NASA Procedural Requirements

NPR 4300.1C
Effective Date: June 27, 2013
Expiration Date: June 27, 2018

COMPLIANCE IS MANDATORY

NASA Personal Property Disposal Procedural Requirements

Responsible Office: Logistics Management Division

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Preface

P.1 Purpose

This NASA Procedural Requirements (NPR) establishes procedures relating to the utilization and disposal of NASA-owned property prescribed by NASA Policy Directive (NPD) 4300.1, NASA Personal Property Disposal Policy. This document offers procedural guidance to NASA Centers for the utilization and disposal management of NASA-owned excess, surplus, and obsolete exchange/sale property. Centers may customize disposal management procedures to meet local requirements in a manner consistent with NPD 4300.1. Federal regulations set forth the policy for utilization, donation, and sales with which all Federal agencies must comply.

P.2 Applicability

a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This NPR applies to all contractors, grant recipients, or parties to agreements to the extent specified or referenced in the applicable contracts, grants, or agreements.

b. Disposition of NASA-owned property held offsite by contractors is addressed in each respective contract as required by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS). This NPR applies to NASA-held property and contractor-held property located on a NASA installation.

c. When the provisions of this NPR covering property utilization and disposal conflict with specific provisions of Federal property laws, international agreements, or Federal Government-wide policy or procedures (e.g., Executive Orders, Federal Management Regulations (FMR), FAR, and Office of Management and Budget (OMB) Circulars, Property Use, Disposition, and Vesting of Title, 14 C.F.R. § 1260.74), the provisions of the latter documents prevail.

d. In this NPR, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

a. NPD 4300.1, NASA Personal Property Disposal Policy.

P.4 Applicable Documents and Forms

a. Privacy Act of 1974 (5 U.S.C. § 552a, as amended).

b. The Stevenson-Wydler Technology Innovation Act of 1980, as amended, 15 U.S.C. § 3701 et seq.

c. Toxic Substances Control Act (TSCA) (15 U.S.C. §§ 2601-2609).

d. Foreign Assistance Act of 1961, as amended, 22 U.S.C. §§ 2151 et seq. and 2357, sections 214 and 607.

e. The Arms Export Control Act, 22 U.S.C. § 2778(a) and § 2794(7).

f. Application to Federal Property and Administrative Services Act of 1949, 40 U.S.C. § 111.

g. Duties of Executive Agencies, 40 U.S.C. § 524.

h. Procedure for Disposal, 40 U.S.C. § 545(e).

i. Surplus Vessels, 40 U.S.C. § 548.

j. Advice of Attorney General With Respect to Antitrust Law, 40 U.S.C. § 559.

k. Foreign Excess Property, 40 U.S.C., Chapter 7.

l. Strategic and Critical Materials Stock Piling Act, 50 U.S.C. § 98-98h.

m. Other Presidential Action Authorized, 50 U.S.C. § 2093.

n. Export Administration Act of 1979, 50 U.S.C. 2401, et seq.

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

p. Omnibus Reconciliation Act of 1993, Pub. L 103-66.

q. Educational Technology: Ensuring Opportunity for All Children in the Next Century, Executive Order No. 12999, 3 C.F.R. 180 (1996).

r. Implementing Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management (http://www.whitehouse.gov/sites/default/files/omb/procurement/green/eo13423_instructions.pdf).

s. Mementos Aboard Space Shuttle Flights, 14 C.F.R. § 1214.6.

t. Property Use, Disposition, and Vesting of Title, 14 C.F.R. § 1260.74.

u. Bureau of Export Administration, Department of Commerce, 15 C.F.R., parts 700-799.

v. International Traffic in Arms Regulations (ITAR), 22 C.F.R., parts 120-130.

w. Utilization and Disposal of Hazardous Materials and Certain Categories of Property, 41 C.F.R., part 101-42.

x. Controlled Substances, 41 C.F.R. 101, § 42.1102-3.

y. Nuclear Regulatory Commission-controlled Materials, 41 C.F.R., 101 § 42.1102-4.

z. Firearms, 41 C.F.R. 101 § 42.1102-10.

aa. Federal Property Management Regulation (FPMR), Utilization and Disposal, 41 C.F.R. 101, subpt. 45 (Sale, Abandonment, or Destruction of Personal Property).

bb. Federal Management Regulations (FMR), 41 C.F.R. 102, Subchapter B, Personal Property.

cc. NPD 1050.1, Authority to Enter into Space Act Agreements.

dd. NPD 2521.1, Communications and Material Review.

ee. NPD 4300.1, NASA Personal Property Disposal Policy.

ff. NPD 8500.1, NASA Environmental Management.

gg. NPD 8730.2, NASA Parts Policy.

hh. NPR 1441.1, NASA Records Retention Schedules.

ii. NPR 2190.1, NASA Export Control Program.

jj. NPR 2810.1, NASA Security of Information Technology.

kk. NPR 3451.1, NASA Awards and Recognition Program and Federal Awards Policies.

ll. NPR 4100.1, NASA Materials Inventory Management Manual.

mm. NPR 4200.1, NASA Equipment Management Procedural Requirements.

nn. NPR 4310.1, Identification and Disposition of NASA Artifacts.

oo. NPR 8553.1, NASA Environmental Management System.

pp. NPR 8715.3, NASA General Safety Program Requirements.

qq. NPR 8735.1, Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories.

rr. NPR 9010.1, Financial Management Requirements Overview.

ss. NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

tt. NASA Standard (NASA-STD) 8709.20, Management of Safety and Mission Assurance Technical Authority (SMA TA) Requirements.

uu. Office of the Chief Information Officer (OCIO) Information Technology Security (ITS) Handbook ITS-HBK 2810.11-01: Media Protection.

vv. OCIO ITS Handbook ITS-HBK 2810.11-02: Media Protection: Digital Media Sanitization.

ww. NASA Form (NF) 598, Property Survey Report.

xx. NF 812, Determination and Authorization to Abandon or Destroy Surplus Property.

yy. General Services Administration (GSA) Form 27A, Purchaser's Receipt and Authority to Release.

zz. Standard Form (SF) 122, Transfer Order Excess Property.

aaa. SF 97, United States Government Certificate to Obtain Title to a Vehicle.

bbb. SF 123, Transfer Order Surplus Property.

ccc. DoD Manual 4160.28-M-1, DoD Demilitarization Manual.

ddd. GSA Bulletin FMR B-34, Disposal of Federal Electronic Assets.

eee. Memorandum of Agreement between NASA and GSA; Federal Asset Sales.

fff. Memorandum of Agreement between NASA and Federal Prison Industries, Inc.; Federal Electronic Assets.

P.5 Measurement/Verification

a. Current reports that reflect status of existing operations including Timeliness of Disposal Processing; currently benchmarked at 120 calendar days to disposition property.

b. Reports generated and/or submitted electronically when capabilities exist and submitted annually by October 10 of each year.

c. New reports, as required, initiated, and developed jointly by the NASA Headquarters Logistics Division and NASA Center Property Disposal Officers (PDOs).

P.6 Cancellation

a. NPR 4300.1A, NASA Property Disposal Procedural Requirements, dated July 19, 1999.

b. NPD 4300.4D, Use of Space Shuttle and Aerospace Vehicle Materials as Mementos (Revalidated March 29, 2004), dated December 9, 1999.

c. NASA Interim Directive (NID) 4300-67, NASA Property Disposal Procedural Requirements, dated September 4, 2008.

d. NASA Requirement Waiver (NRW) 4300-12, NID NASA Procedural Requirement 4300.1, NASA Property Disposal Procedural Requirements, dated December 11, 2009.

Dr. Woodrow Whitlow, Jr.
Associate Administrator for
Mission Support Directorate

Chapter 1. Property Disposal Responsibilities

1.1 Background

1.1.1 The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System, herein referred to as the NASA PP&E System, shall be used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA and its onsite NASA contractors under the Installation Accountable Government Property (IAGP) clause and NFS. The NASA PP&E System is part of the Agency-wide, Web-based business software applications network, SAP, and is hosted at the NASA Enterprise Application Competency Center (NEACC) at NASA's Marshall Space Flight Center.

1.1.1.1 The NASA PP&E System consists of a user property data management component (N PROP); a property disposition component (DSPL); a property inventory query and report component, Business Warehouse (BW); an Asset Accounting component containing Asset Master Records (AMR); and a Plant Maintenance component containing Equipment Master Records (EMR).

1.1.1.2 Throughout this document the term "property" means "personal property" as defined in Appendix A, unless otherwise specified.

1.2 Agency Responsibility

1.2.1 The Director, Logistics Division (LD), as delegated by the Assistant Administrator for the Office of Strategic Infrastructure (OSI), is responsible for establishing NASA property utilization and disposal management policies and regulations and for assessing the effectiveness of their implementation.

1.2.2 The Center Director of each NASA Center shall appoint a Property Disposal Officer (Center PDO) to implement an effective property utilization and disposal management program.

1.2.3 Each operating location shall follow the procedures contained in this NPR and develop appropriate local procedures that conform to the requirements of the NPD 4300.1.

1.2.4 It is the responsibility of all individuals having access to or around Federal property to report any fraud or suspicion of fraud. All individuals involved in disposition of property shall report any fraud or suspicion of fraud to the NASA Inspector General's Fraud, Waste and Abuse Hotline: http://oig.nasa.gov/hotline.html.

1.3 Deviations

1.3.1 The Director, LD may authorize deviations to NASA requirements when special circumstances identify such deviations as clearly in the best interest of the Government.

1.3.1.1 Requests for deviation from NASA Centers shall be submitted to the Director, LD after they have been approved by the Center logistics organization chain of command.

1.3.1.2 All deviations shall be properly documented and available for inspection.

1.3.2 Any deviations to NASA policies and regulations that affect safety shall require concurrence

by the resident Center Safety Office in accordance with the deviation process and in coordination with the Center PDO. The requirements and process for obtaining deviations and waivers to NPD, NPR, and NASA-STDs managed by the Office of Safety and Mission Assurance is contained in NPR 8715.3 and is implemented in NASA-STD 8709.20.

1.3.3 Any deviation to NASA policies and regulations that affect export controls shall require concurrence by the Center Export Administrator (CEA) in accordance with the deviation process and in coordination with the Center PDO.

1.3.4 Any deviations to Federal Government-wide procedures or regulations that require other Federal agency officials' approval shall be submitted through the Center Logistics Organization to the NASA Headquarters LD Director.

1.3.5 Any deviations to NASA policies and regulations that affect the disposal of digital media as defined in NPR 2810.1, shall be coordinated with the Agency Office of the Chief Information Officer (CIO) and the NASA Headquarters LD Director.

1.3.6 Any deviations to NASA, Government-wide policy, or Federal Statutory Requirements that affect Sensitive But Unclassified (SBU) or Controlled Unclassified Information (CUI) information (electronic or non-electronic), including Personally Identifiable Information (PII), shall be coordinated with the Center Information Security Officer (CISO) or Center Privacy Managers (for PII), in accordance with the deviation process and in coordination with the Center PDO.

1.4 Property Disposal Officer Assignment

1.4.1 The Center PDO shall be a civil service employee who is appointed by the Center Director and has responsibility for implementation of all duties listed in section 1.5 of this NPR.

1.4.2 The Center PDO shall forward notification of their assignment to the NASA Headquarters, Director, LD, and include their mailing and electronic mail addresses, fax, and telephone numbers.

1.5 Property Disposal Officer Responsibilities

1.5.1 The Center PDO is responsible for the screening, internal reuse, and marketing activities of NASA-held excess, surplus property in compliance with all Federal Government-wide property laws and regulations, including FMR and the Defense Disposal Manual as applicable, and for ensuring that Center policies and procedures necessary to comply with this NPR are developed, implemented, and maintained. These responsibilities include internal screening, reporting, transfer, donation, sale, recycling, and abandonment or destruction of NASA-held property, as well as acquiring other Federal agencies' excess property for NASA's use to avoid new procurement costs. Figure 1-1 provides a flowchart of the typical excess property disposition process. The Center PDO shall:

a. Use DSPL for accounting and tracking NASA-held excess property.

b. Maximize utilization to minimize the procurement of new items.

c. Search for excess property in the Plant Clearance Automated Reutilization Screening System (PCARSS) or manual lists, to determine the availability of NASA contractor inventory and excess property in GSAXcess ®, when requests for property are received from NASA programs or procurement activities (see Chapter 2).

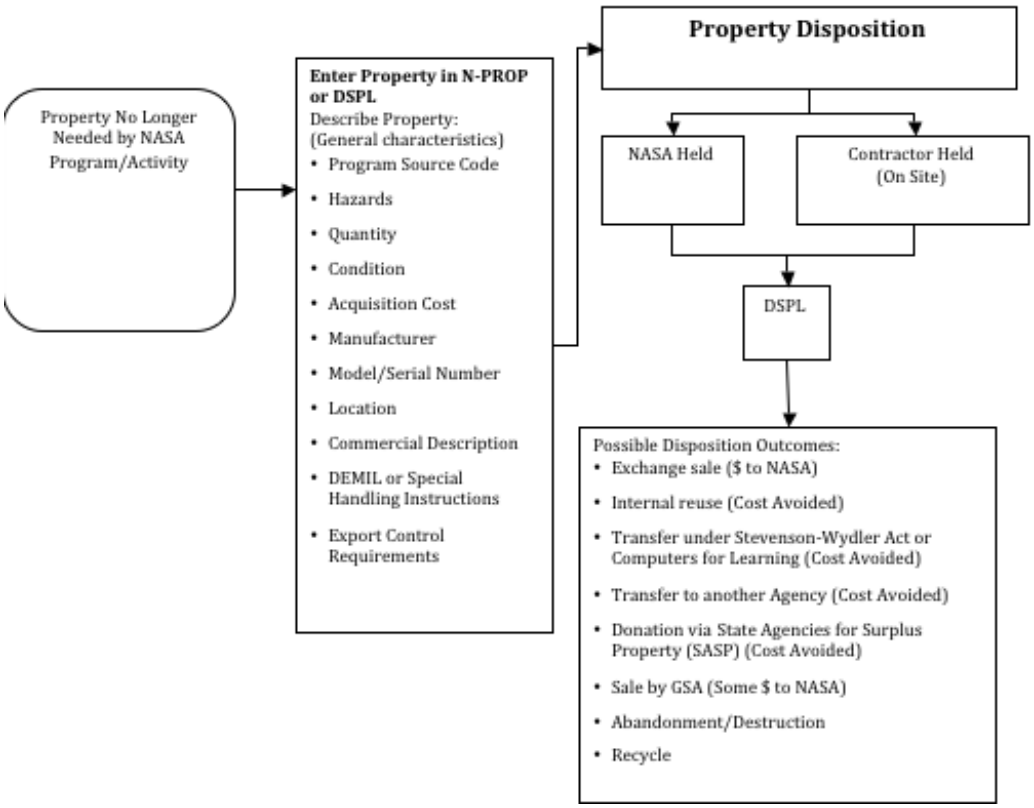

Figure 1-1. Generic Property Disposition Flow Path

d. Facilitate the transfer of property identified through PCARSS screening via the Defense Contract Management Agency (DCMA) to ensure appropriate disposition.

e. Make NASA excess property located in the United States available to Federal agencies and eligible non-Federal recipients to the greatest extent possible.

f. To the greatest extent possible, ensure all NASA excess property located in the United States has undergone Agency internal screening and is electronically submitted via DSPL to GSA for Federal agency and eligible donee utilization.

g. Serve as the Center's focal point for access to GSAXcess®.

h. Monitor the pickup of excess property from Center employees to ensure that excess property is picked up and accounted for in a timely manner in accordance with Center procedures.

i. Prepare disposal cases for NASA excess property located in a foreign country for review by the Center's Supply and Equipment Management Officer (SEMO) and CEA and forward cases to the NASA Headquarters LD for final approval (see Chapter 7).

j. Promote the use of available excess property to the maximum extent practicable, such as through the Stevenson-Wydler Act and Computers for Learning (CFL) programs (see Chapter 4).

(1) All NASA data shall be removed and destroyed prior to going to an external organization or entity.

k. Review and approve the acquisition and disposition of excess property including GSA-approved transfers.

(1) The Center PDO shall not be the one requesting the property in GSAXcess®.

l. Interface with the CISO and Organization Computer Security Official to ensure that information

technology assets are dispositioned (see section 3.2.9) in compliance with NPR 2810.1, Chapter 3.6, Media Protection; associated information technology handbooks; and security best practices.

m. Interface with the Center Environmental and/or Center Health and Safety Office in disposing of all identified hazardous materials and hazardous waste in accordance with applicable Federal, State, and local regulations.

n. Interface with the Center Health/Environmental Office or Program Office to ensure that Material Safety Data Sheets (MSDS) for excess equipment are available upon transfer (when applicable), and require that the Program Office releasing the equipment ensures that the equipment or hardware has been rendered safe.

o. Work closely with the Program Office and the CEA to ensure property requiring demilitarization (DEMIL) (DoD Manual 4160.28) or special handling (Appendix C, Special Handling Guidelines for Export Controlled Personal Property) is disposed of appropriately.

p. Interface with the Center Historical Preservation Officer (HPO), Public Affairs Officer (PAO), and programs to assist in identifying potential historical items, scientific items, or artifacts being dispositioned as excess.

q. Coordinate with the Office of the Chief Financial Officer (OCFO) as needed.

r. Ensure proper care of property as it goes through the disposal process, including contractor-held and grantee-held property returned from the contractor or grantee to NASA (NASA-held property) and that adequate, secured warehouse or outside storage space is available if physical receipt is necessary.

s. Ensure physical inventories are conducted (see section 3.5).

t. Coordinate with GSA Regional Sales Office (NASA Sales Agent) for sale of property (see Chapter 5).

u. Ensure purchasers of Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR) controlled personal property provide proof of U.S. Citizenship and are not on the Department of State Debarred Parties and Department of Commerce Denied Persons Lists (see Chapter 5 and Appendix D).

(1) Controlled personal property shall not be transferred or sold to a non-U.S. person unless otherwise specified by law and NASA procedures and/or policies.

v. Promote maximum return of sales proceeds to NASA to offset cost of replacement property for property meeting the requirements for exchange/sale (see Chapter 6) or to offset the cost of conducting surplus property sales (see Chapter 5).

w. Facilitate all abandon or destroy determinations and ensure that they are properly documented with written justification and public notice (if required) in accordance with provisions of FMR (see Chapter 10).

x. Promote NASA objectives of reducing greenhouse gas emissions through reutilization.

y. Participate in NASA's Recycle Program in accordance with Federal regulations, polices, and Center internal procedures, maximizing sale proceeds, (e.g., the use of precious metal sales proceeds, and maximizing reduction of waste streams (see Chapter 8)).

z. Maintain complete documentation of all disposals in accordance with NPR 1441.1.

aa. Work closely with the Program Office and the Office of Safety and Mission Assurance to ensure

that property that has been determined and turned in to the PDO as being nonconforming, defective, or is suspected of being counterfeit (in accordance with NPD 8730.2 and NPR 8735.1 is disposed of appropriately.

1.6 Program Responsibilities

1.6.1 Specific program office or official shall:

a. Ensure that all Center excess or exchange/sale property condition and commercial description is accurately described (see section 3.2).

b. Provide sufficient information for reporting excess property in the DSPL.

c. Consult the Center HPO, PAO, Exhibit Manager, and Center PDO to identify any potential historical, scientific, or artifact interest in property to be dispositioned.

d. Identify or mitigate key characteristics of property reported for disposition, such as safety hazards, export control, NASA or Government-wide policy, or Federal statutory requirements that affect SBU or CUI information (electronic or non-electronic), including PII; other special handling; DEMIL; and digital media sanitization.

