equipment Manual NM 4200.62, to identify, account for, and control Center-held equipment. The NASA PP&E System is an Agency-wide tool hosted at the NASA Enterprise Applications Competency Center (NEACC) which is located at NASA's Marshall Space Flight Center. The NASA PP&E System consists of the following components: systems, applications, and products (SAP); N-PROP, the Web-based front end; DSPL, the DiSPoSaL component; and Business Warehouse (BW) (Appendix B). The SAP component contains the following modules: the Asset Accounting (containing the Asset Master Records (AMR) and Plant Maintenance (containing the Equipment Master Records (EMR).

1.1.2.5 NASA PP&E System requires the recording of accurate and complete item descriptions, locations, and equipment information to ensure cost-effective Agency-wide control, equipment accountability and reutilization.

1.1.3 Equipment Acquisition

1.1.3.1 NASA shall acquire only that equipment necessary for the performance of Agency requirements. Each Center should evaluate alternative methods such as utilizing existing equipment, leasing, borrowing, or using contractor-owned equipment before the initiation of a new procurement or fabrication.

1.1.3.2 Prior to acquisition of equipment valued at \$25,000 or more, existing equipment resources shall be screened in accordance with NPR 4300.1, NASA Personal Property Disposal Procedural Requirements. Equipment valued at

less than \$25,000 is screened at the option of the purchaser or equipment management organization, on a case by case basis.

1.1.3.3 Equipment nomenclature and description provided by the requiring office shall be of sufficient detail to facilitate screening and subsequent identification and documentation consistent with the provisions of this NPR (see Appendix D, Equipment Master Record (EMR) for the NASA PP&E System).

1.1.4 Recordkeeping

1.1.4.1 Records describing NASA equipment and actions affecting this equipment shall be maintained as prescribed in this NPR, other applicable regulations, NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies Procedural Requirements, and NPR 1441.1, NASA Records Retention Schedules Procedural Requirements. For recordkeeping duties, see sections 1.1.5.1, 1.1.5.4 and 1.2.4.10.

1.1.5 Documentation Archiving

1.1.5.1 The SEMO shall operate a document archiving system to ensure that an adequate audit trail is maintained for all Agency-controlled equipment.

1.1.5.2 Source documents, including those for the inventory subsystem, shall be compiled and indexed by date (day/mo/year) and ECN sequence, and shall be archived on a routine basis.

1.1.5.3 The original source documents need not be retained by the equipment management organization (sections 1.2.4.19 and 3.2.6).

1.1.5.4 The Center Equipment Manager shall maintain appropriate archiving retrieval equipment to support retrieval and hard copy printing of archived records, as necessary, to support the needs of the Center.

1.1.6 Utilization

1.1.6.1 The primary official identified in Section 1.1.2.2 shall perform annual walk through inspections to ensure that equipment assigned to the organization is classified in the appropriate use status. Equipment no longer required for the performance of a specific NASA requirement shall be declared excess (by using proper documentation) and forwarded to the Property Disposal Officer. In the NASA PP&E System, all EMRs are active, unless the EMR has been deactivated. The Center Equipment Manager implements procedures to identify equipment considered by the Center as inactive (excluding equipment declared as excess).

1.1.6.2 All equipment which meets the criteria as controlled property as defined by the NASA PP&E System, shall be assigned to a user, and the user's name shall be entered into the EMR (see sections 3.6.1.2.7 a and 3.6.4).

1.1.7 Inventory

1.1.7.1 NASA-held equipment shall be inventoried pursuant to the requirements set forth in Chapter 4 of this NPR.

1.1.8 Disposal

1.1.8.1 Each Center shall maintain an effective program for timely disposal of equipment no longer required by NASA. Disposal is accomplished in accordance with the requirements set forth in NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.

1.1.9 Equipment Loans

1.1.9.1 NASA equipment and materials are allowable for loans to organizations, private individuals, corporations, or other entities, provided the loan of such equipment is in the public interest and meets the conditions described in NPD 4200.1, NASA Equipment Management, and NPD 1387.1, NASA Exhibits Program. Loans to NASA and on-site contractor employees shall comply with these NPRs. All loans are documented and managed by the Center equipment management organization.

