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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Equipment Management Procedural Requirements

Responsible Office: Logistics Management Division

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Appendix F: Searching for Equipment in the NASA PP&E System

F.1 This appendix sets forth a general description of the use of the NASA PP&E System for the screening of available active and excess equipment across the Agency.

F.2 Using the NASA PP&E System for Equipment Availability Searches and Redistribution

F.2.1 Purpose. The following sections describe the recommendations and requirements for screening before new procurements are undertaken, the components of the NASA PP&E System to use for screening, and how to redistribute equipment.

F.2.2 Screening New Procurements. Before new items of equipment are procured, purchase requests, which have a unit cost of \$25,000 or more, are screened to determine if the desired item, or an acceptable substitute, is available (active or excess) in the Business Warehouse (BW) module in the NASA PP&E System.

F.3 Informal Review of Item Availability

F.3.1 NASA civil servants and onsite contractors use N-PROP and/or BW to do informal screening of available assets (active and excess) in the NASA PP&E System. This capability permits technical users of equipment to rapidly determine the availability of particular types of equipment to fulfill requirements prior to the initiation of a procurement request. This informal review permits a user to quickly examine several makes and types of equipment Agency-wide that meet equipment requirements.

F.3.2 In addition to querying N-PROP and/or BW, Centers develop other informal screening by using procedures most suitable to the particular Center. Generally, a telephone service or simple form developed by the Center Equipment Manager is adequate to accomplish this requirement; or the user can visit their Center Property Disposal Office to screen excess equipment.

F.4 Formal Procurement Request Screening

F.4.1 All Center procurement requests for items of equipment with an estimated unit cost of \$25,000 or more are routed through the Center Equipment Manager for screening; or the SEMO coordinates with their Center Procurement where the Procurement Specialist has access to BW to accomplish the screening (FAR part 8.002 (a) (1)).

F.4.2 At a minimum, a manufacturer model search of the item is performed in BW.

F.4.3 If no candidate items are found as a result of the manufacturer model search, records are selected by item name. BW allows for complete item name search or a partial item name search using a wild card (*) to increase the chances of selecting all available items (e.g., select; computer, personal; or compu*).

F.5 Supplemental Screening. The following additional screening steps are available:

a. Equipment items are screened through the Defense Reutilization and Marketing Services (DRMS), the Plant

Clearance Automated Reutilization Screening System (PCARSS), and GSAXcess[®]. The Center IPO coordinates screening with the procurement request originator.

b. The active equipment in the NASA PP&E System is screened for possible loan or transfer of accountability if the need for the item is urgent. If an appropriate item is located in the active equipment list, the Center Equipment Manager coordinates with the holding Center to ensure that the requirement is of such a nature that the holding Center can provide assistance to the requesting Center. It is advisable to have the requester confer with the technical personnel holding the item to determine if it fulfills the requirements.

F.6 Screening. Approved Contractor Requirements

F.6.1 Pursuant to the requirements established in the NASA FAR Supplement, prior to new acquisition of items, contractors are required to submit a request to the CO. If the CO authorizes provision and the contractors are not authorized to self screen, the Center IPO coordinates the screening process with the Center Equipment Manager in accordance with Center procedures.

F.6.2 If the item requested on the DD Form 1419 is not available from BW in the NASA PP&E System, a certificate of non-availability is issued and returned to the contractor for further action. If an item is identified as being available, steps are taken to redistribute this item.

F.6.3 A waiver for screening unique items that are not obviously found in BW is acquired through a request to the SEMO.

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