Chapter 2. Utilization, Donation, and Acquisition of Property

2.1 Background

2.1.1 Effective performance of the NASA mission requires that existing property be used to the fullest extent practicable. When property is no longer required for its intended purpose, NASA makes every attempt to utilize property within NASA or to transfer the property to eligible non-Federal recipients, or to other Federal and State agencies.

2.2 Authority

2.2.1 The GSA was established by the Federal Property and Administrative Services Act of 1949 (now 40 U.S.C. § 111, Application to Federal Property and Administrative Services Act of 1949 and referred to as the "Property Act"). The purpose of the Property Act is to simplify the procurement, utilization, and disposal of Government property. The Property Act assigns the GSA Administrator responsibility for the supervision and direction over the disposition of excess and surplus property. With exception of the property transfers discussed in the following paragraphs and contractor-held property, NASA reports excess or exchange/sale property to GSA using the DSPL. Coordination between GSA and NASA in the successful utilization and donation of NASA property is paramount.

2.2.2 NASA's internal transfer of property that is no longer needed by a program or project for its intended use shall be administered in accordance with Agency and Center procedures and policies.

2.2.3 Only the Center PDO can approve property transfers. To ensure permissible property disposition, the individual screening and "freezing" property for reutilization shall not be the same person approving the excess property transfer.

2.2.4 Excess property transfer transactions are recorded on the SF 122; surplus property transfers are recorded on the respective SF 123.

2.3 Organizations Eligible to Acquire Excess Property

2.3.1 Transfers of excess property may be made among Federal agencies, the Senate, the House of Representatives, the Architect of the Capitol, mixed ownership Government corporations, and the municipal government of the District of Columbia (41 C.F.R. 102-36.60). A flow chart for such transfers is shown in Figure 2-1.

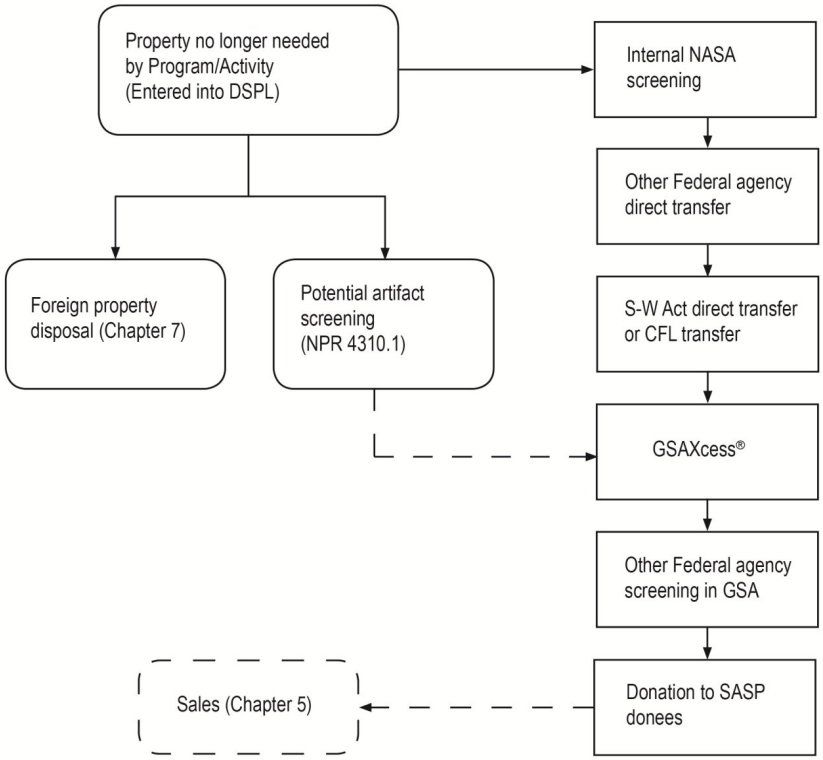

Figure 2-1. Generic Excess Property Disposal Flow Chart

2.3.2 Property valued less than $10,000 (per line item) can be directly transferred among the intra-Federal agencies using the property transfer order manual form (SF 122) and approved by the approving official for the requesting Agency and the Center PDO.

2.3.3 Property exceeding $10,000 (per line item) may be directly transferred among intra-Federal agencies provided the appropriate regional GSA Property Management Office verbally approves the prearranged transfer. The SF 122 used for the transfer shall be annotated with the name of the GSA approving official and the date of the verbal approval and GSA provided a copy within 10 working days from the date of transaction (see section 2.7).

2.3.4 NASA may also transfer property considered excess to eligible non-Federal recipients for technical and scientific educational and research activities under the authority of the Stevenson-Wydler Act (see Chapter 4 of this NPR).

2.3.4.1 Property transferred under the Stevenson-Wydler Act shall not be reported to GSAXcess® for screening by other Federal agencies and States.

2.3.4.2 Organization eligibility is normally determined by their participation in the Department of Education statistics program and their assignment of a National Center for Educational Services (NCES; http://nces.ed.gov/) or Integrated Post-Secondary Education Data System (IPEDS) number (http://nces.ed.gov/IPEDS/).

2.3.4.3 Property transferred under this provision shall be reported in the Agency's Annual Non-Federal Recipients Report to GSA by the Agency Property Disposition Manager (41 C.F.R. 102-36.475).

2.3.5 Property may be transferred between Federal agencies.

2.3.5.1 A NASA Contracting Officer (CO) shall approve all excess property for their NASA contractors with whom a contractual relationship already exists as Government-Furnished Property (GFP).

2.4 Organizations Eligible to Acquire Surplus Property

2.4.1 Donations of excess property to non-Federal recipients are authorized under the Stevenson-Wydler Act.

2.4.2 Donations of surplus property to non-Federal recipients is done under GSA authority to SASP. SASP contacts are established by each State. Contact information is available for each office at http://www.gsa.gov/portal/content/100851. SASP advises applicants of eligibility requirements and procedures to acquire surplus property from all Federal agencies. Eligible donees for surplus property include public agencies, nonprofit educational and public health activities, nonprofit and public programs for the elderly, educational activities of special interest to the armed services for DoD, public airports, or the homeless (41 C.F.R. 102-37).

2.5 Excess or Surplus Property Cost Reimbursement

2.5.1 NASA shall be responsible for and bear the costs of the care and handling of excess and surplus property pending disposition (Duties of Executive Agencies, 40 U.S.C. § 524(a)(4)).

2.5.2 Transfers of excess property between Federal agencies are normally made without charge for the property itself. However, there are some cases where reimbursement is required; for example, Fair Market Value reimbursement for exchange/sale property transactions and shipping and handling fees (41 C.F.R. 102 § 36.285).

2.5.2.1 Property accountable to NASA may be furnished to a grant recipient; however, excess property from other agencies may not be furnished to NASA grant recipients. For transfers to project grantees, the sponsoring Federal agency shall pay the United States Treasury 25 percent of the original acquisition cost of the property (41 C.F.R. 102-36.185), unless another law specifically exempts the project grantees. Accordingly, NASA does not provide excess property to NASA grantees.

2.5.3 Transfers of surplus property between Federal agencies and SASP are made without charge for the property itself (except for exchange/sale, see Chapter 6).

2.5.4 Packing and shipping charges for excess property transferred to another NASA Center, Stevenson-Wydler Act or CFL recipient, another Federal agency, or SASP will be the responsibility of the requesting organization.

2.5.4.1 Only costs incurred for the actual packing, preparation for shipment or display, loading, and shipment may be recovered by NASA when disposing of the property.

2.5.4.2 Center PDOs or other NASA Center representatives shall not act as the agent or shipper and will not incur any expenses on behalf of other Federal Agencies, a SASP, or eligible donee.

2.5.5 NASA is typically responsible for moving property to a loading dock or disposal yard in preparation for a recipient to pick up an item up. This is generally done at no cost to the recipient. However, there may be special circumstances in which the recipient desires NASA to perform special handling to ensure the physical or historical integrity or operational functionality of an item during its removal from a facility, for example, a large motion simulator being excessed that would require careful dismantling in a manner that the recipient could pick it up, transport it, and reconstruct it at its new location. In such an example, NASA may initiate a reimbursable Space Act Agreement (SAA) in which the recipient determines their preferred item condition and special handling desires and agrees to pay NASA for the work performed in accordance with the reimbursable SAA. NPD 1050.1, provides that an SAA may be used when NASA is asked to expend unique goods, services, and facilities (not otherwise available) and the work requested does not conflict with NASA's mission.

2.5.5.1 Each Center is responsible for developing agreements for property transfer at that Center. A Center Agreement Manager is assigned (primarily or collaterally) to aid in developing agreements (with the assistance and concurrence of the Center's Office of Chief Counsel (OGC)).

2.6 Excess and Surplus Property Reporting and Screening

2.6.1 Except as authorized in 41 C.F.R. 102-36.145 for direct transfers or as exempted in paragraph (b) of 41 C.F.R. 102-36.220, all excess property regardless of the condition code (including any NASA excess property in the custody of contractors, cooperatives, or project grantees) that is returned to NASA custody for disposal shall be reported to GSA by the Center PDO via DSPL.

2.6.1.1 Property reported in DSPL by the Center PDO shall be coded using appropriate program categorical description of the property for inventory management purposes. The current recognized source codes are provided in Appendix E, DSPL Source Codes and Descriptions.

2.6.2 The accuracy of the property description is crucial to the success of an Agency's utilization program. When screening property, customers need accurate and complete property data before committing the time and effort to request the property. Physical inspection of the property by the potential customer is neither always possible nor cost-effective. Accordingly, property is screened electronically and data accuracy is critical. A complete commercial description shall be given by the program/property custodian for each property item.

2.6.2.1 At a minimum, the potential customer shall be furnished the same information whether screening via electronic media or

physically screening the property at a storage site.

a. Some of the basic information that shall be provided is:

(1) The name and address of the holding Center or contractor.

(2) Location of property.

(3) Names of person and/or individuals and the telephone numbers to contact.

(4) Federal Supply Class (FSC).

(5) Condition code of property.

(6) Unit of measure/quantity.

(7) Unit acquisition cost.

(8) Year of manufacture.

(9) Overall dimensions and weight.

(10) Any special handling requirements.

(11) EAR and ITAR information.

2.6.2.2 In addition to meeting legislative and regulatory mandate, electronic screening (GSAXcess®) affords potential customers the opportunity to view property and avoid travel expense. Screening timeframes vary depending on the type of property and the customer. The screening intervals may be sequential or concurrent. Property not reassigned in NASA, transferred to the Smithsonian, transferred to another Federal agency, or donated may be sold (see Chapters 5 and 6).

2.6.3 NASA's excess property is available to all NASA organizations and NASA contractors with whom a contractual relationship already exists when authorized by the CO when it is determined to be in the best interest of the Government and appropriate consideration is provided during the exclusive NASA-wide screening period.

2.6.3.1 Upon completion of the NASA-wide screening period (in DSPL), NASA excess property not transferred becomes available for further screening by all NASA organizations, all Federal agencies, and SASP sponsored organizations via GSAXcess®.

2.6.3.2 Property to be directly transferred under Stevenson-Wydler Act authority to eligible non-Federal recipients shall not be reported by the Center PDO to GSA for screening (see Chapter 4 of this NPR).

2.6.3.3 Center PDOs shall allow sufficient time for NASA internal screening and transfer of property (under Stevenson-Wydler Act authority) prior to the property being reported to GSA.

2.6.4 Excess and surplus property is made available for acquisition through screening, as follows:

2.6.4.1 Excess property shall be reported to the Center PDO by the responsible NASA organization (through SAP, N-PROP, or through local Center procedures) for input to DSPL.

2.6.4.2 Property is then made visible to NASA employees through N-PROP Excess Shopping Report (NASA-wide internal screening).

2.6.4.3 NASA excess property data is electronically submitted to GSAXcess® daily via the DSPL program.

2.6.5 Property reported by the Center PDO for utilization meeting the following criteria shall be accompanied by digital photographs as described in GSAXcess® Photograph Taking Guidelines (http://www.gsa.gov/portal/content/101684) when practical:

2.6.5.1 Property at or above the Agency financial capital accountability threshold ($100,000).

2.6.5.2 Property in the following Federal Supply Groups (FSG) and FSC with an original acquisition cost exceeding $5,000:

a. FSG 19-Ships, Small Craft, Pontoons, and Floating Docks.

b. FSG 23-Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles.

c. FSG 24-Tractors.

d. FSG 34-Metalworking Machinery.

e. FSG 38-Construction, Mining, Excavating, and Highway Maintenance Equipment.

f. FSG 39-Materials Handling Equipment.

g. FSG 42-Firefighting, Rescue, and Safety Equipment; and Environmental Protection Equipment and Materials.

h. FSG 54-Prefabricated Structures and Scaffolding.

i. FSC 6115-Generators and Generator Sets, Electrical.

j. FSC 6515-Medical and Surgical Instruments, Equipment and Supplies.

2.6.5.3 The photographs or images shall be of the actual item being reported unless there are more than five items reported at the same time that are identical and all items are in the same condition. In this case, an image of one of the items would suffice, and a note included in the report should indicate that the photograph is representative of each item in the lot.

a. The use of representative photos shall be noted in the item description.

2.6.5.4 For motor vehicles in FSC Group 23, a picture of the interior of the vehicle also shall be included.

2.6.5.5 All property submitted for artifact screening shall be accompanied with photos.

2.6.6 The following guidelines outline the current best practice for screening. Figure 2-2 is a table to clarify the guidelines and

provide an approximate disposition.

2.6.6.1 NASA excess property shall be screened simultaneously by all NASA Centers in a NASA-wide internal screening period that varies from 0 to 99 calendar days, based on the type of property and applicable regulations.

2.6.6.2 Upon completion of the NASA internal screening period, the remaining property becomes excess to NASA and is available via GSA for a Federal and SASP concurrent screening. However, the SASP and eligible donees under the Property Act cannot be allocated property by GSA until after the screening period ends.

2.6.6.3 Remaining surplus property generally continues to GSA Sales to be offered to the public.

2.6.6.4 Prior coordination and approval by the GSA regional office are required to modify/reduce any Federal screening.

2.6.6.5 The NASA-wide screening period may be modified/extended in DSPL by the Center PDO to support Center requirements. If a Center desires to modify/reduce the GSA screening period for a specific item, the Center PDO shall submit a request through the NASA Headquarters Disposal Program Manager (DPM).

2.6.6.6 NASA employees can electronically screen NASA excess property through the Excess Shopping Report in N-PROP (internal screening exclusive to NASA).

Category	Exclusively NASA-wide Agency Screening N-PROP	CFL Screen-ing	Other Federal Agencies and Donees Screening	Maximum Screening/Allocation Time	Typical Cycle Times (average sales days)**	Maximum Time for Disposition (Screening & Sales)
Aircraft	0-21 days	N/A	60 days +5 days for Donee allocation	86 days	39.3 days	125days
Abandoned or Unclaimed Property (Lost and Found)	0-21 days	N/A	21 days + 5 days for Donee allocation	47 days	25 days	72 days
Artifacts (Normally dispositioned through Artifacts Module)	0-99 days	N/A	21 days + 5 days for Donee allocation	125 days	N/A	125 days
Computers and Peripherals ***	0-21 days	7 days	21 days + 5 days for Donee allocation	54 days	101.4	156 days
Firearms*	0-21 days	N/A	90 days + 5days for Donee allocation	116 days	0	116 days*
Exchange/Sales	0-2 days	N/A	2 days	4 days	127.9	132 days
Furniture	0-21 days	N/A	14 days + 5 days for Donee allocation	40 days	38.8	79 days
Regular Excess Property	0-21 days	N/A	21 days + 5 days for Donee allocation	47 days	42.3	89 days
Vessels 50 ft or more	0-21 days	N/A	60 days + 5 days for Donee allocation	86 days	26.3	112 days

Firearms not transferred or donated shall be destroyed and sold as scrap. ** Based upon FY09 GSA sales data. * These items shall not contain hard drives or NASA data, as defined in Section 3.6 of NPR 2810.1 and section 3.2.9 of this NPR. Note 1. Normal required time for pickup of property is 15 working days. All other days as reflected in this figure are calendar days. Note 2. These processes are subject to change based upon improvement/modification to the process.*

Figure 2-2. Disposal Timeframes

2.6.6.7 NASA employees can search for excess property in GSAXcess® by registering online at www.gsaxcess.gov. However, to acquire available excess property, the Center PDO shall be contacted.

2.7 Property Transfer

2.7.1 Property transfers are documented on transfer orders: SF 122 for excess property or SF 123 for surplus property. GSAXcess® automatically generates the electronic equivalents to paper transfer orders based upon the requests and allocation decisions made during the process.

2.7.1.1 E-mails generated by GSAXcess® are routed to appropriate signatories with directions on how to access orders, make changes, or approve the transfer order (electronically signed) and send the completed electronically approved transfer orders to the recipient and Center PDO for property removal.

2.7.1.2 The Center PDO shall verify that the property is picked up by a person or transportation carrier authorized by the acquiring Agency's approving official and obtain a signed receipt at the time of pickup.

2.7.2 All direct transfers shall be documented using a manual SF 122 (see sections 2.3.2 and 2.3.3). For direct transfers under Stevenson-Wydler Act authority, see Chapter 4.

2.7.2.1 Transfer documentation for all property categorized as Commerce Control List (CCL) items, requiring Special Handling under EAR and/or ITAR shall include documentation signed by the recipient disclosing that they understand and agree to comply with the control requirements (Appendix F.2).

2.7.3 For vehicle transfers to the SASP for distribution to a donee, Center PDOs shall coordinate with their supporting GSA Regional Property Office for the issuance of SF 97s (United States Government Certificate to Obtain Title to a Vehicle) for passenger motor vehicles, trucks, trailers, motorcycles, and other vehicles included under Federal Supply Group classification 23. The following guidelines apply:

2.7.3.1 The Center PDO shall prepare the SF 97 (unless GSA agrees to prepare the form).

2.7.3.2 The NASA Center is the Transferor on the SF 97.

2.7.3.3 The SF 97 shall be issued by the Center PDO at the time the vehicle is released to the SASP.

2.7.3.4 If the donee is not known at that time, the Center PDO shall issue the SF 97 with the Transferee's Printed Name, Signature, and Date form fields left blank.

2.7.3.5 The SASP shall ensure that the Center PDO is provided a copy of the completed SF 97 once the donee takes possession of the vehicle.

2.7.3.6 Transfer of aircraft (FSC Class 1510 (fixed wing) and FSC 1520 (rotary wing)) in excess to the needs of NASA is reported to and managed exclusively by GSA Region 9. All aircraft components, engines, other parts, and accessories are reportable to the appropriate GSA regional office based on property location when reportable criteria are met in accordance with 41 C.F.R. 102-36.340.

2.7.3.7 Excess firearms may be screened by and transferred to Federal agencies and in certain cases to specific State and local government activities (see section 3.2.8). The screening and transfer of firearms is managed exclusively by GSA Region 8.

2.7.3.8 Screening and transfer of vessels 50 ft or more in length and with an acquisition cost of $5,000 or more require special terms, conditions, handling, and documentation processing, which is managed exclusively by GSA Region 4.

2.7.3.9 Artifact and potential artifact screening is performed as outlined in NPR 4310.1.

2.8 Property Removal

2.8.1 The authorized recipient (normally designated as the Ordering Agency) shall coordinate the pickup of the property with the Center PDO, normally designated as the Holding Agency on the transfer order for the removal of NASA excess property.

2.8.2 The recipient acquiring NASA excess property shall remove property in a timely manner normally not to exceed 15 calendar days.

2.8.2.1 If someone other than the ordering official named on the transfer order (third party) is to pick up the property, the ordering official shall provide a signed letter of authorization in advance to the Center PDO giving the carrier or named individual the authorization to sign for acceptance and pick up the property for the ordering official.