1.1.9.2 Government-owned equipment furnished under contracts or grants shall be managed under the terms of the appropriate instrument and subject to the requirements of the FAR, the NASA FAR Supplement, and NPR 5800.1, Grant and Cooperative Agreement Handbook.

1.1.9.3 Equipment loaned solely for use as a display or for use in an exhibit shall be provided under the provisions of NPD 1387.1, NASA Exhibits Program. Controlled equipment, used for display or exhibit purposes, remains in the NASA PP&E System as accountable to the responsible property custodian and/or assigned users.

1.1.10 Equipment Acquired with Reimbursable Funds from Other Federal Agencies

1.1.10.1 All equipment acquired with reimbursable funds from another Federal agency shall be controlled and accounted for by NASA, as prescribed in this NPR.

1.1.11 Equipment transferred to or from other Federal agencies.

1.1.11.1 The National Aeronautics and Space Act of 1958, as amended, Section 203 (c)(6), provides that "Each department and agency of the Federal Government shall cooperate fully with the Administration (NASA) in making its services, equipment, personnel, and facilities available to the Administration, and any such department or agency is authorized, notwithstanding any other provision of law, to transfer to or to receive from the Administration, without reimbursement, aeronautical and space vehicles, and supplies and equipment other than administrative supplies or equipment." Transfers of equipment to or from other Federal agencies under this authority require the approval of the Center Director (or designee), in accordance with NPR 4300.1, NASA Procedural Requirements, section 1.4.1, and coordination with the Center's SEMO.

1.1.11.2 Transfer of excess personal property requires approval by the Center Property Disposal Officer and coordination with the General Services Administration (GSA), as described in NPR 4300.1, NASA Procedural Requirements.

1.1.12 Equipment on Lease or Loan to NASA.

1.1.12.1 Equipment on lease or loan to NASA shall be identified and tracked by the Center equipment management organization.

1.2 Equipment Management Responsibilities

1.2.1 Purpose

1.2.1.1 This part sets forth the responsibilities of appropriate personnel at NASA Headquarters and each NASA Center for oversight and management of NASA's equipment management program.

1.2.2 Responsibility

1.2.2.1 The Assistant Administrator for the Office of Infrastructure is responsible for establishing equipment management policies and requirements for assessing the effectiveness of implementation. The Director of each Center shall appoint a SEMO to implement an effective equipment management program.

1.2.2.2 Each Center shall develop appropriate local procedures, for all operating locations, that conform to the requirements of NPD 4200.1, NASA Equipment Management, and this NPR. Any deviations from NPD 4200.1 or this NPR should be approved by the Director, LMD, NASA Headquarters.

1.2.3 Director, LMD, NASA Headquarters. The Director, LMD, shall:

- a. Establish policies for and provide requirements to the SEMOs.
- b. Provide direction for, and ensure allocation of, necessary resources to execute equipment management responsibilities, operations, and maintenance of the NASA PP&E System and related processes and procedures as established in this NPR.
- c. Review and initiate actions to issue, amend, or cancel NASA directives that govern the equipment management activities of the Agency.
- d. Assist NASA Centers in the development and operation of internal processes, procedures, and systems to ensure compatibility with Agency programs.
- e. Establish necessary Agency performance measures and reports on the overall implementation of equipment management programs, and report periodically on that implementation to Center and NASA senior management in accordance with this NPR.
- f. Conduct reviews and assessments of equipment management activities, and report significant findings to Center and NASA senior management.
- g. Define training requirements for all personnel in the property field, both civil servant and contractor, to ensure properly trained property personnel across the Agency.

1.2.4 SEMO. The SEMO at each Center shall:

1.2.4.1 Provide functional management, leadership, and necessary resources to ensure the implementation of an effective equipment management program.

1.2.4.2 Establish a process to ensure that all personnel associated with the utilization of Government equipment receive up-to-date property users training (with special emphasis on the consequences (Sections 3.5.3.2, 3.5.4.3, Appendices H and I) of poor stewardship and negligent use).

1.2.4.3 Ensure that equipment personnel are performing assigned property functions (that is consistent with the provisions of this NPR) by prescribing appropriate procedures for user management of equipment.

1.2.4.4 Ensure that heads of organizations report to the SEMO on user concerns and relevant property issues. This

would include the results of walk through inspections and physical inventories (See Sections 1.1.6.1 and 3.6.5), and the use and effectiveness of equipment pools.