2.8.2.2 The Center PDO shall verify the property is picked up by a person or transportation carrier authorized by the acquiring Agency's approving official and obtain a signed receipt at the time of pickup.

2.8.3 The Center PDO shall ensure removal of NASA Equipment Control Numbers (ECN) and PII markings prior to transfer of property from NASA custody. Other labels and markings need not be removed. The Center PDO should exercise discretion in removal of NASA logos when such removal would degrade the desirability and value of the item.

2.9 Acquisition of Federal Excess Property

2.9.1 Excess property of other Federal agencies is available to NASA organizations for Official Government Use. National Utilization Officers (NUOs) are assigned to each Federal agency to oversee the acquisition of excess Federal property. The NASA Headquarters NUO is the Headquarters DPM and is available to each Center for consultation, conflict resolution, and promoting the acquisition and authorized use of available excess property from all Federal agencies, including NASA. A generic

excess property acquisition flow chart is shown in Figure 2 3.

Figure 2-3. Generic Excess Property Acquisition Flow Chart

2.9.2 Each Center shall have a local Regional Reutilization Officer assigned to the property disposal function. These individuals are responsible for maintaining "want lists" of NASA requirements for property and for physically screening excess Federal property using GSAXcess® and PCARSS for NASA desired property.

2.9.2.1 To accommodate internal property controls, the individual screening and requesting property for reutilization shall not be the same person approving the property transfer.

2.9.3 All requests to NASA for excess property from other Federal agencies and NASA shall be documented using GSAXcess® electronically generated SF 122 or manual SF 122.

2.9.3.1 The Transfer Order, SF 122 shall be approved by the Center PDO gaining the property.

2.9.3.2 Electronic approval signatures of SF 122 transfer orders are authorized for acquiring property from other Federal agencies when using GSAXcess®; otherwise, original signatures are required.

2.9.3.3 Transfer documentation for all excess property received by the NASA Centers from other Federal agencies that meets the criteria as controlled property in accordance with NPR 4200.1, shall be submitted by the Center PDO to the Center Equipment Management Office for entry into the NASA PP&E System.

2.9.4 The requesting Center incurs all preparation, shipping, and handling cost for intra-Agency excess property transfers.

2.9.4.1 For inter-Agency transfers of excess property from other Federal agencies the acquiring NASA Center incurs all shipping and handling cost.

2.9.4.2 GSAXcess®, as well as PCARSS, shall be used by the Center PDO as a potential source for acquisitions when screening for excess property to offset a procurement action.

a. The PCARSS database is managed by DCMA and can be accessed through the DCMA Web site (http://www.dcma.mil/) by:

(1) Selecting the "eTools" link from the application menu;

(2) Registering through the External Web Access Management link; and then

(3) Using the password and identification provided to search the site.

Chapter 3. Disposal of NASA Excess Property

3.1 Background

3.1.1 This chapter sets forth the requirements for turning in NASA-owned property (including contractor-held property located on NASA Centers) to the Center PDOs for future utilization or marketing.

3.1.2 Disposition decisions should be made after considering reuse opportunities in order to offset cost of acquiring replacement property (see Chapter 2 and Chapter 6).

3.1.3 Abandonment and/or destruction of excess property may occur any time during the disposal process and shall be coordinated and processed through the Center PDO (see Chapter 10).

3.2 Turn-In of Excess Property to Center PDO

3.2.1 Each NASA organization is responsible for continually reviewing its assigned property to identify property no longer needed for operational purposes, property that needs to be replaced, or property that is a potential artifact.

3.2.1.1 Each NASA organization turning in property shall provide sufficient commercial descriptive detail (41 C.F.R. 102-36.260) to permit electronic or physical screening, transfer, and sales to potential new recipients.

3.2.1.2 NASA organizations shall indicate the current property condition and provide a narrative description of any hazards and required repairs.

3.2.1.3 Operating manuals, maintenance record logs, or other instructional or informational publications on the property shall be included when reporting the excess property to the Center PDO in accordance with 41 C.F.R. 102-36.235 and § 102-36.240.

3.2.2 Each NASA organization is encouraged to give at least 90 working days advance notice to the Center PDO to report excess property that may be generated from planned moves, demolitions, new construction, project closings, new procurement actions, or any other situation that will require advance resource planning on the part of the Center PDO. This allows the Center PDO time to coordinate with GSA to reduce the normal disposal timeframes and minimize physical movement of the property.

3.2.3 Excess NASA property that is controlled by the NASA PP&E System shall be reported to the Center PDO by ECN in N-PROP or in accordance with local Center procedures.

3.2.4 Excess NASA property that is controlled by the NASA Materials Management Information (MMI) System shall be reported to the Center PDO using the DSPL electronic interface.

3.2.5 Excess NASA property that is not controlled by the NASA PP&E System or MMI shall be reported to the Center PDO through N-PROP "Initiate Non-Controlled Excess Request" or in accordance with local Center procedures.

3.2.5.1 The Center Communications Office, HPO, Center Exhibit Manager, and programs shall assist in the identification and disposition of potential artifacts by reporting the items of historic significance in accordance with NPR 4310.1.

a. In the case of building demolitions, the Center Facility Manager responsible for the demolition shall coordinate a walkthrough of the building by representatives of the Center's Real Property Accountability Officer (RPAO), Communications Office, Historical Preservation Office, Exhibit Manager, and Center PDO to determine if any related property or property generated during the demolition process (an item detached from real property is considered personal property) should be treated as a potential artifact in accordance with NPR 4310.1. This walkthrough should be done early to allow for any potential offset in the cost of demolition.

b. If a determination warrants screening the potential artifacts (e.g., by the Agency, schools, universities, museums), the Center PDO shall contact the NASA Headquarters DPM for guidance.

3.2.5.2 Specific categories of property (such as, but not limited to, hazardous materials, drugs, Nuclear Regulatory Commission (NRC) controlled property) require additional descriptive information and shall be accompanied by additional documentation such as material safety data sheets, shelf life, and certification that the hazardous material has been clearly labeled as specified in NPR 4100.1.

3.2.5.3 The Center PDO shall not receive or accept any hazardous waste products.

3.2.5.3.1 Hazardous waste shall be disposed of in accordance with NPD 8500.1, NPR 8553.1, and with the NASA Center environmental policies and procedures.

3.2.6 When NASA mission-specific property/hardware is no longer required by a Program, the Program or Project Manager, in consultation with the CEA, shall determine the export control classification. Typically, this determination is required to confirm either ITAR or EAR export control jurisdiction. The export control determination will affect disposal options and notification requirements for recipients (see NPR 2190.1). There also may be a limited number of items that fall under Department of Energy (DOE) (e.g., nuclear materials and systems for spacecraft thermal and power systems) or NRC (e.g., radioactive sources and nuclear reactor systems for spacecraft thermal and power systems) jurisdiction and regulations.

a. The determination whether an item can be sold to a U.S. citizen (the EAR states "U.S. person" but NASA has restricted it to U.S. citizens) through Federal sales should consider compromise to national security, commercial and industrial sensitivities (e.g., terrorist threat assessment; compromise to proprietary military, commercial, and industrial technology; and the ability for conversion and use as a weapon). This determination should identify whether key point destruction can mitigate the concerns or whether complete destruction is required. See Figure C-1, Special Handling Requirement Planning Process.

b. Generally, items that are controlled under the ITAR are controlled to some level under the EAR. However, many are classified as EAR 99; EAR 99 items generally consist of low-technology consumer goods, do not require a license in many situations, and do not warrant the strict Agency scrutiny described in section 3.2.6.a unless the program or the NASA Export Administrator requires it.

3.2.6.1 Mission-specific property/hardware is NASA-owned hardware or property that has a technical use or applies to a NASA scientific, aeronautics, or space mission. For example, spacecraft, space vehicles, aerospace vehicles, remote sensing equipment, x-ray hardware, guidance and control, engineering instrumentation, specially designed storage containers, measuring and test equipment are considered mission-specific property/hardware. Mission-specific property/hardware would also include cranes, forklifts, and engineering equipment that is specifically designed or modified for a NASA mission. It does not include office furniture or general operating equipment available as off-the-shelf open purchase.

3.2.7 Special handling may be required for disposition of property that is controlled under ITAR or listed on the United States Munitions List (USML). The export control determination affects NASA options for disposal (e.g., transfer, donation, or sale) of the item when it is no longer needed. The Center PDO shall contact the program and CEA for assistance in this determination. Appendix C provides classification and special handling guidelines for disposition of some property controlled per ITAR and EAR.

3.2.7.1 NASA shall follow DoD DEMIL procedures contained in DoD Manual 4160.28-M-1 when disposing of items procured by or under the control of DoD.

3.2.7.2 For all other USML items acquired by NASA that are not procured by or under the control of DoD, the NASA program with custodial responsibility for the property shall determine the special handling requirements when disposing of the items.

3.2.7.3 In addition to USML items, military sensitive technologies may also require special handling. Military sensitive items include: night vision goggles and technology; remote sensing equipment, such as hyperspectral and synthetic aperture radar (SAR) imagers; space-qualified, cooled infrared (IR) detectors; guidance, navigation and control systems; attitude control systems; autonomous capabilities systems; propulsion systems; launch vehicle and spacecraft antennas, such as phased array and beam-forming antennas; optical cross-links and laser communications; power generations systems, including high efficiency solar cells and panels; radiation hardened microelectronic circuits; and systems engineering knowledge. The CEA shall be consulted as required.

3.2.7.4 Transfer documentation for all personal property categorized as EAR and/or ITAR shall include documentation signed by recipients disclosing that they understand and agree to comply with the control requirements (see Appendix F.2).

3.2.8 Firearms may be reported for disposal (41 C.F.R. 102-36.375). However, excess firearms shall only be transferred to those Federal agencies authorized to acquire firearms for official use. GSA may donate certain classes of surplus firearms to State and local government activities whose primary function is the enforcement of Federal, State, and/or local laws and whose compensated law enforcement officers have the authority to apprehend and arrest.

3.2.8.1 Firearms not transferred or donated shall be destroyed and sold as scrap (41 C.F.R. 101-42.1102-10 (c)).

3.2.9 Each NASA organization shall provide the Center PDO with any copyright or license restrictions documentation for software; if not, the software cannot be transferred outside of NASA or it has to be destroyed.

3.2.9.1 NASA-held information technology digital media storage, as defined in NPR 2810.1, shall be removed and destroyed in accordance with NPR 2810.1 and the associated Information Technology Security (ITS) Handbooks on Media Protection (ITS-HBK-2810.11-01: Media Protection and ITS-HBK-2810.11-02, Media Protection: Digital Media Sanitization).

3.2.9.2 All NASA-held computers and other devices with storage shall not leave the Agency through disposal without hard drives and any functional equivalent information storage technology or media having been destroyed unless otherwise specified by the Headquarters Office of the Chief Information Officer (OCIO) and the LD.

a. Sanitization documentation shall accompany hardware in the form of Media Sanitization Record, which can be found in ITS-HBK-2810.11-02 Media Protection: Digital Media Sanitization or equivalent document.

b. All removed hard drives and any functionally equivalent information storage technology media shall be kept in a controlled area (not in an unsecured area or outside).

c. Removed hard drives/data storage devices shall be destroyed as soon as possible and the destruction witnessed and recorded using a NASA Form (NF) 812, Determination and Authorization to Abandon or Destroy Surplus Property (see Chapter 10.5). Due to complete destruction, no verification by sampling is required. The remains of the unit (minus data) will go to a certified Responsible Recycler (R2) in accordance with Federal regulations and policies (see Chapter 8).

d. The National Security Agency (NSA) provides a list of evaluated products that are acceptable and approved for high-security disintegrators, optical storage devices destruction apparatus, punched tape destruction devices, and degaussers. This list can be found at the following Web site: http://www.nsa.gov/ia/mitigation_guidance/media_destruction_guidance/index.shtml. For a list of NASA approved sanitization tools, see ITS-HBK-2810.11-02: Digital Media Sanitization.

3.3 Reporting NASA Excess Property

3.3.1 Center PDOs shall electronically transmit the excess report to GSA via DSPL for maximum visibility of NASA excess property located in the United States (reporting requirements are provided in section 2.6).

3.4 Withdrawals and Corrections

3.4.1 Requests for withdrawal (for NASA utilization) of NASA excess property previously reported to GSA shall be submitted to the GSA regional office to which the report of excess property was forwarded.

3.4.1.1 Property should not be utilized until approval for withdrawal is received from GSA, with the exception of property transferred for major disaster relief (41 C.F.R. 102-36.370)

3.4.2 Corrections of reports of NASA excess property previously reported to GSA shall be submitted to the appropriate GSA regional office for necessary action.

3.4.3 Property withdrawal and data correction requests shall be transmitted via DSPL to GSA.

3.5 Inventory of Excess Property

3.5.1 A physical (total wall-to-wall, floor-to-ceiling) inventory of all property managed in DSPL shall be conducted no less than once every three years to ensure accountability and to minimize property loss.

3.5.2 Unannounced, random physical inventories (as determined by the Center PDO) shall be conducted at least once every quarter to verify inventory accuracy and the results recorded.

3.5.2.1 Any adjustments required as a result of any physical inventory shall be supported by the appropriate documentation and recorded as adjustments to the appropriate inventory and/or financial records.

3.5.2.2 Once the excess property has been receipted for by the disposal personnel, in the event of the loss of the property, the Center PDO shall submit the Property Survey Report, NF 598, to the Center SEMO.

Chapter 4. Stevenson-Wydler Act

4.1 Purpose

This chapter sets forth the requirements for establishing and maintaining a program to allow NASA to assist the national education goals through the transfer of NASA excess research equipment to U.S. educational institutions and nonprofit educational organizations for conducting technical and scientific education and research activities.

4.2 Guidance

4.2.1 The Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. § 3710(i)) documents the following authorization:

"{15 U.S.C. § 3710}
(i) Research equipment. The Director of a laboratory, or the head of any Federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership must transfer with a gift under this section."

4.2.1.1 State and local governments are defined in 41 C.F.R. 102.37 as one of the 50 States, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

4.2.2 NASA may transfer its excess property under Stevenson-Wydler Act authority to educational institutions and nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4), whose missions fulfill the requirement for conducting technical and scientific education and research activities. These transfers shall be accomplished through the Center PDOs.

4.3 Authorized Property Categories for Use Under the Stevenson-Wydler Act

4.3.1 NASA defines research equipment appropriate for direct transfer under Stevenson-Wydler Act authority to include Federal Supply Groups listed below or other Federal Supply Classification Groups specified by NASA Headquarters Associate Administrator for the Office of Communications or NASA Headquarters Director, LD (e.g., Shuttle thermal protection tiles, Shuttle blades, Shuttle tires, and other potential Space Program artifacts).

4.3.2 Federal Supply Groups listed below are authorized for Stevenson-Wydler Act property transfer:

a. Group 32 Woodworking machinery and equipment;

b. Group 34 Metalworking machinery;

c. Group 37 Agricultural machinery and equipment;

d. Group 43 Pumps and compressors;

e. Group 45 Plumbing, heating, and waste disposal equipment;

f. Group 47 Pipe, tubing, hoses, and fittings;

g. Group 51 Hand tools;

h. Group 48 Valves;

i. Group 52 Measuring tools;

j. Group 53 Hardware and abrasives;

k. Group 58 Communication, detection, and coherent radiation equipment;

l. Group 59 Electrical and electronic equipment components;

m. Group 60 Fiber optics materials, components, assemblies, and accessories;

n. Group 61 Electrical wire and power distribution equipment;

o. Group 65 Medical, dental, and veterinary equipment and supplies;

p. Group 66 Instruments and laboratory equipment;

q. Group 67 Photographic equipment;

r. Group 69 Training aids and devices; and

s. Group 70 General purpose automatic data processing equipment (computers) and supplies and support equipment suitable for the purposes and use as stated in Stevenson-Wydler Act. All NASA data on digital media as defined in NPR 2810.1, Chapter 3.6 shall be removed/destroyed prior to transfer.

4.4 Eligible Organizations to Acquire NASA Excess Under the Stevenson-Wydler Act

4.4.1 All U.S. education institutions (public, private, or parochial; prekindergarten through 12th grade; universities and colleges) that intend to use the NASA excess research equipment for the conduct of technical and scientific education and research activities are eligible to receive property, directly transferred by the Center PDO under Stevenson-Wydler Act authority. Nonprofit museums are similarly eligible; however, transfer authority for museums is reserved to the Director, LD. "For Profit" organizations, museums and non-education institutions are not eligible for NASA property transfer under Stevenson-Wydler Act authority. Educational organization eligibility can be determined by participation in the Department of Education statistics program and assignment of an NCES for schools (http://nces.ed.gov/) or IPEDS number for universities and colleges (http://nces.ed.gov/IPEDS/).

4.5 Required Documentation to Acquire Property Under the Stevenson-Wydler Act

4.5.1 Education institutions or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) shall provide evidence that they have a valid NCES or IPEDS number.

4.5.2 Heads of educational organizations and nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) shall provide to a Center PDO a letter on official letterhead paper requesting permission to participate in the NASA Stevenson-Wydler Act program. This letter will indicate if the school is in a Federal enterprise community or empowerment zone. The school letter should also designate school employees to screen and remove the property from NASA sites.

4.5.3 The Center PDO shall respond to the letter, notifying the educational institutions of acceptance or rejection, screening methods, and instructions on how to properly prepare and process the necessary transfer documents.

4.6 Transfer of NASA Excess Research Equipment

4.6.1 The educational organization or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) acquiring NASA excess research equipment shall complete SF 122, Transfer Order, provided by NASA, signing the certification not to hold the Government liable and indicating that the acquired NASA research equipment will be used for the conduct of technical or scientific education, or for research activities.

4.6.2 The SF 122 can be obtained from the local Center PDO or from the GSA Forms Library at http://www.gsa.gov/forms/zero.htm. Affixed to each of the disposal organization's file copies of the completed SF 122 shall be a Stevenson-Wydler Act Transfer Certification Statement (see Appendix F.1) containing the signature of the appropriate official from the eligible activity acknowledging the appropriate certifications.

4.6.2.1 The following statements shall be included with the SF 122 for items that are Federal Electronic Assets (FEA) (see GSA Bulletin FMR B-34):

a. "The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws."

b. "The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at http://www.federalelectronicschallenge.net/resources/links.htm#five."

4.6.2.2 Property transferred under Stevenson-Wydler Act authority shall be approved by the school principal or university/college Dean, Department Head, or Department Chairman respectively and annotated in the SF 122 Ordering Official block and on the Stevenson-Wydler Act Transfer Certification Statement.

4.6.3 The Center PDO shall sign the SF 122 to approve the property transfer to the eligible activity after NASA internal screening is completed.

4.6.3.1 All transfers under Stevenson-Wydler Act shall be done during NASA internal screening.

4.7 Transfer of NASA Excess Property Under Computers for Learning

4.7.1 Under authority of Executive Order 12999, NASA attempts to give preference when transferring NASA excess property under CFL to schools located in Federal enterprise communities

and empowerment zones established in the Omnibus Reconciliation Act of 1993, Pub. Law 103-66. For additional guidance on this, see The Federal Property and Administration Services Act of 1949, Chapter 288, 63 stat. 377; "Educational Technology: Ensuring Opportunity for All Children in the Next Century" Executive Order No. 12999 of April 17, 1996, and GSA guidelines provided online at: http://computersforlearning.gov/htm/hp_eo12999.htm.

4.7.2 Once a Federal agency determines it has unneeded property and has met the Agency requirements for sanitization, it can transfer Electronic Equipment (FSG 70) directly to schools and educational nonprofits in the GSA CFL Module within GSAXcess ®. The CFL module is the preferred method for implementing the CFL program, which provides electronic selection, allocation, and transfer authorization.

4.7.3 Excess property eligible for direct transfer under the CFL authority shall be identified in DSPL prior to the property being reported to GSAXcess ®.

4.7.4 Only computers without hard drives and peripherals shall be offered in the CFL module.

4.7.5 Center PDOs will allocate property under CFL authority to eligible educational organizations or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) based on the organization's having a valid NCES or IPEDS number. Upon allocation, the CFL module will automatically generate transfer documentation and distribute it to the appropriate parties to obtain their electronic approval signatures.

4.7.6 Excess property not requested in the CFL module after 7 calendar days will continue screening in GSAXcess ® for an additional 14 calendar days and if not transferred shall be offered for sale or recycled as determined by the Center PDO.

4.7.7 If the CFL module is not used, computers transferred under this authority shall be recorded on SF 122 (similar to research equipment transfer documentation), which may be obtained from the local Center PDO or from the GSA Forms Library at http://www.gsa.gov/forms/zero.htm.

4.7.7.1 The following statements shall be included with the SF 122 for items that are FEA (see GSA Bulletin FMR B-34):

a. "The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws."

b. "The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at http://www.federalelectronicschallenge.net/resources/links.htm#five."

4.7.7.2 Affixed to each of the disposal organization's file copies of the completed SF 122 shall be an Stevenson-Wydler Act Transfer Certification Statement (see Appendix F.1) containing the signature of the appropriate official from the eligible activity acknowledging the appropriate certifications.

4.8 Property Removal

4.8.1 The non-Federal recipient will coordinate the pickup of the property allocated to them with the Center PDO, designated as the Holding Agency on the transfer order.

4.8.1.1 The Center PDO shall verify the property is picked up by a person or transportation carrier authorized by the acquiring Agency's approving official and obtain a signed receipt at the time of

pickup.

4.8.1.2 The non-Federal recipient incurs all preparation, shipping, and handling cost for intra-Agency excess.

4.8.2 The non-Federal recipient acquiring NASA excess is responsible for property removal in a timely manner not normally to exceed 15 working days.

4.8.3 NASA will not act as a shipper and is not responsible for arranging the pickup of property or any cost, (e.g., preparation, packing, shipping, or transportation associated with the transfer of the property).

4.8.4 If someone is to pick up the property other than the recipient (third party), a signed letter of authorization shall be submitted from the recipient to the Center PDO giving the carrier or named individual the authorization to sign for acceptance and pick up the property for the recipient.

Chapter 5. Sale of Federal Government Property

5.1 Background

5.1.1 This chapter establishes the requirements for NASA-owned surplus and exchange/sale property that has completed all required Federal and donation screening and is to be sold. Under Federal Asset Sales (FAS), only an Agency designated as a Sales Center (SC) may sell Federal property. NASA does not have SC status but instead has partnered with the GSA for conducting the sales of NASA property. The goals under this initiative are to maximize the revenue that the Federal Government receives from property asset sales by ensuring maximum visibility of the assets to prospective buyers; to ensure transparency in the sales process so that agencies are aware of the costs and performance of their sales alternatives; to make prospective buyers aware of the condition of the items offered for sale; to ensure information on Federal sales activities are readily available to the public; to apply the best marketing options to accommodate sale (e.g., Internet sale/auctions, drop by sale, negotiated sale, fixed price sale, sealed bidding, spot bidding); and to collect and report Government-wide data on the volume, proceeds, cost, and other performance characteristics of Federal property sales. A generic flow chart of excess property disposal through sales is shown in Figure 5-1.

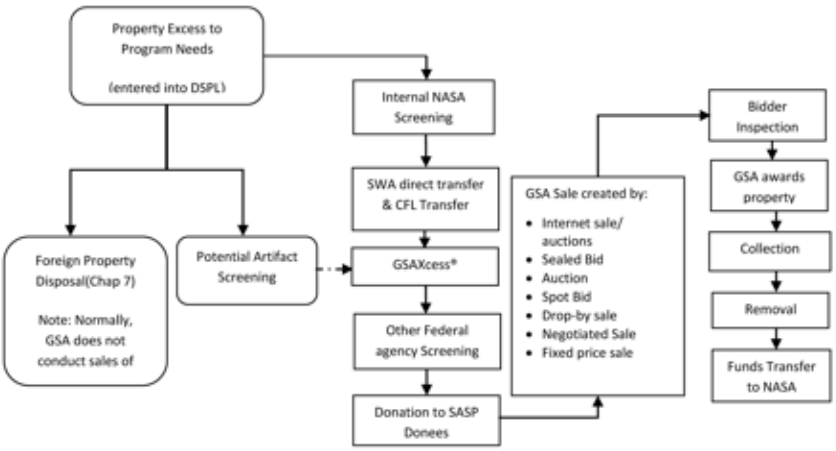

Figure 5-1. Generic Excess Property Disposal Flow Chart Through Sales

5.2 Designation

5.2.1 GSA is designated as NASA's SC for all NASA-held surplus and exchange/sale of property; SC designation and responsibilities are described in 41 C.F.R. 102-38.

5.3 Authority

5.3.1 All U.S. sales of NASA-owned surplus and exchange/sale property shall follow the provisions of FPMR 41 C.F.R. 101-45, 41 C.F.R. 102 38.

5.4 Guidance

5.4.1 Normally, sales are conducted by GSA as the NASA Sales Agent using competitive bid processes, including sealed bid, spot bid, or online auctions.

5.4.1.1 Inappropriate domestic sale of an ITAR/EAR controlled item may result in a violation of export control laws and regulations and the unauthorized export of controlled property or technology. All disposal personnel shall be aware of the importance of the proper disposition of items controlled under the ITAR and/or EAR.

5.4.1.2 Inappropriate sale of NASA property involving stored SBU or CUI information (electronic or non-electronic) including PII may violate NASA or Government-wide policy, Federal statutory requirements, or Federal law. As such, removal/destruction of data procedures outlined in NPR 2810.1 and the associated ITS Handbooks on Media Protection (ITS-HBK-2810.11-01: Media Protection and ITS-HBK-2810.11-02 Media Protection: Digital Media Sanitization) shall be strictly adhered to.

5.4.2 Negotiated sales may be done by GSA under the following conditions:

a. For exchange/sale property, as long as the reasonable value involved in the contract does not exceed $500 (41 C.F.R. 102-39.75); or

b. For surplus property, as long as the estimated Fair Market Value (FMV) does not exceed $15,000 (41 C.F.R. § 102-38.100-38.115).

5.4.3 Negotiated sales exceptions. The exceptions for doing negotiated sales of surplus property for items that exceed $15,000 FMV are:

a. The disposal will be to a State, territory, possession, political subdivision thereof, or tax-supported Agency therein and the estimated FMV of the property and other satisfactory terms of disposal are obtained by negotiation;

b. Bid prices after advertising are not reasonable and re-advertising would serve no useful purpose;

c. Public exigency does not permit any delay such as that caused by the time required to advertise a sale;

d. The sale promotes public health, safety, or national security;

e. The sale is in the public interest in support of a national emergency declared by the President or the Congress. This authority may be used only with specific lot(s) of property or for categories determined by the Administrator of General Services for a designated period but not in excess of three months;

f. Selling the property competitively would have an adverse impact on the national economy, provided that the estimated FMV of the property and other satisfactory terms of disposal can be obtained by negotiation, (e.g., sale of large quantities of an agricultural product that impacts domestic markets); or

g. It is otherwise authorized by Title 40 of the U.S. Code or other law.

5.4.4 Negotiated sales approval. The NASA Administrator or the Associate Administrator for OSI (as the Administrator's designated representative) shall approve all negotiated sales of property with an estimated FMV in excess of $15,000 with concurrence of the Headquarters OGC and coordination with NASA Office of Legislative and Intergovernmental Affairs.

5.4.4.1 In advance of a negotiated sale that exceeds $15,000 FMV, NASA Headquarters shall submit explanatory statements for each sale by negotiation to the NASA oversight committees in the Senate and House (Procedure for Disposal, 40 U.S.C. § 545(e)).

5.4.4.2 The requesting Center shall maintain copies of the explanatory statements supporting the negotiated sale in their disposal files.

5.4.4.3 Upon completion of preliminary actions, NASA Headquarters Director, LD shall coordinate with GSA for execution of the sale.

5.4.4.4 All sales of NASA property shall be conducted in a manner that is fair and equitable for all potential buyers.

5.4.5 NASA civil service and contractor employees' sales restrictions. Sales shall not be permitted to NASA civil service and contractor employees having access to NASA property records or who have been involved in the administration or termination of NASA contractor inventory, maintenance, use, inspection, and/or support of property before or during the disposal or sales process.

5.4.5.1 The term employee includes an agent or immediate member of the household of the employee.

5.4.5.2 The NASA civil service and contractor employees' sales restriction shall be forwarded to GSA Sales by the Headquarters Property Disposal Manager to be posted for restriction of NASA sales.

5.4.6 Each sale of Government-owned surplus or exchange/sale property is a Government contract. Therefore, the methods and procedures for the proper conduct of Government sales require extensive training and knowledge of Federal Government-wide sales regulations; procedures; and Federal contract, dispute-resolution, and debarment processes. The expertise for Government sales resides within the GSA. Center PDOs are to consult their GSA Regional Sales Office for the conduct of all sales methods, as necessary.

5.4.7 Sale of scrap. Property that has no commercial utility or value except for its basic material content is considered scrap material. Center PDOs may seek recommendations for scrap contractors through GSA.

5.4.7.1 Regardless of who the scrap vendor is, Center PDOs shall create a disposal case in DSPL to reflect the transaction.

5.4.7.2 If sales proceeds for the scrap are received by a NASA Center, the Center PDO shall record the sales proceeds for each pickup by the scrap vendor as a recyclable sale in the DSPL sales module.

5.4.8 When excess property is turned in for disposal and is later scrapped (e.g., export compliance, DEMIL, special handling requirements, or cannot be sold), the sales proceeds may be credited as surplus sales or recyclables as applicable.

5.4.9 When replacement property (exchange/sale) is turned in for disposition and is later scrapped (e.g., export

compliance, DEMIL, special handling requirements, or cannot be sold), the sales proceeds will be credited to exchange/sale and not recyclables.

5.5 Sales Process and Procedures

5.5.1 To accommodate the sale of NASA exchange/sale and surplus property, the following actions shall be taken by the Center PDO:

a. Electronically report excess and exchange/sale property through DSPL to GSA.

b. Account for the property and the care and handling of the property until removal by the buyer.

c. Coordinate with GSA Regional Sales Office to determine the method of sale.

d. Where feasible and desirable, group items in lots when they become available for sale. Lotting should be done in advance of sales as follows:

(1) Within 20 working days for NASA Centers holding two sales per month, or

(2) Within 30 working days for NASA Centers holding one sale per month.

e. Lot exchange/sale and surplus sales property separately and transmit sales information by the standard spreadsheet template to include EAR/ITAR and U.S. Citizen requirements (until process is automated) to GSA for offering to the public for sale.

f. Provide photo of sales lots to GSA (see section 2.6.5).

g. Create the sale in DSPL.

h. Identify items requiring DEMIL, special handling, export controls, rigging, or permits to GSA.

i. Ensure that for sales of personal property purchasers show physical proof of U.S. citizenship in accordance with the guidance of Appendix D, Public Sales of Export-controlled Property.

j. Unless performed by GSA, ensure that purchasers sign a statement that they understand and agree to comply with the applicable export compliance regulations (EAR/ITAR).

(1) Whenever the Center PDO communicates to GSA that the property can be sold only to a U.S. citizen and the property falls under EAR/ITAR (see section 5.5 e), GSA Sales will require EAR/ITAR certification to be electronically signed by the purchaser, which states the purchaser accepts the terms of this U.S. Export Controlled Certification (see Appendix F.4).

(2) GSA Sales will send a copy of the electronically signed U.S. Export Certification to the Center PDO for record.

(3) The U.S. Export Certification does not satisfy the NASA requirement that the purchaser or their agent is required to show the NASA Center proof of U.S. citizenship prior to the property being released by NASA in accordance with the guidance provided in Appendix D and it is a NASA responsibility to see proof.

k. Unless performed by GSA, ensure purchasers of EAR- and ITAR-controlled property are not on the Department of State Debarred Parties and Department of Commerce Denied Persons Lists.

l. Emphasize to all disposal personnel the importance of the proper disposition of items controlled under ITAR and/or EAR and ensure they have been trained on disposal procedures relating to the sale of export controlled items (i.e., verifications and checks); specifically, how an inappropriate domestic sale of an ITAR/EAR-controlled item may result in a violation of export control laws and regulations, and the unauthorized export of controlled property or technology.

m. Coordinate with GSA Regional Sales Office for withdrawal of items being offered for sale when requested by NASA.

n. Release property only when a signed Purchaser's Receipt and Authority to Release Property (GSA Form 27A) has been electronically received from the GSA collection officer.

o. Coordinate the date/time of the removal of purchased property with the buyer.

p. Obtain written authorization from the buyer for anyone other than the buyer removing the property, (e.g., carrier, UPS, FedEx, other person, and keep on file with the purchaser's receipt).

q. Notify GSA Regional Sales Office when the purchased property has been picked up.

r. Close out disposal records in DSPL to reflect the final disposition in a timely manner.

s. Assist Center finance personnel when discrepancies exist between the Intra-Governmental Payment and Collection (IPAC) and BW for sales and resolve discrepancies with the GSA Regional Sales Office.

t. Report all suspected violations of Advice of Attorney General With Respect to Antitrust Law, 40 U.S.C. § 559, fraud, bribery, or criminal collusion in connection with the disposal of property to NASA Office of Inspector General (OIG).

5.5.2 Except as otherwise authorized, all surplus sales proceeds shall be applied during the fiscal year in which the property was sold or the subsequent fiscal year for the direct and the associated indirect cost of conducting sales.

5.5.2.1 Any proceeds of sale not applied during this time shall be deposited in the United States Treasury as miscellaneous receipts.

5.5.2.2 That portion of the surplus sales proceeds equal to its costs of care and handling directly related to the sale of property (e.g., warehouse/storage facilities (use, maintenance, purchase), sales preparation, environmental services, special handling, DEMIL, security services, advertising, appraisal services, transportation of property during/after sale, and labor cost related to the sale) shall be retained.

5.5.2.3 That portion of the surplus sales proceeds equal to its indirect cost (e.g., contractor costs for repairing, converting, rehabilitating, operating, preserving, protecting, insuring, packing, storing, handling, conserving, transporting, and destroying or rendering the property innocuous) shall be retained. Indirect cost also can include advertising, appraisal, sales preparation, environmental services, labor or other contract costs related to the sale of property.

5.5.2.4 Figure 5-2 provides an example for recording retained sales "cost":

Sales Number: _____	Date of Sale:_____
Cost Breakdown (Include Government and contractor hours and associated tasks to perform the following):	
Clerical: data input, duplication, record keeping, and receipts	$5,000
Center PDO and Civil Servant staff administration	$ 7,000
Preparing sales spreadsheet to send to GSA	$500
Warehousing: handling, lotting, ECN tag removal, scheduling pickup, testing and preparing computers, property removal inventory	$15,000
Lease fee for this excess property facility	$5,000
Fee to remove and destroy hard drive	$1,000
Security: access control, guard patrol during collection periods	$3,000
Supervision: management oversight	$5,000
Other costs: overhead, export control reviews, safety, environmental, DEMIL, special handling, heavy lift equipment	$10,000
Total Cost	$51,000
Note: This list is not intended to be all inclusive	

Figure 5-2. Example of Typical Sales Proceeds Retention

5.6 GSA Responsibilities for Supporting NASA Property Sales

5.6.1 As the Sales Agent for NASA, GSA has agreed to perform the following support services:

a. Evaluate surplus and exchange/sale property (excluding term sales for recyclables) to determine the number and variety to be sold and, if necessary, the FMV of unique items. When requested by NASA, determining the FMVs for such items may require the services of a professional appraiser at additional cost to NASA.

b. Work closely with Center PDOs to determine frequency of sales required based on each installation's volume (including large influxes) and warehouse capacity limitations.

c. Perform administrative duties related to sales including establishing sales number, reviewing and awarding

property, collecting all payments, disbursing apportioned proceeds to NASA Centers, and exercising the contractual authority necessary to resolve any sales disputes.

d. For optional sales methods (sealed bid, auction, spot bid, drop-by sale, negotiated sale, or fixed price sale) other than Internet sales, provide personnel services, such as auctioneer, collection officer, and/or additional personnel as feasible. These services may require an additional fee to be negotiated with the Center PDO above the 20 percent fee for non-Shuttle property or the 10 percent fee for Space Shuttle property sales.

e. Distribute reimbursable sales proceeds, which will be transferred to the applicable NASA installation by IPAC or electronic funds transfers within an estimated 14 calendar days after all payments have been received from the sale.

f. Consult Center PDOs, as applicable, to establish a fixed price that bids cannot fall below (upset price) for surplus and exchange/sale property and to establish any special sales requirements (e.g., lowering minimum bid, utilizing a particular sales method).

g. Post sales photos and announcements of sales via the Internet.

h. Incorporate in the sales terms and conditions any special instructions for item DEMIL or special handling requirements, export control, hazardous material, and any applicable State and local laws and regulations.

i. Coordinate inspection and viewing times, and the number of working days allowed to pick up the items being sold with the Center PDO. Some items may require a longer than normal time for removal because of regulations relating to DEMIL, rigging, special handling, or permits.

j. Administer all pre- and post-award sales contracts related to the sale as required.

k. Resolve any disputes, claims, defaults adjustments, and refunds with buyers and/or bidders related to sale of NASA property sold by GSA. The affected NASA installation will be notified prior to any final decisions.

l. Administer all collections defaults and removals.

m. Ensure reimbursement rates are applicable to the item for sale based on criteria that include exchange/sale and surplus sale proceeds.

5.6.2 GSA will retain a pre-established percentage of the gross proceeds (10 percent for Space Shuttle-related and unique property as identified by the Center PDO (e.g., cranes, special purpose vehicles and equipment) or 20 percent for non-Space Shuttle property) as its fee for services rendered, prior to the disbursement of funds to the principal NASA installation.

5.6.3 NASA will not be charged a fee for any item not sold.

Chapter 6. Exchange/Sale Property

6.1 Background

6.1.1 The use of the exchange/sale authority is strongly encouraged by the Agency in the replacement of functionally obsolete property. This chapter sets forth the requirements for the identification and processing of NASA-owned property declared as exchange/sale property for replacement purposes.

6.1.2 NASA strives to the maximum extent feasible and economical to exchange or sell property for which a replacement is necessary and to apply the exchange allowance proceeds in whole or as partial payment for the replacement property acquired.

6.1.2.1 NASA programs and activities shall contact the Center SEMO for technical assistance and property accountability, to determine if the property meets the guidelines for exchange/sale, and to ensure that exchange/sales are done in accordance with Federal laws and regulations and NASA policies and procedures.

6.1.2.2 The exchange/sale process allows exchanges or sales of non-excess and non-surplus property and applies the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property.

a. In context to this chapter and process, properties are considered similar when the acquired item(s) and replaced item(s): are identical; are within a single FSC, FSG, or property (includes any and all forms of property within a single FSG); are parts or containers for similar end items; or are designed or constructed for the same purpose (this includes all forms of property regardless of the FSG to which they are assigned).

b. To acquire property is to procure, purchase, or obtain it in any manner, including transfer and manufacture or production, at Government-owned or operated plants and facilities. Obtain in any manner includes lease (sometimes known as rental) of property.

c. Property replacement (in context of this chapter) is the process of acquiring property to be used in place of property that is still needed but no longer adequately performs the tasks for which it is used or does not meet the Agency's need as well as the property to be acquired.