1.2.4.5 Ensure that all equipment loans, including those that support special programs, are properly administered.

1.2.4.6 Provide guidance to the division directors and assigned users to report all controlled property to the logistics organization for proper control and use, including direct deliveries regardless of the acquisition method.

1.2.4.7 Ensure that organizations and users are aware of the requirement to identify inactive equipment and ensure its reuse or disposal, as appropriate.

1.2.4.8 Ensure compliance with the procedures regarding the loss, damage, destruction, or theft of Center-held Government property and ensure that the functions of the Property Survey Board are being administered (See Section 1.2.16).

1.2.4.9 Implement the necessary equipment control procedures to ensure that the Center equipment management processes and procedures adequately provide for the care, management, and protection of Center-held equipment.

1.2.4.10 Provide for the establishment, operation, and maintenance of the NASA PP&E System; appoint a Center Equipment Manager; and approve and periodically evaluate the NASA PP&E System, and the implementation of policies and procedures by reviewing the following:

- a. Maintenance control procedures established for the NASA PP&E System at the Center.
- b. Items designated for control as sensitive equipment.
- c. Controls established and maintained for sensitive equipment.
- d. Records of the Center's and its contractors' controlled equipment actions with respect to the NASA PP&E System updates.
- e. Property management areas and property custodian assignments and training.
- f. Inventory documentation, follow up actions, and results.

1.2.4.11 Assign the Center Equipment Manager or other designee to support mass (global) changes to the NASA PP&E System.

1.2.4.12 Designate, in writing, the Center inventory team and establish an inventory process.

1.2.4.13 Ensure that prescribed physical inventories of controlled equipment are conducted; and that adjustment(s) to property records are accomplished and coordinated in accordance with Center policy. The Center Finance Property Accountant shall be informed of changes due to inventories via the NASA PP&E System by performing a review of the EMR/AMR Integration Report.

1.2.4.14 Ensure that physical inventories are conducted when a new property custodian is assigned, and direct special inventories, as appropriate.

1.2.4.15 Ensure that the Property Survey Officer and Property Survey Board have been appointed and are fully informed of their duties (See Sections 1.2.15 & 1.2.16).

1.2.4.16 Assist the Center Finance Property Accountant, as needed, during periodic financial analysis.

1.2.4.17 Enforce the Center's policy concerning the disposition of property.

1.2.4.18 Identify equipment at the Center, which shall be controlled as sensitive equipment; in addition to the sensitive items listed in Appendix C: Agency Minimum Standard Sensitive Items List.

1.2.4.19 Ensure that whenever there is a transfer of assets from one entity to another, the receiver retains the asset classification (Federal Supply Class) as designated by the losing entity. Any reclassification shall be approved by the SEMO and recorded in the NASA PP&E System, (after the transfer is initially recorded). The financial organization of the receiver is informed of the change via the NASA PP&E System by performing a review of the EMR/AMR Integration Report.

1.2.4.20 Designate and monitor Center receiving zones to properly track incoming equipment.

1.2.4.21 Provide equipment losses survey summary reports and other statistical data to NASA Headquarters LMD in accordance with NPR 4200.1, Equipment Management Procedural Requirements.

1.2.4.22 Ensure that all qualified personal property purchased and processed through central receiving are properly controlled and tagged upon official receipt, regardless of procurement method. The SEMO shall establish procedures to ensure that items which cannot be opened at the central receiving without voiding the warranty are properly tagged upon opening at the point of destination.

1.2.5 Division director (Note: In NPR4300.1, Equipment Management Procedural Requirements, division director includes chief or equivalent organization head or designee). The division director is the principal official in the NASA Equipment Management Program responsible for all equipment, controlled and non-controlled, assigned to the organization and in use by personnel within that organization, including all aspects of equipment condition and use. The division director shall:

1.2.5.1 Appoint appropriate property custodians (unless the Center utilizes full time property custodians) and ensure that appointees have proper oversight and knowledge of the equipment used within their areas.