6.1.2.3 Although exchange/sale transactions are addressed together in this chapter, the NASA PP&E System delineates that exchanges are to be tracked as any other acquisition through the Center equipment management processes and sales are to be tracked as any other sales through the disposal system processes with the proceeds from the sale applied to offset the cost of the acquisition of replacement property.

6.1.2.4 Exchange of property shall be processed through the NASA Center Equipment Management Officer in accordance with 41 C.F.R. 102-39, Replacement of Property Pursuant to the Exchange/Sale Authority. Exchange is defined as follows: to replace a non-excess property item by trade or trade-in with the supplier of the replacement item when the value of the replaced item is used to reduce or offset the cost of the acquired item. The supplier may be a Government agency, commercial or private organization, or an individual.

6.1.2.5 Sales of property shall be processed by the Center PDO in accordance with 41 C.F.R. 102-39, Replacement of Property Pursuant to the Exchange/Sale Authority.

6.2 Exchange (Trade)

6.2.1 An exchange or trade-in generally occurs when a NASA organization desires to replace or upgrade a property item. During the new procurement process, a vendor may offer NASA an exchange allowance for the old, used NASA property that is a direct credit to the vendor's new property price. Since this is an acquisition of property, no exchanges of property can occur without a NASA CO facilitating a legal instrument with the potential supplier.

6.2.2 The NASA Equipment Management Officer shall ensure that both the old and new properties and proposed exchanges are eligible for exchange/sale in accordance with 41 C.F.R. § 102-39.35, 40, 45 and are not on the restricted/prohibition list in 41 C.F.R. 102-39.60. The NASA Equipment Management Officer will work closely with the NASA CO in the exchange of property.

6.2.2.1 Prior to the exchange, the Equipment Management Officer shall confer with the Center PDO to determine in each case whether exchange or sale will obtain the greater return for the Government.

6.2.2.2 All administrative and overhead costs shall be considered when estimating the return by either method.

6.2.3 The vendor is notified of the amount determined for the property to be exchanged through NASA CO. An exchange generally occurs when a vendor delivers a replacement item and removes the old, used item being replaced (see 41 C.F.R. 102-39.70).

6.2.4 The NASA Equipment Management Officer shall ensure that the EMR for the replaced property is processed in accordance with NPR 4200.1.

6.3 Conditions for Exchange/Sale of Property

6.3.1 Exchange/sale of property shall meet the following conditions:

a. Exchange/sale authority as specifically authorized in 41 C.F.R. 102-39.65 is applied.

b. The property exchanged or sold is similar to the acquired property or mission for which the original property was procured.

c. The property exchanged or sold is not excess or surplus, and there is a continuing need for similar property to continue a similar mission.

d. The property exchanged or sold was not acquired for the principal purpose of exchange or sale.

6.3.2 When replacing property, the exchange allowance or sales proceeds from the disposition of the property may only be used to offset the cost of the replacement property, not services.

6.3.3 Except for transactions involving books and periodicals in libraries, the basic facts associated with each exchange/sale transaction shall be documented (see 41 C.F.R. 102-39.65(e)). Unneeded books and periodicals in Federal agency libraries may be exchanged for other books and periodicals without monetary appraisal or detailed listing or reporting.

6.3.4 When acquiring items for historical preservation or display at Federal museums, historic items property accounts may be exchanged without regard to the FSG or the requirement to replace items on a one-for-one basis. The exchange transaction shall be documented and certified by the NASA Headquarters Director LD to be in the best interest of the Government and to meet all other provisions of the exchange/sale Federal regulations.

6.3.5 The exchange/sale authority shall be applied by the SEMO or the Center PDO to reduce the cost of replacement property when the property is wearing out or obsolete and needs to be replaced.

6.3.6 For the exchange/sale of aircraft parts and hazardous materials, NASA Centers shall meet the requirements in Management of Aircraft, 41 C.F.R. 102-33 and Utilization and Disposal of Hazardous Materials and Certain Categories of Property, 41 C.F.R. 101-42.

6.3.7 The exchange/sale authority may be applied by the SEMO or the Center PDO in the acquisition of property even if the acquisition is under a services contract, as long as the property acquired under the services contract is similar to the property exchanged or sold (e.g., for a Service Life Extension Program (SLEP), exchange allowances or sales proceeds would be available for the replacement of similar items but not services).

6.3.7.1 SLEP is the modification of property to extend the life of the item beyond that which was previously planned. SLEP extends capital asset life by retrofit, major modification, remanufacturing, betterment, or other enhancement.

6.4 Sale of Replacement Property

6.4.1 The sales portion of the exchange/sale process generally occurs when a NASA organization desires to replace or upgrade an item of property and no vendor offers an exchange allowance or the exchange allowance is significantly less than anticipated sales proceeds. A cost-effective method is for the Center PDO to correlate new procurements of property to property being dispositioned and then to designate the disposition property for exchange/sale processing via sales.

6.4.2 The Center PDO shall ensure that both the old property to be sold and new property to be procured is eligible for exchange/sale in accordance with 41 C.F.R. 102-39. The Center PDO will ensure that the old property is entered in DSPL to undergo NASA Agency screening and Federal screening (via DSPL link with GSAXcess ®) prior to any sales action.

6.4.3 Exchange/sale property may be sold to Property Act eligible donees through SASP by negotiation at fixed prices prior to public sale by the GSA Sales CO in accordance with 41 C.F.R. 102 § 38.125.

6.4.3.1 Once property is made available for exchange/sale, it is no longer available for donation. Donees are not eligible for exchange/sale property transfer (41 C.F.R. 102 § 37.440).

6.4.3.2 "For-profit" entities are not eligible for donations; however, they may participate in GSA public sales.

6.5 Transfers of Exchange/Sale Property

6.5.1 Exchange/sale property may be transferred to Federal agencies with reimbursement as agreed to by the Center PDO and the acquiring Government organization.

6.5.2 The Center PDO will negotiate the transfer reimbursement, which shall not exceed the estimated FMV or an amount greater than the highest estimate of the gross proceeds if the property were to be sold on a competitive bid basis or the dollar value offered on a trade-in basis.

6.5.3 The gaining Federal agency will transfer funds to the applicable NASA Center Finance Office upon transfer of the property using the appropriate NASA policy (see NPR 9010.1,).

6.5.4 Transfer documentation for all property categorized as EAR and/or ITAR shall include

documentation signed by the recipient disclosing that they understand and agree to comply with the control requirements (see Appendix F.2).

6.6 Property Restrictions and Limitations

6.6.1 Federal restrictions and limitations on exchange/sale property are contained in 41 C.F.R. 102-39.60, which affects numerous categories of property not eligible for processing as exchange/sale property unless a deviation is requested by the Center and approved by NASA Headquarters Director LD and GSA, Office of Government-wide Policy. The categories of property that are prohibited by NASA from exchange/sale include:

a. FSG 10, Weapons and Firearms. Firearms shall be disposed of in accordance with 41 C.F.R. 102-36.375.

b. FSG 11, Nuclear Ordinance.

c. FSG 42, Firefighting, Rescue, and Safety Equipment.

d. FSG 44, Nuclear Reactors (FSC 4470 only).

e. FSG 51, Hand Tools

f. FSG 54, Prefabricated Structure and Scaffolding (FSC 5410 Prefabricated and Portable Building, FSG 5411 Rigid Wall Shelters, and FSC 5419 Collective Modular Support Systems only).

g. FSG 68, Chemicals and Chemical Products, Except Medicinal Chemicals

h. FSG 84, Clothing, Individual Equipment, and Insignia.

i. Materials in the National Defense Stockpile (Strategic and Critical Materials Stock Piling Act, 50 U.S.C. §§ 98-98h) or the Defense Production Act Inventory (Other Presidential Action Authorized, 50 U.S.C. § 2093).

j. Nuclear Regulatory Commission-controlled Materials unless the requirements of 41 C.F.R. 101-42.1102-4 of this title are met.

k. Controlled Substances, unless the requirements of 41 C.F.R. 101-42.1102-3 of this title are met.

l. Property With a Condition Code of Scrap, as defined at 41 C.F.R. 102-36.40, except:

(1) Property that had utility and value at the time when a determination was made to use the exchange/sale authority;

(2) Property that was otherwise eligible for exchange/sale but was coded as scrap due to damage (e.g., accident or natural disaster); or

(3) Scrap gold for fine gold.

m. Property that was originally acquired as excess or forfeited property or from another source other than new procurement, unless such property has been in official use by the acquiring Agency for at least one year.

Note: Forfeited property that was in official use for less than one year may be exchanged or sold if the NASA Headquarters Director LD determines that:

(1) A continuing valid requirement exists;

(2) The specific item in use no longer meets that requirement; and

(3) Exchange or sale meets all other requirements of 41 C.F.R. 102-39.60(f).

n. Property that is dangerous to public health or safety without first rendering such property innocuous or providing for adequate safeguards as part of the exchange/sale.

o. Combat material without demilitarizing it or obtaining a DEMIL waiver or other necessary clearances from the DoD Demilitarization Office.

p. Flight Safety Critical Aircraft Parts (FSCAP) and Critical Safety Items (CSI) unless the provisions in 41 C.F.R. 102-33.370 are met.

q. The acquisition of unauthorized replacement property.

r. The acquisition of replacement property that violates any:

(1) Restriction on procurement of a commodity or commodities;

(2) Replacement policy or standard prescribed by the President, the Congress, or the Administrator of General Services; or

(3) Contractual obligation.

s. Vessels subject to Surplus Vessels, 40 U.S.C. § 548. The Federal Maritime Administration (FMA), Department of Transportation, is responsible for disposing of surplus vessels determined to be merchant vessels or capable of conversion to merchant use and weighing 1,500 gross tons or more.

t. Aircraft, unless there is full compliance with all exchange/sale provisions in 41 C.F.R. 102-33. The exchange/sale of aircraft and parts require approval from NASA Headquarters Aircraft Division and the NASA Director LD.

6.7 Proceeds From Sale

6.7.1 The acquisition of new property and exchange or sale of old property can occur over a period of time and at different physical locations. Center PDOs should coordinate exchange/sale transactions to ensure that the Agency receives maximum benefit without the need to reassign property among NASA organizations to apply the exchange allowance or sales proceeds from the property account of one NASA organizational unit to the cost of a similar item acquired by another NASA organizational unit (including another Center).

6.7.2 All exchange allowances or proceeds of sale under Replacement of Property Pursuant to the Exchange/Sale Authority, 41 C.F.R. 102-39, shall be applied during the fiscal year in which the property was sold and for one fiscal year thereafter for the purchase of replacement property.

6.7.2.1 Any proceeds of sale not applied to replacement purchases during this time shall be deposited in the United States Treasury as miscellaneous receipts.

6.8 Deviations to Exchange/Sale

6.8.1 Deviations from Federal regulations and/or limitations on property to be processed as

exchange/sale property may be granted only by the GSA Office of Government-wide Policy.

6.8.2 If a deviation can save the Federal Government great expenditures, the Center PDO or Equipment Management Officer shall develop written justification and submit it for consideration to the NASA Center Logistics Organization and forward it for consideration and approval to Director LD, NASA Headquarters (and if property is an aircraft, to NASA Headquarters Aircraft Division). NASA Headquarters LD will coordinate the necessary approval from GSA.

Chapter 7. Disposal of Foreign Property

7.1 Background

7.1.1 This chapter sets forth the authority and procedures for disposing of NASA-owned property located in foreign countries. Whenever NASA-owned property is to be located in a foreign country as part of a partnership or loan, the final disposition should be addressed in the initial international agreement. Figure 7-1 provides a flow chart of the various options available to NASA for disposal of excess property located overseas.

7.1.2 "Foreign excess property" is any United States-owned excess property physically located outside the United States, the U.S. Virgin Islands, American Samoa, Guam, Puerto Rico, the Federated States of Micronesia, the Marshall Islands, Palau, and the Northern Mariana Islands. (41 C.F.R. 102-36.40, Definitions).

7.2 Federal Policy

7.2.1 The disposition of NASA-owned foreign property shall conform to the foreign policy of the United States (Foreign Excess Property, 40 U.S.C., Chapter 7) and the terms and conditions of any applicable international agreement, export/import laws, regulations, and U.S. security or trade export controls policy as determined in consultation with NASA Headquarters Office of International and Interagency Relations (OIIR).

7.2.1.1 Disposition options for disposal of foreign excess property are: utilization by NASA or another U.S. Federal agency; return to the United States; donation of medical materials or supplies to nonprofit medical or health organizations; sale, exchange, lease, or transfer of such property to the foreign country for cash, credit, or other property; or abandonment, destruction, or donation of such property when it has been determined by NASA that it has no commercial value or the estimated cost of care and handling would exceed the estimated proceeds from its sale.

7.2.1.2 The disposal of NASA foreign excess property shall be conducted with the coordination and approval of the United States Diplomatic Mission in the country concerned (41 C.F.R. 102-36.385(d)) in coordination with NASA Headquarters DPM and OIIR.

7.2.2 Each NASA Center, in consultation with the NASA Headquarters DPM, shall be responsible for dispositioning NASA-owned excess property physically located in a foreign country that is no longer needed to fulfill that Center's responsibilities.

7.2.3 All property dispositioned to any foreign governments or entities located in a foreign country shall include a condition forbidding its importation into the United States unless the Secretary of Agriculture (in the case of any agricultural commodity, food, or cotton or woolen goods) or Secretary of Commerce (in the case of any other property) have approved importation of the property.

7.2.4 All disposal of NASA-owned excess property located in a foreign country dispositioned to any foreign governments or entities shall be reported to the U.S. State Department in consultation with OIIR.

7.2.5 Proceeds (in U.S. funds or foreign currency reduced to U.S. funds) from sale of foreign property (other than exchange/sale) shall be deposited in the Treasury Department as Miscellaneous Receipts (40 U.S.C. § 705).

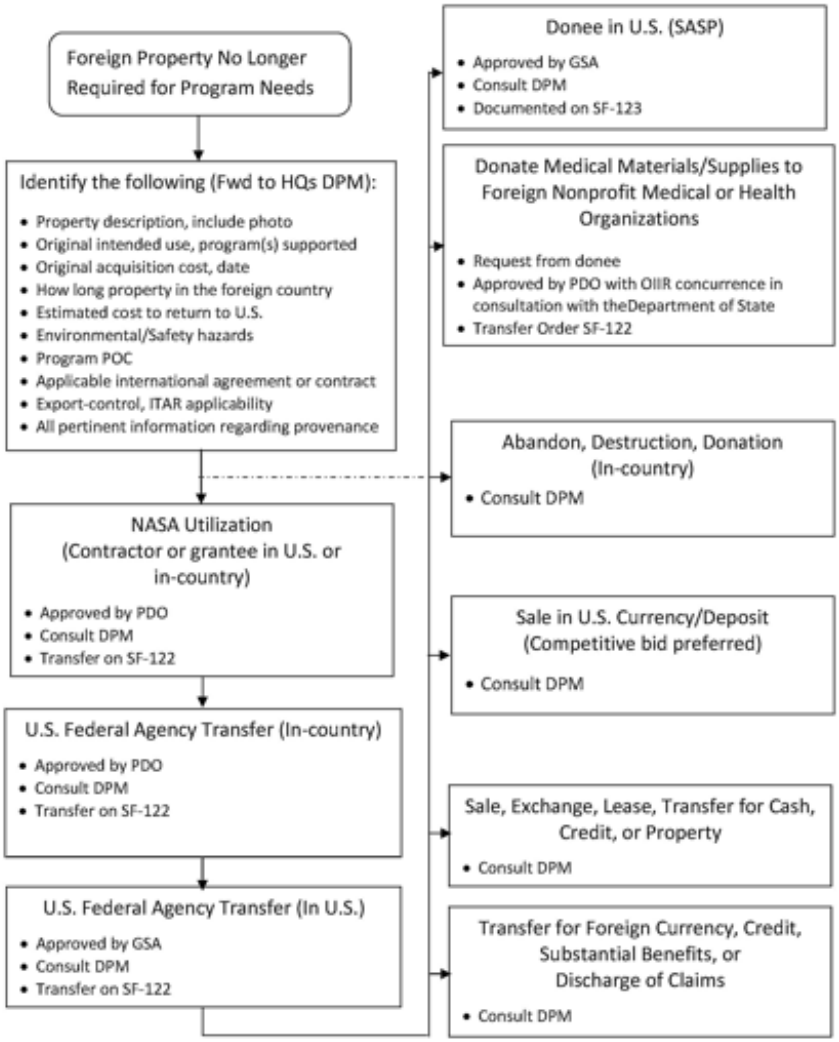

Figure 7-1. Process Flow Chart for Disposition of NASA Property Located in Foreign Countries

7.2.5.1 Proceeds in foreign currency not reduced to U.S. funds shall be handled in accordance with Treasury Department procedures (40 U.S.C. § 705(c)).

7.3 Responsibilities

7.3.1 The Director, LD, as delegated by the Assistant Administrator for OSI, is responsible for policies, procedures, and any other matters related to the disposal of NASA-owned foreign excess property, subject to provisions of applicable laws and regulations and issues the appropriate NASA policies and guidelines covering foreign disposal.

7.3.2 The Headquarters DPM shall consult the NASA Headquarters OIIR to determine whether there is an international agreement that establishes appropriate property disposition or export controls that may apply to existing disposition procedures.

7.3.3 The Center PDO is responsible for the disposition of NASA excess property located in a foreign country assigned or accountable to the respective NASA Center.

7.3.4 The Center PDO shall keep the Headquarters DPM informed of proposed foreign excess property disposal actions, problems, or other matters related to the disposal of foreign property.

7.3.5 Center PDOs shall identify all NASA-owned excess property located in a foreign country to be dispositioned and provide the property information to the Headquarters DPM as outlined in section 7.6.1.

7.3.6 The Center PDO shall coordinate with the CEA to determine ITAR/export control considerations for foreign excess disposition.

7.3.7 The Center PDO shall coordinate with the Center OCIO, and/or the CISO to determine sanitization considerations prior to disposition of digital media as defined in NPR 2810.1 and Chapter 3 of this NPR.

7.4 Sensitivity of Foreign Disposal

7.4.1 The disposal of NASA property that is currently in a non-U.S. (overseas) location, which has been identified as excess, may impact the foreign policy and national security of the United States, and may result in a transfer that impacts technology or trade issues between the United States and other countries' customs, import and export control laws and regulations.

7.4.2 Foreign property disposition requests and decisions shall be reviewed by the Headquarters DPM, Headquarters Export Administrator (HEA), and OIIR to ensure adherence to property disposition requirements, international agreements, and applicable export control requirements.

7.4.3 In some cases, NASA disposal policy may be found to be in conflict with existing Department of State or NASA country-to-country agreements. Copies of any agreements should be provided to the Headquarters DPM and OIIR for review of applicable deviations pertaining to the unique disposition of the property.

7.5 Potential Methods for Foreign Disposal

7.5.1 Whenever in the best interest of the Federal Government, disposal processing of excess foreign property under the control of a NASA Center in the United States may be conducted as normal Agency excess property.

7.5.1.1 The Center PDO shall document and concur with any decision to return foreign property to the United States for disposal processing.

7.5.1.2 The decision to return foreign property to the United States may be made after the property has been screened as described in sections 7.7 and 7.8, or it has been determined that the property should not be disposed of in the foreign country of location.

7.5.1.3 Consideration should be given to preventing new procurements of similar items, transportation cost, packing cost, and retention of title to the property in the Federal Government.

7.5.2 The first potential method of disposal may be NASA approved utilization by NASA organizations (including NASA contractors in a current contractual relationship when authorized by the respective CO) or NASA grantees located in the United States and its territories or a foreign country. For this type of disposal, the Center PDO will approve the appropriate transfer documents in consultation with the Headquarters DPM. No higher level of concurrence or approval is required.