1.2.5.2 Ensure employees are aware of their responsibilities as users of Government property (See Section 1.2.7).

1.2.5.3 Ensure that equipment removed from the Center is in full compliance with the Center policies and procedures.

1.2.5.4 Ensure that all equipment loans are documented and tracked and are essential to accomplish assigned projects.

1.2.5.5 Ensure that lost, damaged, destroyed, or stolen Government property is promptly reported, investigated, and reviewed to prevent and take corrective actions as recommended by the Property Survey Officer or Board. When property is damaged or destroyed, the NASA Center Safety Office is contacted and asked to initiate an investigation per NPR 8621.1, Mishap and Close Call Reporting, Investigating, and Recordkeeping.

1.2.5.6 Ensure that procedures are in place for equipment received through direct deliveries; regardless of the acquisition method (to include credit card purchases), that equipment is properly controlled and tagged.

1.2.5.7 Assume responsibility and accountability for any controlled property not assigned to a specific, active user within their area of responsibility.

1.2.6 Property Custodians

1.2.6.1 Property custodians are designated for each property management area or program area by the head of the organization (unless the Center utilizes full time property custodians), usually the division director or chief, with the approval of the SEMO.

1.2.6.2 Full time property custodians are appointed by the SEMO.

1.2.6.3 Property custodian responsibilities and procedures are defined in NPR 4200.2, NASA Equipment Management Manual for Property Custodians.

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

a. Acknowledging receipt of newly assigned equipment (See Section 3.6.4).

b. Notifying the responsible property custodian and supervisor if equipment cannot be located. If theft of Government property is suspected, the property custodian or supervisor shall notify the Center Security Office immediately, regardless of whether the theft, loss, damage, or destruction occurred on or off the Center.

c. Preparing Part I of NASA Form 598, Property Survey Report, for the lost, damaged, destroyed, or stolen Government property. After completion of Part I of the Survey Report, the user shall submit the document to the division director (or the next highest level of management if the Government employee is the division director) through the accountable property custodian.

d. Identifying and reporting to their respective property custodians on the status of equipment not being actively used in pursuit of approved NASA programs and projects.

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

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

g. Notifying responsible property custodians of all activity/movement associated with the assigned user's equipment.

h. Notifying responsible property custodian of any modification to the equipment that changes the value of the equipment or the work in process.

i. Immediately notify central receiving, equipment management, or the responsible property custodian of receipt of any controlled equipment regardless of the procurement method (to include credit card purchase), which by-passed central receiving (direct deliveries); so the equipment can be properly controlled and tagged in accordance with the

Center's policy.

1.2.8 Center Equipment Manager. The Center Equipment Manager is responsible for ensuring Center compliance with the Federal Property Management Regulations to maximize equipment utilization and to minimize procurement of new equipment. The Center Equipment Manager is appointed by the Center's SEMO and serves as the key interface among the equipment-using organizations, the property custodians, and the assigned users. The Center Equipment Manager is primarily responsible for the following:

- a. Establishing appropriate controls, maintaining adequate records, and overseeing cataloging functions for all equipment at the Center.
- b. Controlling mass (global) changes to the NASA PP&E System.
- c. Ensuring the designation of property management areas and the appointment and training of property custodians.
- d. Providing property custodians, as necessary, with written inventory summary reports for controlled equipment items in their assigned property management area, if they are unable to access the NASA PP&E System.
- e. Reviewing recordkeeping procedures and monitoring the performance of property custodians.
- f. Developing the cyclic, sensitive item, and capital equipment inventory schedules.
- g. Reconciling and adjusting equipment records as a result of inventory actions.
- h. Ensuring that the equipment record adjustments resulting from physical inventories and other actions are made available to the SEMO for review.
- i. Documenting inventory results for submittal by the SEMO to division directors and property custodians, and ensuring that written inventory summary reports are provided to other appropriate Center personnel and are properly maintained.
- j. Assisting the Center Finance Property Accountant, as needed, during financial analyses.

1.2.9 NASA Contractors and Contracting Officers

1.2.9.1 NASA contractors are responsible for equipment and other property as set forth in the FAR, the NASA FAR Supplement, and the applicable contract.

1.2.9.2 Contracting Officers (CO) are responsible for ensuring that Government-furnished equipment (GFE) or contractor acquired equipment is managed pursuant to the provisions of the contract. In authorizing contractors' purchase or use of Government equipment, COs shall ensure the following:

- a. Requirements are verified by the appropriate project office. The CO's written consent is obtained pursuant to NASA FAR Supplement 1845 and NFS 1852.245-70.
- b. Written determinations is made pursuant to FAR 45.-102.
- c. Existing Government assets are screened pursuant to NASA FAR Supplement.
- d. NASA requirements for property management by contractors are included in the delegation instructions when property administration is delegated to other agencies.
- e. Onsite contractors comply with the provisions herein as they pertain to contractor employee loans.

1.2.10 Industrial Property Officer (IPO)

The IPO is the individual designated by the Center Director to manage and coordinate Center property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers. The responsibilities of the IPO, under the Contract Property Management Program, are outlined in NASA FAR Supplement. Generally, the IPO is responsible for the Contract Property Management function. This function includes the performance of required property administration and plant clearance, when required, but is not delegated to the DOD.

1.2.11 Center Equipment Management Personnel, as designated by the Center's Equipment Manager and approved by the SEMO, are further responsible for the following:

- a. Identifying, categorizing, classifying, tagging and coding all existing, newly acquired Center-held equipment and contractor-held equipment (See 3.3.2.4). Before an equipment record is created, the designated controller shall review and record the valid manufacturer, model number, and standard item name by a major noun with appropriate modifiers.
- b. Reviewing requests for changes to equipment records in the NASA PP&E System submitted by property custodians and ensuring that appropriate supporting documentation is attached.

c. Assisting property custodians and assigned users in the proper procedures and documentation of equipment actions such as: loans, transfers, borrows, excesses, repairs, storage, modifications or cannibalizations, fabrications, found on stations, and survey reports for lost, damaged, destroyed, or stolen Government property.

d. Ensuring the proper function of Center equipment control operations. Standard operating procedures include creating, updating, and deactivating equipment records in the NASA PP&E System and reviewing supporting documentation for accuracy and completeness in response to change requests submitted by the SEMO, the property custodians, assigned users, etc. All supporting records subsequently microfiche, microfilmed, or stored electronically shall be stored in accordance with NPD 1441.6H, NASA Records Management.

1.2.12 The NEACC shall create an Agency Configuration Control Board group that is responsible for maintaining configuration control for the NASA PP&E System.

1.2.13 The Center Finance Property Accountant (Center Deputy Chief Financial Officer).

1.2.13.1 The Center Deputy Chief Financial Officer shall conduct periodic financial asset analysis, as determined by financial management, with assistance from the SEMO as needed.

1.2.13.2 The Center Finance Property Accountant shall be informed of any changes made to the EMR via the NASA PP&E System by reviewing the EMR/AMR Integration Report.

1.2.14 Center Security Officer. The Center Security Officer shall keep the SEMO fully informed concerning the status of reported or suspected thefts of Government property regardless of whether the theft, loss, damage, or destruction occurred on or off the Center.

1.2.15 Center Property Survey Officer. An individual appointed (inherently Governmental) to investigate the circumstances and make findings and recommendations relating to lost, damaged, destroyed, or stolen Government property listed on a Property Survey Report. Center Directors shall appoint, for a specified term, a Center Property Survey Officer with authority to approve all survey reports and investigate survey reports not handled by the Property Survey Board or NASA Center Safety Office.

1.2.15.1 The SEMOs, their supervisors, or subordinates shall not be designated as Property Survey Officers.

1.2.15.2 The Property Survey Officer is an independent officer while carrying out those responsibilities.

1.2.15.3 Loss, damage, destruction, or theft of Government property cases involving items valued under \$5,000 does not require Property Survey Board reviews. These cases require only the Property Survey Officer's actions to complete the survey report in accordance with this NPR.

1.2.15.4 The Property Survey Officer shall refer surveys for loss, damage, destruction, or theft of Government property with an acquisition cost equal to or greater than \$5,000 to the Property Survey Board whether the theft, loss, damage, or destruction occurred on or off the Center.

1.2.15.5 The Property Survey Officer shall confer with the Center SEMO frequently to ensure that required survey report processing times are met; to request assistance and advice; or other related actions. The SEMO shall extend processing times as needed (See Appendix H.5.2) in accordance with this NPR.

1.2.16 The Property Survey Board or Equivalent. Center Directors shall establish an independent Property Survey Board (inherently Governmental), for a specified or unlimited term, composed of two or more members (with alternates, as appropriate) and a chairperson who investigates and makes recommendations to the appropriate management level concerning the loss, damage, destruction, or theft of Government property (to include sensitive items (Appendix C)) equal to or greater than \$5,000 in acquisition value. Also, it is recommended that a representative from the Chief Counsel Office and the Security Office be members of the Property Survey Board.