7.5.2.1 Only NASA excess property may be furnished to a NASA grant recipient.

7.5.2.2 Assistance in deciding between similar requests for the same property may be referred to the Headquarters DPM.

7.5.3 The second potential method of disposal may be NASA approved transfer to another U.S. Federal agency (in a foreign country) for continued use or disposal processing.

7.5.3.1 Transfers for continued use by another U.S. Federal agency in a foreign country will not be approved until NASA has determined it has no reuse for the property in consultation with the Headquarters DPM.

7.5.3.2 The other U.S. Federal agency Ordering Official and the Center PDO shall approve the SF 122, Transfer Order. No higher level of concurrence or approval is required.

7.5.3.3 Assistance in deciding between similar requests may be referred to the Headquarters DPM.

7.5.4 The third potential method of disposal may be GSA-approved transfer of excess property to another U.S. Federal agency for use in the United States.

7.5.4.1 Transfers to another U. S. Federal agency and return to the United States for use will not be approved until NASA has determined it has no reuse for the property in consultation with the Headquarters DPM.

7.5.4.2 Property shall not be released by NASA holding activities until NASA has received the SF 122, Transfer Order, bearing the signed approval of the appropriate GSA official. No higher level of concurrence or approval is required.

7.5.4.3 Direct costs for the return of foreign property to the United States under the provisions of 40 U.S.C. § 702(b) require that transportation costs for returning foreign excess property to the United States are paid by the U.S. Federal agency receiving the property.

7.5.5 The fourth potential method of disposal may be GSA-approved transfer of surplus property to an eligible donee and return to the United States for use.

7.5.5.1 In accordance with 41 C.F.R. 102-37, transfers to an eligible donee (via the SASP) for return to the United States for use should not be approved until NASA has determined it has no reuse for the property and no other U.S. Federal agency has shown an interest in acquiring the property in consultation with the Headquarters DPM.

7.5.5.2 Property shall not be released by NASA-holding activities for donation until NASA has received the SF 123, Transfer Order Surplus Property, bearing the signed approval of the appropriate GSA official. No further levels of concurrence or approval are required.

7.5.5.3 The State agency representative shall arrange for the shipment of property approved for donation and allocated by GSA to State agencies for distribution to an eligible donee. 40 U.S.C. § 702(b) requires that transportation costs and direct costs incurred incident to donation, including packing, handling, and crating for returning foreign excess property to the United States are paid by the State agency or donee receiving the property.

7.5.6 A fifth disposition method may be donation of medical materials to foreign nonprofit health organizations. In accordance with Foreign Excess Property, 40 U.S.C., Chapter 7, section 703(b) and (c), NASA may approve the donation of medical materials or medical supplies for use in any foreign country only to nonprofit medical or health organizations, including those qualified to receive assistance under sections 214(b) or 607 of the Foreign Assistance Act of 1961 (22 U.S.C. § 2174(b), pt. 2357).

7.5.6.1 The advice of the OIIR shall be obtained as to how donation of medical materials or medical supplies to foreign nonprofits will best serve the U.S. foreign policy interests and objectives in the area.

7.5.6.2 The advice of OIIR shall be given consideration in reaching a decision as to the recipient of the medical materials or medical supplies to be donated.

7.5.6.3 Assistance in verifying information on the activities or organizations unknown or not familiar to the NASA Center should be requested from OIIR.

7.5.6.4 The local American Red Cross should be advised and offered property that can be readily identified as originally processed, produced, or donated by the American Red Cross before donating to other agencies (41 C.F.R. 102-37.540 - 555).

7.5.6.5 A request from the potential donee for the medical materials and medical supplies shall be made in writing and contain, as a minimum:

a. A brief statement describing the activities of the organization or institution.

b. General information on the planned use of the requested property or the need and purpose of the property.

c. A statement that the property will not be resold or put to use for any other purpose.

7.5.6.6 In addition to the donee's request for foreign property, the Center PDO shall complete and forward an SF 122 to the Headquarters DPM for OIIR review and concurrence in consultation with the Department of State pending transfer.

a. The Center PDO shall include a requirement for compliance with U.S. Department of Commerce and Department of Agriculture regulations when transporting any personal property back to the United States.

7.5.6.7 Donations shall be effected without cost to NASA.

7.5.7 The sixth potential method of disposal may be sale with proceeds in U.S. currency or reduced to U.S. currency deposited into the U.S. Treasury as miscellaneous receipts.

7.5.7.1 As determined by NASA, other U.S. Federal agency screening, and donation screening, any remaining NASA-owned foreign property may be sold by competitive bid processes whenever feasible. The sale of NASA-owned foreign property will be conducted by:

a. Foreign Service post, U.S. Department of State;

b. GSA;

c. U.S. military installation;

d. Approved agency of a foreign government; or

e. NASA, including NASA cost reimbursement contractors or grantees (41 C.F.R. 102-38, Sale of Property).

7.5.7.2 Whenever NASA-owned property is located in a foreign country, the Center PDO should establish plans for the potential future sale of the property.

7.5.7.3 The preferred sales method is to use the services and facilities of U.S. Foreign Service posts, U.S. military installations, or GSA to sell NASA-owned foreign property whenever approved arrangements can be effected. The Headquarters DPM should be consulted.

7.5.7.4 Sales of NASA-owned foreign property by a U.S. Foreign Service post or U.S. military installation will be processed according to the directives and procedures of that installation.

7.5.7.5 The services and facilities of any agency of a foreign government in which the foreign property is located shall be used when an approved International Agreement or Treaty exists between the U.S. Government and the respective foreign government to ensure:

a. Compliance with U.S. foreign policy.

b. Identification of any limitations on the transfer of technology and certain types of property to specific countries.

7.5.7.6 Copies of any such agreements or treaties shall be provided to the Headquarters DPM and OIIR.

7.5.7.7 Sale proposals of NASA-owned foreign property by any agency of a foreign government in the country in which the foreign property is located shall be forwarded to the Headquarters DPM for OIIR review and concurrence in consultation with the NASA OGC and the U.S. Department of State.

a. Sales proposals shall include:

(1) A copy of the approved finding for proposed sale;

(2) A statement as to necessity for NASA to effect the sale;

(3) The designation and address of the proposed seller;

(4) The name of activity and location of property to be sold;

(5) A complete commercial description of the property to be sold including manufacturer, manufacture date, quantity, condition, acquisition cost, features, capabilities, and country of origin; and

(6) The intended end use of the property to be sold.

(7) A requirement for compliance with U.S. Department of Commerce and U.S. Department of Agriculture regulations when transporting any personal property back to the United States.

7.5.8 The seventh potential method of disposal may be NASA-approved abandonment, destruction, or donation of foreign property that has no commercial value or for which the estimated cost of care and handling would exceed the estimated proceeds from sale.

7.5.8.1 Abandonment and/or destruction (A&D) shall not take place unless it can be demonstrated in writing that the property has no commercial value or if estimated costs of care and handling exceed the estimated proceeds from sale.

7.5.8.2 Property in the host nation that cannot be offered for sale (restricted items) because of U.S. national interests or is dangerous to public health and safety shall not be abandoned or destroyed without concurrence from OIIR in consultation with the U.S. Department of State.

7.5.8.3 The proposed A&D process and details shall be documented by the Center PDO using NF 812, Determination and Authorization to Abandon or Destroy Surplus Property.

7.5.8.4 The Center PDO shall forward the NF 812, Determination and Authorization to Abandon or Destroy Surplus Property to the Headquarters DPM pending review and occurrence.

7.5.8.5 With the exception of NASA-owned property restricted by U.S. foreign policy, including technology transfer or property dangerous to public health and safety, NASA-owned property may be donated instead of taking A&D actions, without cost to the U.S. Government, to:

a. Any organization, institution or agency of any friendly foreign government or local subdivision thereof; and

b. Any nonprofit scientific, literary, educational, public health, public welfare, or charitable institution or any hospital or similar institution, organization, or association in a friendly country, provided its activities are not adverse to the interests of the United States.

7.5.8.6 In addition to the donee's request for foreign property, the Center PDO shall complete and forward an SF 122 to the Headquarters DPM for OIIR review and concurrence in consultation with the U.S. Department of State.

a. The Center PDO shall include a requirement for compliance with U.S. Department of Commerce and U.S. Department of Agriculture regulations when transporting any personal property back to the United States.

7.5.9 The eighth potential disposition method may be disposal by exchange, lease, or transfer for cash, credit, or other property consideration with or without warranty and upon such terms and conditions as the Center PDO deems appropriate. Any such proposal shall be documented by the Center PDO and forwarded to the Headquarters DPM for OIIR for review and concurrence in consultation with the NASA OGC and the U.S. Department of State.

7.5.9.1 The proposal shall include:

a. Method of disposition;

b. Applicable warranties;

c. Method of reimbursement;

d. Detailed description of the property as provided in paragraph 7.6.1; and

e. All applicable terms and conditions for the transaction.

7.5.10 The final potential disposal method may be any disposal for foreign currencies or credits, substantial benefits, or the discharge of claims resulting from the compromise or settlement of such claims by NASA in accordance with the law, whichever OIIR finds to be most practical and advantageous to the Government. Any such proposal shall be documented by the Center PDO and forwarded to the Headquarters DPM for OIIR review and concurrence in consultation with the NASA OGC and the U.S. Department of State.

7.5.10.1 The proposal shall include the same information provided in paragraph 7.5.9.1 as well as the rationale for choosing this disposition method.

7.6 Reporting Foreign Property for Disposal Processing

7.6.1 Prior to reporting foreign property for disposal processing, the Center PDO shall prepare a disposition proposal (disposal case) and, in coordination with the disposing organization, provide the following information to the Headquarters DPM:

a. Description of property including photo (if obtainable).

b. The original intended use for the property and program(s) it supported; whether the memorandum of understanding, loan, or project agreement has ended; and, if so, when.

c. Original acquisition cost.

d. How long the property has been in the foreign country, provenance.

e. Original purchase date.

f. Estimated cost for returning the property to the United States (e.g., transport, scrap, sale) if available.

g. Estimated cost for disposition of the property in the United States (e.g., transport, scrap, sale) if available.

h. All environmental and safety hazards associated with the property.

i. Point of contact (POC) from the program with knowledge of the property and its use (name, e mail address, phone number).

j. Knowledge of any international agreement associated with the property (specifically or generally) with a copy of the agreement if available.

k. Export-control considerations associated with the property or any part of the property, including the category of controls and specifics on any pieces that are export controlled.

l. Interest (foreign or domestic) in the disposition of the property (e.g., return, transfer, sale, exchange, abandonment, destruction, donation).

m. Any cost (e.g., storage cost) incurred if the item is not transferred.

n. Whether equipment is under the control of a contractor.

o. Benefit justification if items are recommended to be retained in the foreign country.

7.6.2 Excess NASA-owned property located in foreign countries may be reported for disposal processing in the same manner domestic property in GSAXcess®.

7.6.3 In order to determine proper disposition of the property, complete commercial descriptions, including features and capabilities are required. Depending on the final disposition of the property, it may be necessary to identify if an export license was involved for property shipped from the United States. Also, property manufactured or purchased in a foreign country should be identified by the Center PDO in the disposition proposal since there may be import restrictions to the United States.

7.6.4 The Export Administration Act of 1979, the Department of Commerce (15 C.F.R., Chapter VII, 770-779) may require more descriptive information and may determine if the property may be disposed of in the foreign country.

7.7 NASA Internal Screening of Foreign Property

7.7.1 NASA-owned property may undergo internal NASA-wide screening as follows:

7.7.1.1 NASA internal agency screening may take place for 0 to 21 calendar days using DSPL.

7.7.1.2 The Center PDO should consult the Headquarters DPM to determine how potential NASA artifacts may be dispositioned.

7.7.1.3 Center PDOs may review PCARSS or manual lists, as available, to determine the availability of contractor inventory when requests for property are received from programs or procurement activities.

7.8 Other Federal Agency and Donation Screening of Foreign Property

7.8.1 Other U. S. Federal agencies located in foreign countries may screen NASA foreign property concurrently with Federal agencies within the United States using GSAXcess® or through other methods if NASA foreign excess property is made available for external screening. Donation screening will be performed concurrently; however, property may only be donated by GSA if it becomes surplus to the Federal Government.

7.9 Documentation of Disposal

7.9.1 The Center PDO shall prepare a written disposal case in DSPL on all foreign excess property. A disposal case number will not be closed until the final disposition has taken place.

7.9.2 Centers disposing of foreign excess property shall maintain complete records of all disposals in accordance with NPR 1441.1.

Chapter 8. Recycling

8.1 Background

8.1.1 This chapter sets forth the policy and procedures for the recycling excess or surplus property.

8.2 Guidance

8.2.1 Each Center PDO shall establish, maintain, and pursue a program for recycling excess property.

8.2.2 In terms of economy, efficiency, and environmental quality, it is in the best interest of NASA to dispose of excess electronic assets and materials in a sustainable manner.

8.3 Precious Metals

8.3.1 While 21 calendar days are normally allowed for Federal screening, Center PDOs will coordinate with GSA to expedite Federal screening for gold, rhenium, and other precious metals. Center PDOs may contact the Headquarters DPM for additional assistance.

8.3.2 Center PDOs shall use condition code "Scrap" for precious metal.

8.3.3 If the SASP or a U.S. Federal agency requests precious metals, the Center PDO shall contact the Headquarters DPM immediately. The LD will work with GSA to ensure that any requests are valid and not for the purpose of resale.

8.3.4 Precious metals such as gold and rhenium may be appraised by GSA if considered advantageous to the Center. GSA will recover the cost for the appraisal from proceeds of the sale.

8.3.5 Center PDOs shall retain that portion of their proceeds equal to the direct and indirect cost of conducting the sales in accordance with 41 C.F.R. 102-38.295.

8.3.6 The NASA Center Finance Office shall credit secondarily the balance of the proceeds from the sale of the precious metal to the Center's Environmental Recycling account (Implementing Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management (http://www.whitehouse.gov/sites/default/files/omb/procurement/green/eo13423_instructions.pdf).

8.4 Nonfunctional Federal Electronic Assets (FEA)

8.4.1 All nonfunctional (condition codes Repairable, Scrap, and Salvage) FEA shall be recycled by a certified R2 or E-steward recycler in accordance with GSA Bulletin FMR B-34 (http://www.gsa.gov/graphics/ogp/FMR_Bulletin_B-34.pdf).

8.4.2 The method to dispose of nonfunctional FEA is to give it to Federal Prison Industries, Inc. (also known as UNICOR) for electronics recycling under the Agency's abandonment/destruction authority (41 C.F.R. 102-36.305, et seq.) (Memorandum of Agreement between NASA and Federal Prison Industries, Inc.; Federal Electronic Assets).

8.4.2.1 NF 812 (Determination and Authorization to Abandon or Destroy Surplus Property) will be

used to document the recycling of FEA.

8.4.2.2 The NASA Center's shipping document or equivalent shall accompany FEA sent to the R2 recycler and be kept on file as a supporting document of what was shipped.

8.4.2.3 NASA Center PDOs may approve the NF 812, Determination and Authorization to Abandon or Destroy Surplus Property when FEA is being recycled to an R2 recycler.

8.4.2.4 NASA Center PDOs will ensure that the R2 recycler who received the FEA is annotated in the DSPL.

8.5 Other Metals

8.5.1 All other scrap metal recycling contracts can be obtained through the local GSA Regional Sales Office whenever it is advantageous to NASA (see section 5.4.7).

8.6 Export and International Traffic in Arms Regulation Control Items

8.6.1 The Center PDO shall ensure that all documentation for all property includes written acknowledgement that the recipient understands and agrees to comply with the applicable export control regulations (see Appendix F.2).

Chapter 9. Report Requirements

9.1 Background

9.1.1 This chapter sets forth the authority and procedures related to reporting disposal activity for NASA-owned property. This includes excess, surplus, and exchange/sale property, including onsite or offsite contractor- and grantee-held property. Property may be physically located within the United States and its territories or in foreign countries.

9.1.2 The information reported by Center PDOs will be consolidated and analyzed by the NASA Headquarters DPM. The information and data from these reports will be provided to NASA management and/or provided to external agencies and Congress when requested by external reporting requirements or inquiries.

9.2 Guidance

9.2.1 The FMR, 41 C.F.R. 102-36.295 and § 102-39.85, requires reporting the disposition and acquisition of excess, surplus, and exchange/sale property. Additionally, the NASA Headquarters LD requires information to monitor the performance of the disposal programs and to prevent waste, fraud, and abuse.

9.3 General Report Requirements

9.3.1 Generally, all Center reports will be obtained electronically (BW and/or current reporting program) with the exception of the Jet Propulsion Laboratory (JPL), a Federally Funded Research and Development Center (FFRDC).

a. JPL (an FFRDC) will meet their summary reporting requirements by providing information directly to the Headquarters DPM by October 10 of each year.

b. The JPL (an FFRDC) Center PDO shall coordinate with the DPM on the precise data-reporting requirements.

c. This information is required to meet the annual reporting requirements of section 9.5 below. This information shall be provided directly by JPL (an FFRDC) via electronic upload to the Web-based GSA Reporting Tool. Access to the GSA Reporting Tool is provided, upon request, from the Headquarters DPM.

9.4 GSA Reports to NASA

9.4.1 In accordance with the Memorandum of Agreement between NASA and GSA, GSA has agreed to provide the following reports:

a. Monthly report pertaining to the GSA sales done for each Center's activities. The report will display the activity for which the sale occurred, contract number, date of sale, item control numbers, sale/lot numbers, and the proceeds received for each lot.

b. Annual summary report of all sales and reimbursements by fiscal year to be delivered to NASA Headquarters by December 31 each year. The report will display information (total items sold, total

proceeds, and total net proceeds) by Center and the total for the Agency.

c. Monthly reports of items dispositioned through the CFL Monthly Item Status Report.

9.5 NASA Reports to GSA

9.5.1 In accordance with the FMR, NASA shall report to the GSA Office of Government-wide Policy the following transactions for the fiscal year (October 1 to September 30):

a. Fiscal Year Exchange/Sale Transactions.

b. Fiscal Year Property Donated to Non-Federal Organizations (Non-Federal Recipient Report).

9.5.2 Reports shall be submitted by the end of October 10 of each year

9.6 Other NASA Reports

9.6.1 Centers shall report to the NASA Headquarters LD by November 15 each year

a summary of the export-controlled sales indicating if checks of purchasers for proof of U.S. Citizenship were done in accordance with the guidance provided in Appendix D, Public Sale of Export-Controlled Property.

Chapter 10. Property Abandonment and Destruction

10.1 Background

10.1.1 A&D of excess property may occur any time during the disposal process when a written determination has been made that the property has no commercial value, or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale.

10.1.2 Excess property should undergo the normal property disposal process; however, if the property cannot be utilized, transferred, donated, sold, or it is not cost-effective to perform any of these processes, the property can be abandoned or destroyed using appropriate guidelines in this chapter.

10.1.3 Prior to A&D, all digital media shall be removed and destroyed in accordance with NPR 2810.1, Chapter 3.6 and associated ITS Handbooks on Media Protection (ITS-HBK-2810.11-01: Media Protection and ITS-HBK-2810.11-02 Media Protection: Digital Media Sanitization) and sections 3.2.9 and 8.4 of this NPR.

10.2 Responsibilities

10.2.1 The authorized government official responsible for the property shall make a written finding that provides the justification for A&D.

10.2.1.1 This finding shall be approved by a reviewing official not directly accountable for the property (41 C.F.R. 102-36.310).

10.2.1.2 If the Center PDO is directly accountable for the property and/or the property is managed by their logistics contractor(s), the Center PDO cannot be the approving official. In this event, the Center SEMO or other NASA Agency official not directly accountable for the property shall approve the A&D finding.