1.2.17 Per NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping, NPR 8621.1, Center Directors shall appoint an investigating authority to investigate property damage or destruction that occurs at a NASA Center, to identify proximate and root cause, and to generate recommendations to prevent recurrence.

Note: Mishaps shall be classified based on the dollar value of the property damage. All cases involving property damage or destruction of Government property should be recorded in the NASA Incident Reporting Information System (IRIS).

1.2.17.1 Per NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping, Mission Directorate Associate Administrators shall appoint an investigating authority to investigate property damage or destruction that occurs at an offsite location (outside a NASA Center's gates), on contractor property, in flight, and/or in space; identify proximate and root cause, and generate recommendations to prevent recurrence.

1.2.18 The Property Disposal Officer (PDO). The PDO (inherently Governmental) is responsible for the reutilization

and marketing (in accordance with the Federal Asset Sales Memorandum of Agreement with GSA) of NASA personal property no longer needed by the accountable organization. The responsibilities of the PDO are outlined in NPR 4300.1, Personal Property Disposal Procedural Requirements, Chapter 1, and NPR 4310.1, Identification and Disposition of NASA Artifacts, Section 2.5.1.

1.3 Support for Special Programs

1.3.1 Purpose. This part sets forth equipment policies and practices necessary to support special programs sponsored by the Federal Government.

1.3.2 Small Business Innovation Research (SBIR) Program

1.3.2.1 To comply with Public Law 102-564, Small Business Research and Development Enhancement Act of 1992 (an amendment to Public Law 97-219, effective July 22, 1982), special provisions regarding equipment loans shall be implemented by the Agency. When transfer of title to property developed under phases of the SBIR program is not cost effective for NASA, profit-seeking organizations participating in the SBIR program receives bailment (loans) of Government property, developed under prior phases, in accordance with the following paragraphs:

a. Only property developed as a requirement of the prior phases of the SBIR is loaned. Commercial property acquired by the contractor for performance of the contract or other procurement vehicle shall be disposed in accordance with the requirements of the contract or other procurement vehicle.

b. When it is not cost effective to NASA to permit retention and title transfer to the small business, a bailment (loan) of property to the small business is authorized for a period of not less than two years from the initiation of Phase III. See Public Law 97-219, Section 4 of the SBIR.

1.3.2.2 Loan agreements for Phase III activity shall be requested by the Contracting Officer and accomplished by the SEMO to include the following special provisions:

- a. The Phase III loan agreements are separate agreements from the Phase I and Phase II contracts.
- b. Loans to the SBIR and other profit-making organizations are administered by placing equipment on loan under the Center inventory control and shall be certified annually.
- c. Loan agreements require annual recertification or renewal on the second anniversary of its issuance.
- d. Loan agreements are accomplished based on the special needs of the organization requesting the loan. If more than one request is submitted for the same item, a decision shall be made by the SEMO based on priority.
- e. Loans under the SBIR program shall be authorized and approved by the Center Director or designee.
- f. The provisions of this section apply to SBIR loans in addition to existing loan provisions.
- g. Accountability of loans administered in accordance with the provisions of this NPR.

1.3.3 High Performance Computing and Communications (HPCC) Program

1.3.3.1 To comply with the HPCC Act of 1991 (15 U.S.C. 5501 et seq.), special provisions regarding equipment loans shall be implemented by the Agency.

a. Schools participating in the HPCC program receive special consideration relating to Government property.

b. The acquisition of equipment for the purpose of loans to K-12 schools is permitted in accordance with the HPCC Act.

1.3.3.2 Loan agreements for HPCC activities are requested by participating schools and shall include the following special provisions:

- a. The loan shall be coordinated with the appropriate Center HPCC organization and the Office of Chief Counsel.
- b. The SEMO is authorized to sign HPCC loans.
- c. The provisions of this section apply to the HPCC program in lieu of existing loan provisions. Accountability and control aspects of the loans shall be administered in accordance with the provisions of NPR 5800.1, Grant and Cooperative Agreement Handbook, (See Section 3.4).

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