10.2.1.3 If the Center PDO and SEMO are the same person, the next supervisor in the logistics chain of authority will approve the A&D finding.

10.2.2 Once the proper authorization and review have been completed, all property A&D documentation shall be signed by the person actually disposing of the property and independently witnessed by another Center property disposal employee, preferably a civil service employee whenever possible.

10.3 Abandonment/Destruction Criteria

10.3.1 An item has no commercial value when it has neither utility nor monetary value (either as an item or as scrap) and should be considered for recycling. Additionally, if historical sales data indicate that the item is obsolete and does not sell, it should be immediately considered for A&D and/or recycling.

10.3.2 If an item is hazardous, the Center Health, Safety, and Environmental Officer shall be contacted for guidance.

10.3.3 If there is an entity with interest in purchasing the property, the supporting GSA Regional Sales Office shall be informed in order to implement sales procedures (41 C.F.R. 102-38) in lieu of A&D.

10.3.4 Excess property may be donated in lieu of A&D without GSA approval as long as the property is donated to a public entity. A public entity is any department, agency, special purpose district, or other instrumentality of a State or local government; any Indian tribe; or any agency of the Federal Government.

10.3.5 If an eligible nonprofit organization that is not a public entity is interested in acquiring the property, the local Regional GSA Property Management Office shall be contacted for appropriate guidance for donations in accordance with 41 C.F.R. 102-37.

10.4 Abandonment/Destruction Process

10.4.1 Except as provided in the exemptions noted below, a public notice of intent to abandon or destroy excess property shall be published in a local newspaper, signs posted in common use facilities available to the public, or bulletins provided through the Internet or any other practical methods.

10.4.1.1 An offer to sell via the GSA Regional Sales Office shall be included in the notice.

10.4.2 A public notice is not required when:

a. The value of the property is so little or the cost of its care and handling, pending A&D, is so great that its retention for advertising for sale, even as scrap, is not cost effective; or

b. A&D is required because of health, safety, or security reasons; or

c. The original acquisition cost of the item (estimated if unknown) is less than $500.

10.5 Abandonment/Destruction Records

10.5.1 NF 812 (Determination and Authorization to Abandon or Destroy Surplus Property) shall be used for the purpose of documenting all A&D actions.

10.5.1.1 NF 812 (Determination and Authorization to Abandon or Destroy Surplus Property) can be generated from DSPL or the electronic NF 812 available from http://server-mpo.arc.nasa.gov/Services/NEFS/ can be used.

10.5.2 The completed documentation shall be kept with the disposal case file in accordance with NPR 1441.1.

10.5.3 Property abandoned or destroyed shall be supported by documentation signed by an authorized Government agent confirming that the appropriate actions were taken to comply with the applicable laws, requirements, and regulations.

10.5.3.1 The CEA shall be contacted if questions arise relating to ITAR/EAR items (see Appendix C).

Chapter 11. Property Disposal Training

11.1 Background

11.1.1 NASA property disposal professionals are encouraged to seek job-related training when and where available. Formal and informal training is available through several sources within the NASA nexus: System for Administration, Training, and Educational Resources for NASA (SATERN) online training courses; GSA online and classroom instruction; GSA and professional organization briefings, presentations, and symposia; and informal, routine telecom group and consortium discussion.

11.2 Responsibilities

11.2.1 Required training specific to disposal functions is prescribed below; however, all personnel involved with property disposition should take advantage of the several available PP&E training opportunities.

11.2.2 PDOs, Property Disposal Specialists, and Property Disposal Clerks shall complete the NASA training course, NEACC1083 IAM PP&E Disposal Management (with BW Reporting).

11.3 Training opportunities

11.3.1 PP&E training opportunities available to NASA disposal personnel include:

a. NASA (SATERN) instructor-led training.

b. GSA Regional Property Utilization and Disposal Course (Required for Center PDOs and Property Disposal Specialists).

c. GSA advertised training events.

d. GSA Conference and Expo.

e. Logistics Functional Control Board (FCB) Monthly Conference.

f. Expert Users Monthly Conference.

g. National Property Management Association (NPMA) Annual Symposium.

11.3.2 GSA advertises various training events that may be of interest to property disposal personnel on its training event Web site (http://www.gsa.gov/portal/category/27105).

11.3.3 GSA conducts an annual Conference and Expo at various locations in the country, which provides property professionals with refresher and continuing education training to meet their professional goals.

11.3.4 A Logistics FCB Monthly Conference is hosted by the NASA Headquarters Equipment Program Manager.

11.3.5 An Expert Users Monthly Conference hosted by the NEACC at NASA's Marshall Space Flight Center provides a forum for program discussion, change recommendation, and communicating lessons learned to PP&E personnel.

Chapter 12. Reuse of NASA Program Materials for Official Awards and for Information Dissemination

12.1 Background

12.1.1 NASA excess material no longer needed by another program or project in nominal amounts, objects or material with low intrinsic value such as a paper certificate or repurposed scrap material requiring minimal aggregate processing cost, for example, bookmarks manufactured from orbiter liners; medallions or coins manufactured from scrap metal components; obsolete (non-flown) materials such as engine turbine blades, nuts, bolts, or electrical conduit, may be reused for official awards and for information dissemination in accordance with Federal laws and regulations, NASA regulations and policies, and Center procedures.

12.1.2 The expenditure of appropriate funds to modify excess material for unauthorized items is prohibited per the NASA memorandum dated April 6, 2012, Guidelines for the Purchase and Distribution of Promotional & Personal Use Items (Appendix G).

12.1.3 Not covered under this policy are previous items flown on the Space Shuttle, (e.g., flags, to be used as mementos), which are covered by Mementos Aboard Space Shuttle Flights, 14 C.F.R. 1214.6, and items determined to be artifacts as covered by NPR 4310.1, Identification and Disposition of NASA Artifacts.

12.2 Authority

12.2.1 Awards must meet the requirements under NPR 3451.1, NASA Awards and Recognition Program and Federal Awards Policies.

12.2.1.1 NASA contract employees are eligible to receive awards only in accordance with NPR 3451.1.

12.2.2 The National Aeronautics and Space Act, 51 U.S.C. § 20112 (a) (3) gives NASA the authority to disseminate information concerning the Agency's activities in the widest practical and appropriate manner.

12.2.3 Requests for excess program material to be reused for authorized awards and educational outreach shall meet the "Guidelines for the Purchase and Distribution of Promotional and Personal Use Items" detailed in the NASA memorandum dated April 6, 2012 (Appendix G).

12.3 Responsibilities

12.3.1 Requests for Agency excess to be reused for authorized awards and educational outreach efforts shall be accompanied by approval by the respective level manager with the concurrence of the supporting property and export control offices, legal offices, and Center Director.

12.3.2 Request for excess material to be reused as an authorized award requires the additional concurrence of the Center Human Capital Management office.

12.3.3 Request for excess material to be reused for educational outreach efforts requires the additional concurrence of the Center PAO.

12.3.4 If all concurrences are received, the Center PDO will release the materials to the program or project so that the program can execute actions as prescribed in their approved distribution plan for the materials.

12.4 Criterion for Eligible Materials

12.4.1 Requests for Agency excess program material not needed by another program or project to be used for authorized awards and educational outreach efforts may be approved if the material:

a. Is in a condition code of "Scrap" as determined by the Center PDO.

b. Is determined not to be an artifact.

c. Contains no economically recoverable precious metals.

d. Represents no danger to the public's health or safety.

e. Is determined to be of nominal value.

12.4.2 Materials shall not be subdivided, sold, or utilized as gifts for profit-making purposes.

12.5 Written Requests for Materials for Awards or Educational Outreach

12.5.1 All requests for materials for awards or educational outreach shall be written in accordance with "Guidelines for the Purchase and Distribution of Promotional and Personal Use Items" detailed in the NASA memorandum dated April 6, 2012 (Appendix G) and Center policies.

12.5.2 Requests should include the following information:

a. Group to whom the materials are to be distributed.

b. Relationship between the materials and the program under which they are being distributed.

c. Benefit to NASA from the distribution.

d. The nature of the objects, i.e., award versus dissemination of information.

e. A brief physical description of the items.

f. The former use and pedigree of any metal or material used in medallions or coins (e.g., information about on which mission(s) the material was flown and the weight and type, such as aluminum, lithium, 50 lbs. per lot of [no. of items]).

12.6 Records Retention

12.6.1 Records of the request and approval shall be retained by the NASA Center PDO in accordance with NPR 1441.1.

12.7 NASA Graphics

12.7.1 Use of any NASA graphics shall be coordinated in accordance with NPD 2521.1 to ensure consistent and appropriate use of the NASA emblem and logo as prescribed by regulations for the NASA Seal, NASA Insignia, NASA Program Identifiers, NASA Flags, and compliance with the NASA Unified Visual Communications System.

Appendix A. Definitions

Abandonment and/or Destruction (A&D). U.S. Federal agencies may abandon or destroy excess property when there has been a written determination that the property has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale.

Acquire. To procure, purchase, or obtain in any manner, including transfer and manufacture or production at Government-owned or -operated plants and facilities. Obtain in any manner includes lease of property.

Artifacts. As applied to NASA, unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: Historic flights, programs, activities, or incidents; achievements or improvements in technology; understanding of the universe; and important or well-known personalities.

Asset Master Record (AMR). A financial record in SAP that identifies capital equipment.

Auxiliary or Accessorial Automatic Data Processing (AADP) Equipment. Equipment including plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm, and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

Business Warehouse (BW). Part of the NASA PP&E System where the user performs equipment searches and generates reports upon request.

Calibration. The process of determining the deviation from a standard to ascertain the proper correction factors for measuring instruments.

Cannibalization. The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item.

Capital Equipment. Equipment with a value of at least $100,000 and subject to the financial control, accounting, and reporting capitalization requirements of PP&E and NPR 9250.1.

Center Equipment Manager. The key individual within the Center equipment management organization interfacing with the property custodians and equipment users. Maintains and controls equipment records and assists custodians and users in procedures for and documentation of equipment transaction.

Collateral Equipment. Building support equipment and large, substantially affixed equipment/property. It is normally acquired and installed as a part of a facility project and includes the following: a. Building support equipment that normally is required to make a facility useful and operable. It is built in to the facility, and its removal would impair the usefulness, safety, or environment within the facility (e.g., elevators, transformers, compressors, heaters, ventilators, and air-conditioners). It also includes systems and subsystems, such as electrical, plumbing, pneumatic, fire protection, fire suppression, control systems, and monitoring systems. b. Large, substantially affixed equipment or property of any type other than building support equipment that is built in such that the installation costs including building envelope modifications, special foundations, and utility service exceed $300,000. See non-collateral equipment and related personal property definitions.

Commerce Control List Items (CCLIs). Dual use (commercial/military) items that are subject to export control by the Bureau of Export Administration, Department of Commerce. These items have been identified in EAR (15 C.F.R. 774) as export controlled for reasons of national security, crime control, technology transfer, or scarcity of materials.

Component Equipment Item. An item of equipment that is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

Condition. A code assigned to indicate the physical state and usability of equipment.

Contracting Officer (CO). Any person with the authority to enter into, administer, or terminate contracts and make related determinations.

Contracting Officer Technical Representative (COTR). An authorized representative of a CO acting within the limits of their own authority.

Contractor-Acquired Equipment. Equipment procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Government.

Contractor Inventory. Property furnished to or acquired by and in possession of a contractor pursuant to the terms of a contract, title to which is vested in the Government.

Control. The ongoing function of maintaining physical oversight and surveillance of property throughout its life cycle using various management tools.

Controlled Equipment. All equipment that has been identified by the Agency and/or Center as sensitive (flagged high risk in the NASA PP&E System), and all non-sensitive equipment with an acquisition cost of $5,000 or more with an estimated service life of 2 years or more and that is not consumed or expended in an experiment.

Controlled Unclassified Information (CUI). Unclassified information requiring safeguarding or dissemination controls pursuant to and consistent with applicable law, regulation, or Government-wide policy. (This is the categorical designation that will replace SBU Information in all U.S. Government Executive Branch offices per Executive Order 13556 of November 2010). See also Sensitive But Unclassified.

Cooperative Agreement. A legal instrument reflecting a relationship between a Federal agency and a non-Federal recipient (cooperative), made in accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. pts. 6301-6308), under any or all of the following circumstances:

(1) The purpose of the relationship is the transfer between a Federal agency and a non-Federal entity of money, property, services, or anything of value to accomplish a public purpose authorized by law, rather than by purchase, lease, or barter, for the direct benefit or use of the Federal Government.

(2) Substantial involvement is anticipated between the Federal agency and the cooperative during the performance of the agreed upon activity.

(3) The cooperative is a State or local government entity or any person or organization authorized to receive Federal assistance or procurement contracts.

Custodian Records. Memoranda in any form, written or electronic, that document the life cycle of property.

Declared Excess Property. Property under the control of any Federal agency that is no longer required for that Agency's needs, as determined by the Agency head or designee. When no longer needed by Federal agencies (of no use to Federal agencies), the property is designated surplus.

Defense Contract Management Agency (DCMA). The DoD component that works directly with Defense suppliers to help ensure that DoD, Federal, and allied government supplies and services are delivered on time at projected cost and meet all performance requirements.

Demilitarization. As defined by DoD, the act of destroying the military capabilities inherent in certain types of equipment or material. Such destruction may include deep sea dumping, mutilation, cutting, crushing, scrapping, melting, burning, or alteration so as to prevent the further use of the item for its originally intended purpose.

Digital Media. Electronic information storage that typically comprises mobile computing devices, laptops, personal digital assistants (PDAs), "smart phones," and removable storage devices such as Universal Serial Bus (USB) drives, flash drives, writeable compact discs (CDs), digital video discs (DVDs), memory cards, external or internal hard drives, storage cards, diskettes, magnetic tapes, external/removable hard drives, or any electronic device that can be used to copy, save, store and/or move data from one system to another.

Direct Cost. Costs of warehouse/storage facilities, sales preparation, environmental services, DEMIL, security services, advertising, appraisal services, transportation of property during or after sale, and labor related to the sale of property.

Direct Transfer. Property transfer among and authorized by Federal agencies; GSA verbal concurrence is required for property with a line item value greater than $10,000.

Disposal. The processes involved in the removal of property from use and from the property accounting system because of trade-in, utilization by another Federal agency, donation, sale, recycle, or A&D. NASA's disposal policy is located in NPD 4300.1.

Domestic. Refers to the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the U.S. Virgin Islands.

Donation. The Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government. The primary authority for the Federal Surplus Personal Property Donation Program is Title 40 of the U.S.C., section 549. Implementing regulations are contained in 41 C.F.R. 102-37.

Donee. Means any of the following entities that receive Federal surplus personal property through a SASP: (1) A service educational activity (SEA). (2) A public agency (as defined in Appendix C of 41 C.F.R. 102-37) which uses surplus personal property to carry out or promote one or more public purposes. (Public airports are an exception and are only considered donees when they elect to receive surplus property through a SASP, but not when they elect to receive surplus property through the Federal Aviation Administration as discussed in subpart F 41 C.F.R. 102-37). (3) An eligible nonprofit tax-exempt educational or public health institution (including a provider of assistance to homeless or impoverished families or individuals). (4) A State or local government agency, or a nonprofit organization or institution, that receives funds appropriated for a program for older individuals.

DSPL. NASA's PP&E disposition component managed by NEACC at NASA's Marshall Space Flight Center.

EAR 99. If an item falls under U.S. Department of Commerce jurisdiction and is not listed on the CCL, it is designated as EAR 99. EAR 99 items generally consist of low-technology consumer goods and do not require a license in many situations. However, if export of an EAR 99 item to an embargoed country, to an end-user of concern, or in support of a prohibited end-use is planned, a

license may be required.

End User Procedures (EUP). Written procedures located in the Enterprise Performance Support System (EPSS) that provide detailed directions for users of the NASA PP&E System.

Enterprise Performance Support System (EPSS). Provides users of the NASA PP&E System with procedures, job aids, and help content via the NASA Intranet.

Enterprise Resource Planning (ERP). An integrated system in which all of the modules are designed to share information and automatically create transactions based on various business processes.

Equipment. A tangible asset that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of NASA property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of two years or more and are not consumed or expended in an experiment.

Equipment Control. The section within the Center equipment management operations that manages all the processes, records, and documents used to achieve the objective of equipment management.

Equipment Control Number (ECN). The identification or barcode number assigned and affixed by a tag to each item of equipment for control purposes.

Equipment Master Record. A record in the NASA PP&E System that identifies and provides selected information about each item of controlled equipment.

Equipment Systems. Assemblies of component equipment items designed and operated to accomplish specific functions.

Equipment Utilization. A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

Excess Property. Property determined unnecessary for the needs and discharge of duties of the holding organization and, therefore, returned to the Center PDO for reutilization or disposal.

Exchange. Replacement of a non-excess property item by trade or trade-in with the supplier of the replacement item when the value of the replaced item is used to reduce or offset the cost of the acquired item. The supplier may be a Government agency, commercial or private organization, or individual.

Exchange/sale. Exchange or sale of non-excess, non-surplus property and application of the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property.

Exchange/sale property. Property not excess to the needs of the holding Agency but eligible for replacement that is exchanged or sold under the provisions of 41 C.F.R. 102-39 in order to apply the exchange allowance or proceeds of sale in whole or part payment for replacement with a similar item.

Executive Agency. Any Executive department or independent establishment in the Executive branch of the Government, including any wholly owned Government corporation.

Fabricated Item. Property that is manufactured for or constructed by the using organization. Fabricated items meeting controlled equipment criteria are controlled.

Fair Market Value (FMV). The best estimate of the gross sales proceeds if the property were to be

sold in a public sale.

Federal Agency. Any Executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his/her direction).

Federal Supply Group (FSG). A four-digit property identification code describing commodity classification. See Federal Supply Classification Groups and Classes, Cataloging Handbook H2, http://www.dispositionservices.dla.mil/turn-in/usable/h2book.pdf.

Flight Hardware. Property that is certified for use in space flight operations.

Flight Safety Critical Aircraft Part (FSCAP). Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in engine shutdown or loss or serious damage to the aircraft, resulting in an unsafe condition (41C.F.R. 102-33, Management of Government Aircraft, Subpart D).

Foreign Excess Property. Any U.S.-owned excess property located outside the United States, the District of Columbia, the U.S. Virgin Islands, American Samoa, Guam, Puerto Rico, the Federated States of Micronesia, the Marshall Islands, Palau, and the Northern Mariana Islands.

Freeze. An indicated interest by NASA for a particular excess item being offered for reutilization in GSAXcess® or some other Federal excess property system. A freeze does not reserve property; multiple freezes may be placed on property. For example, GSA allocates the final disposition of property based on date order of freezes or other priorities.

Functional Control Board (FCB). The organization that manages and maintains the full list of enhancements service (change) requests (i.e., product backlog) associated with its functional area (e.g., finance, human capital, logistics, and procurement).

Government-Furnished Property (GFP). Property furnished to a contractor (including Government-Furnished Equipment (GFE)) or acquired by the contractor, as in contractor-acquired equipment.

Government Office Equipment Including Information Technology. Equipment including but not limited to: Personal computers and related peripheral equipment and software, library resources, telephones and wireless communications devices (e.g., cell phones, personal digital devices, pagers), facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail (see NPD 2540.1, Personal Use of Government Office Equipment Including Information Technology Equipment).

Grant. A type of assistance award and a legal instrument that permits a Federal agency to transfer money, property, services, or other things of value to a grantee when no substantial involvement is anticipated between the Agency and the recipient during the performance of the contemplated activity.

GSAXcess®. The customer interface to the Federal Disposal System (FEDS). GSAXcess® is a totally Web-enabled platform that eligible customers use to access all customer functions of FEDS: reporting, searching, and selecting property. GSAXcess® provides agencies a means of electronically reporting their unwanted property to GSA. GSAXcess® also is used as a source of supply for customers seeking property that has been reported and is available for transfer.

Hazardous Property. Property that is deemed a hazardous material, chemical substance, or mixture or hazardous waste under the Hazardous Materials Transportation Act (HMTA) (49 U.S.C. § 5101), the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. §§ 6901-6981), or TSCA (15

U.S.C. §§ 2601-2609).

Heritage Assets. PP&E that is unique for the following reasons: historical or natural significance; cultural, educational, or artistic (i.e., aesthetic) importance; and significant architectural characteristics. This determination is not an Equipment Management responsibility, but is a Financial Management process.

Historic Property. Property having added value for display purposes because of its historical significance that is greater than the fair market value of the item for continued use. Items that are commonly available and remain in use for the intended purpose, such as military aircraft still in use by active or reserve units, are not regarded as historic items.

Holding Agency. The Federal agency having accountability for and generally possession of the property involved.

Indirect Cost. Contractor costs for repairing, converting, rehabilitating, operating, preserving, protecting, insuring, packing, storing, handling, conserving, transporting and destroying property or rendering the property innocuous.

Industrial Property Officer (IPO). Individual assigned to each NASA site responsible for the oversight of contract property at that site.

Information Technology. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

Installation. Terminology used in the NASA PP&E System for Centers.

Intangible Property. Property in which the existence and value of the property is generally represented by a descriptive document rather than the property itself. Some examples are patents, patent rights, processes, techniques, inventions, copyrights, negotiable instruments, money orders, bonds, and shares of stock.

International Traffic in Arms Regulations (ITAR). A set of United States Government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML). These regulations implement the provisions of the Arms Export Control Act, and are described in Title 22 (Foreign Relations), Chapter I (Department of State), Subchapter M of the Code of Federal Regulations. The U.S. Department of State interprets and enforces ITAR. Its goal is to safeguard U.S. national security and further U.S. foreign policy objectives.

Inventory. The sighting, tagging or marking, describing, recording, and reporting of the property concerned and reconciling the property recorded with the property records.

Inventory Adjustments. Changes made to the official property record when physical inventories and official records do not agree. All changes require approval and some type of documentation trail for audit purposes.

Key Points (for DEMIL). The parts, major components, alignment points, attachment fittings, or areas of significant military equipment that, when demilitarized, cannot feasibly be repaired, restored, replaced, improvised or commercially procured and are necessary factors in restoring the next higher assembly to design capability.

Leased Equipment. Equipment that has been conveyed by or to NASA by contract for a certain consideration of payment of rental fee.

Life-limited Aircraft Part. An aircraft part that has a finite service life expressed in total operating

hours, total cycles, or calendar time.

Line Item. A single line entry on a reporting form or transfer order for items of property of the same type having the same description, condition code, and unit cost.

Material. Supplies, parts, components, assemblies, and items that do not meet criteria for controlled equipment held in inventory prior to issue (see NPR 4100.1 and NPR 4200.1).

Munitions List Items (MLIs). Commodities (usually defense articles/defense services) listed in the International Traffic in Arms Regulation (22 C.F.R. 121), published by the U.S. Department of State.

Museum. A public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1,000 hours a year). For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of "museum" does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution, as defined 41 C.F.R. 102-37, Appendix C, Glossary of Terms for Determining Eligibility of Public Agencies and Nonprofit Organizations.

NASA FAR Supplement (NFS). A document that with the FAR, establishes uniform policies and procedures relating to the procurement of property and services. The NFS applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

NASA Property, Plant, and Equipment (PP&E) System. The IAM, PP&E System, herein referred to as the NASA PP&E System used throughout the Agency to identify, control, and account for Government-owned PP&E acquired by or in use by NASA and its onsite NASA contractors under the NFS clause 1852.245-71 (Installation Accountable Government Property). The PP&E System is an Agency-wide tool hosted at the NEACC at NASA's Marshall Space Flight Center using SAP software and consists of the following components: N-PROP (the Web-based front end), DSPL (the disposition component), and BW (the inventory query and reporting component). Other business logistics and financial components using SAP software are: Asset Accounting (containing the AMR), and Plant Maintenance (containing the EMR).

Nominal Value. Term applied to objects or material with low intrinsic value such as a paper certificate or repurposed scrap material requiring minimal aggregate processing cost, for example, bookmarks manufactured from orbiter liners; medallions or coins manufactured from scrap metal components; obsolete (non-flown) materials such as engine turbine blades, nuts, bolts, or electrical conduit.

Non-appropriated Fund Activity. An activity or entity that is not funded by money appropriated from the general fund of the U.S. Treasury, such as post exchanges, ships stores, military officers' clubs, and veterans' canteens. Such property is not Federal property.

Non-Capital Equipment. Equipment with a value of at least $5,000 and not subject to the capitalization requirements of PP&E and NPR 9250.1.

Non-collateral Equipment. Equipment other than collateral equipment that, when acquired and used in a facility or a test apparatus, can be severed and removed after erection or installation without substantial loss of value or damage to the premises where installed. See collateral equipment and related personal property definitions

Non-controlled Equipment. Equipment having an acquisition cost of less than $5,000 (excluding items that have been designated as sensitive items), including equipment acquired and used under outsourcing initiatives, managed under procedures established by the holding Center in accordance with this NPR.

Nonprofit. Not organized for profit and exempt from Federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501).

N-PROP. The Web-based front end of the NASA PP&E System. Users access N-PROP via the Business and Administrative Systems Office (BASO) or via direct Internet access. N-PROP provides users the ability to: accept or reject receipt of equipment and to cancel a pending property action; view assigned property, as well as history; update property location; transfer property from one custodian account to another property custodian account; generate a property pass; request property control tags; request excess controlled equipment; or report any changes of status, location, or user to the responsible property custodian.

Personal Property. Property of any kind, including equipment, materials, and supplies, but excluding real property and certain naval vessels.

Personally Identifiable Information (PII). The term "PII," as defined in OMB Memorandum M-07-16 refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-PII can become PII whenever additional information is made publicly available—in any medium and from any source— that, when combined with other available information, could be used to identify an individual..

Physical Inventory. The physical verification of existence, location, and quantity of property.

Plant Clearance. All actions related to the screening, redistribution, and disposal of contractor inventory from a contractor's plant or work site. Contractor's plant includes a Government facility when contractor operated.

Plant Clearance Automated Reutilization Screening System (PCARSS). A Web-based application that automates the process for reporting, screening, requisitioning, and disposition of excess Government property located at contractor facilities.

Plant Clearance Officer. An authorized representative of the contracting officer appointed in accordance with agency procedures responsible for screening, redistributing, and disposing of contractor inventory from a contractor's plant or work site.

Plant Equipment. Property consisting of equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items but excluding special tooling and special test equipment that is used or is capable of use in the manufacturing of supplies, in the performance of services, or for any administrative or general plant purpose.

Note: This definition applies only to contractor-held property so classified for contract purposes.

Prescreening. As used in context with this NPR and for the purposes of property disposition, the early screening by eligible recipients of property still in use that may become available at a future date.

Property Accountability. A record of transactions, systematically maintained, which at any given

time discloses item identification, quantity, cost, location, and custodial responsibility of property controlled by a Center or a contractor.

Property Administrator. An individual duly designated by the CO to administer contract requirements and obligations relative to Government property. The Property Administrator is an authorized representative of the CO (see NSF Part 1845).

Property Custodian. An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

Property Disposal Officer (PDO). The official appointed by the Center Director who is responsible for managing the Center's screening, redistribution, and disposal functions.

Property Management Area. An area of property management responsibility by organization or by a geographic area selected by the Supply and Equipment Management Officer (SEMO) in conjunction with the head of the organizational unit for the assignment of a property custodian for property control.

Property, Plant & Equipment (PP&E). Tangible assets, including land, that meet the following criteria: (1) have estimated useful lives of two years or more, (2) are not intended for sale in the ordinary course of operations, and (3) have been acquired or constructed with the intention of being used or being available for use by the entity.

Public Agency. Any State or political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions; multijurisdictional sub-State districts established by or pursuant to State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation.

Receiving. The process of equipment being accepted into an organization or facility and the point at which an organization's obligation, liability, and accountability begin.

Reconciliation. Comparison of the property located during a physical inventory against the official property records. Includes actions to reconcile overages and shortages with the official property records, using the appropriate adjustment instrument or documentation to make the records whole and accurate.

Related Personal Property. Any property that is an integral part of real property. It is: (1) related to, designed for, or specifically adapted to the functional capacity of the real property and removal of this property would significantly diminish the economic value of the real property, or (2) determined by the Administrator of General Services to be related to the real property. See collateral equipment and non-collateral equipment definitions.

Replacement. The process of acquiring property to be used in place of property that is still needed but no longer adequately performs the tasks for which it is used or does not meet the Agency's need as well as the property to be acquired.

Reutilization. The program that identifies excess items no longer needed by one discipline within NASA and that manages the transfer of the assets to another location that has a requirement.

Salvage. Property that has a value greater than its basic material content but for which repair or rehabilitation is clearly impractical and uneconomical.

SAP. A software product capable of integrating multiple business applications, with each application representing a specific business area. SAP is categorized into three core functional areas: logistics, finance, and human resources.

Scrap. Property that has no value except for its basic material content.

Screening. Review or comparison of property on hand against a known or anticipated requirement.

Screening Period. The period in which excess and surplus property are made available for excess transfer or surplus donation to eligible recipients.

Sensitive But Unclassified (SBU). Any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of

Federal programs or the privacy to which individuals are entitled under the Privacy Act of 1974

(5 U.S.C. § 552a, as amended) but which has not been specifically authorized under criteria established by an Executive order or an act of Congress to be kept secret in the interest of national defense or foreign policy.

Sensitive Equipment. Equipment with a value of $500 or more that is determined to be highly pilferable by the Center SEMO or that could be hazardous (including weapons), thus requiring a stringent degree of control.

Service Life Extension Program (SLEP). The modification of property undertaken to extend the life of the item beyond that which was previously planned. SLEPs extend capital asset life by retrofit, major modification, remanufacturing, or enhancement.

Shelf-life Item. Any item that deteriorates over time or has unstable characteristics such that a storage period is assigned to ensure the item is issued within that period to provide satisfactory performance. Management of such items is governed by Management of Shelf-Life Materials, 41 C.F.R. 101-27, subpt. 27.2 , NPR 4100.1, and DoD instructions for Executive agencies and DoD respectively.

Shipping Document/Request for Shipping. The authorization and acceptance document that accompanies equipment when it is being sent to another location.

Similar. Acquired item(s) and replaced item(s) are identical; are within a single FSC, FSG, or property (includes all forms of property within a single FSG); are parts or containers for similar end items; or are designed or constructed for the same purpose (includes all forms of property regardless of the FSG to which they are assigned).

Space Act Agreements (SAA). Agreements made under the authority of National Aeronautics and Space Act.

State Agencies for Surplus Property (SASP). The agencies designated under State laws to receive Federal surplus property for distribution to eligible donees within the State as provided for in 40 U.S.C. § 549. Contact information for each of the agencies can be found in the following link: http://www.gsa.gov/portal/content/100851 .

Supply and Equipment Management Officer (SEMO). The individual responsible for managing a NASA Center's equipment program—providing functional management, leadership, and necessary resources to ensure the implementation of an effective equipment management program.

Surplus Property. Excess property no longer required by Federal agencies as determined by GSA.

Surplus Release Date. The date when Federal screening has been completed and excess property becomes surplus.

Transfer With Reimbursement. Transfer of excess property between Federal agencies where the

recipient is required to pay, i.e., reimburse, the holding agency for the property.

Utilization. The identification, reporting, and transfer of excess property among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

Appendix B. Acronyms

A&D	Abandonment and/or Destruction
AADP	Auxiliary or Accessorial Automatic Data Processing
AMR	Asset Master Record
BASO	Business and Administrative Systems Office
BW	Business Warehouse
C.F.R.	Code of Federal Regulations
CCL	Commerce Control List
CCLIs	Commerce Control List Items
CD	Compact Disc
CEA	Center Export Administrator
CFL	Computers for Learning
CIO	Chief Information Officer
CISO	Center Information Security Officer
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
CSI	Critical Safety Items
CUI	Controlled Unclassified Information
DCMA	Defense Contract Management Agency
DEMIL	Demilitarization
DoD	Department of Defense
DOE	Department of Energy
DPM	Disposal Program Manager
DSPL	Property Disposal Component of PP&E System
DVD	Digital Video Disc
EAR	Export Administration Regulations
ECN	Equipment Control Number
EMR	Equipment Master Record
EPSS	Enterprise Performance Support System
ERP	Enterprise Resource Planning
EUP	End User Procedures
FAR	Federal Acquisition Regulation
FAS	Federal Asset Sales
FCB	Functional Control Board
FEA	Federal Electronic Assets
FEDS	Federal Disposal System
FMA	Federal Maritime Administration
FMR	Federal Management Regulation
FMV	Fair Market Value

FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification
FSCAP	Flight Safety Critical Aircraft Part
FSG	Federal Supply Group
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GIDEP	Government-Industry Data Exchange Program
GSA	U.S. General Services Administration
HEA	Headquarters Export Administrator
HMTA	Hazardous Materials Transportation Act
HPO	Historical Preservation Officer
HQ	Headquarters
IAGP	Installation Accountable Government Property
IAM	Integrated Asset Management
IPAC	Intra-Governmental Payment and Collection System
IPEDS	Integrated Post-Secondary Education Data System
IPO	Industrial Property Officer
IR	Infrared
ITAR	International Traffic in Arms Regulations
ITS	Information Technology Security
JPL	Jet Propulsion Laboratory (an FFRDC)
LD	Logistics Division
MLIs	Munitions List Items
MSDS	Material Safety Data Sheets
NEACC	NASA Enterprise Application Competency Center
NF	NASA Form
NFS	NASA FAR Supplement
NID	NASA Interim Directive
NLR	No License Required
NPD	NASA Policy Directive
NPMA	National Property Management Association
NPR	NASA Procedural Requirements
N-PROP	NASA Property Data Management Component of PP&E System
NRC	Nuclear Regulatory Commission
NRW	NASA Requirement Waiver
NSA	National Security Agency
NUO	National Utilization Officer
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OGC	Office of the General Counsel

OIG	NASA Office of the Inspector General
OIIR	Office of International and Interagency Relations
OMB	Office of Management and Budget
OSI	Office of Strategic Infrastructure
PAO	Public Affairs Officer
PCARSS	Plant Clearance Automated Reutilization Screening System
PDA	Personal Digital Assistant
PDO	Property Disposal Officer
PII	Personally Identifiable Information
PLCO	Plant Clearance Officer
POC	Point of Contact
PP&E	Property, Plant, and Equipment
R2	Responsible Recycler
RCRA	Resource Conservation and Recovery Act
RPAO	Real Property Accountability Officer
SAA	Space Act Agreements
SAP	Software Applications network
SAR	Synthetic Aperture Radar
SASP	State Agencies for Surplus Property
SATERN	System for Administration, Training, and Educational Resources for NASA
SBU	Sensitive But Unclassified
SC	Sales Center
SCO	(GSA) Sales Contracting Officer
SEA	Service Educational Activity
SEMO	Supply and Equipment Management Officer
SF	Standard Form
SLEP	Service Life Extension Program
SMA TA	Safety and Mission Assurance Technical Authority
STD	Standard
SWA	Stevenson -Wydler Act
TSCA	Toxic Substances Control Act
U.S.C.	United States Code
UNICOR	Federal Prison Industries, Inc.
USB	Universal Serial Bus
USML	United States Munitions List

Appendix C. Special Handling Guidelines for Export Controlled Property

From Space Shuttle Transition Working Group White Paper. Subject: Export Control Classification and Special Handling Requirements for Space Shuttle Property Disposition. Prepared by NASA Office of Infrastructure, dated October 8, 2009.

A. Export Control
The export-control jurisdiction of a piece of hardware or item is a data point that affects NASA options for disposal of the item when it is no longer needed. The Arms Export Control Act (22 U.S.C. § 2778(a) and § 2794(7)) gives the President of the United States authority to designate which articles and services are deemed to be defense articles or defense services. The International Traffic in Arms Regulations (ITAR) (22 C.F.R. 120-130) regulate the export and import of defense articles and defense services. Items designated as defense articles or services make up the United States Munitions List (USML) and are described in 22 C.F.R. 121. Designations to the USML are made by the Department of State (DoS), with the concurrence of the Department of Defense (DoD), and Congressional notification is required at least 30 calendar days' notice before any item is removed from the USML.

Items that are controlled under the ITAR should be documented as such; transfer of an ITAR-controlled item to a foreign person will require export authority from the DoS Directorate of Defense Trade Controls. Transfer of an ITAR item to a U.S. person will include notice of the export jurisdiction. Items that are not specifically designed or modified for the Shuttle may be controlled either under the ITAR or under the jurisdiction of the Export Administration Regulations (EAR) administered by the Department of Commerce.

Noncompliance with U.S. export control laws and regulations can result in significant civil and criminal penalties. The NASA Export Control Program has responsibility for ensuring NASA compliance with the ITAR and EAR.

B. Demilitarization
NASA is required to follow Department of Defense (DoD) Demilitarization (DEMIL) procedures contained in the Defense Materiel Disposition Manual, DoD 4160.28-M-1 (http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol1.pdf) when disposing of items owned, procured by, or under the control of the DoD. DEMIL procedures are designed to mitigate risks of releasing DoD property from DoD control. It is part of a risk management process used to deny an adversary access to items that have an inherent offensive or defensive military capability as well as deny access to technical information about the items' design, construction, capabilities, and use. DoD applies DEMIL codes to every item or technical data acquired for military applications if such items are subject to the ITAR or EAR. DoD DEMIL codes are assigned based on the USML category and subparagraph category of an item. DoD DEMIL coding is explained in DOD 4160.28-M-1.

C. Special Handling
For all other USML items acquired by NASA that are not owned, procured by, or under the control of the DoD, NASA will determine its own special handling requirements when disposing of the items. In addition to the USML items, militarily sensitive technologies may also require special handling. Militarily sensitive items include: night vision goggles and technology; remote sensing equipment, such as hyperspectral and SAR imagers; space-qualified, cooled IR-Detectors; guidance, navigation, and control systems; attitude control systems; autonomous capabilities systems; propulsion systems; launch vehicle and spacecraft antennas, such as phased array and beam-forming antennas; optical cross-links and laser communications; power generations systems, including high efficiency solar cells and panels; radiation hardened micro-electronic circuits; and systems engineering knowledge. Consult the Center Export Administrator (CEA) as required.

NASA's goal in setting special handling requirements for property is the same as DoD's—to mitigate risks to national security associated with the release of property from NASA control. At the same time, special handling will be accomplished in a manner that ***preserves, so far as possible, any civilian use or commercial value of the property.***

There are four broad categories of special handling for export controlled property:

(1) ***Complete Destruction*** by mutilation to the point of scrap, melting, cutting, crushing, breaking, punching, neutralizing, etc. The objective is to alter the item to the point that technical details of its design and construction not already in the public domain cannot be determined by examining the physical remains.

(2) ***Render Unserviceable*** by key point destruction. The objective is to preclude restoration or repair of the item to a usable condition for its original intended purpose. The originating NASA activity will comply with section 3.2.7 of

NPR 4300.1 and may consult the Item Technical Manager or responsible Technical Authority for specific special handling instructions to render the item unserviceable.

(3) Special handling instructions will accompany the item when it is reported as excess.

(4) No Special Handling Required

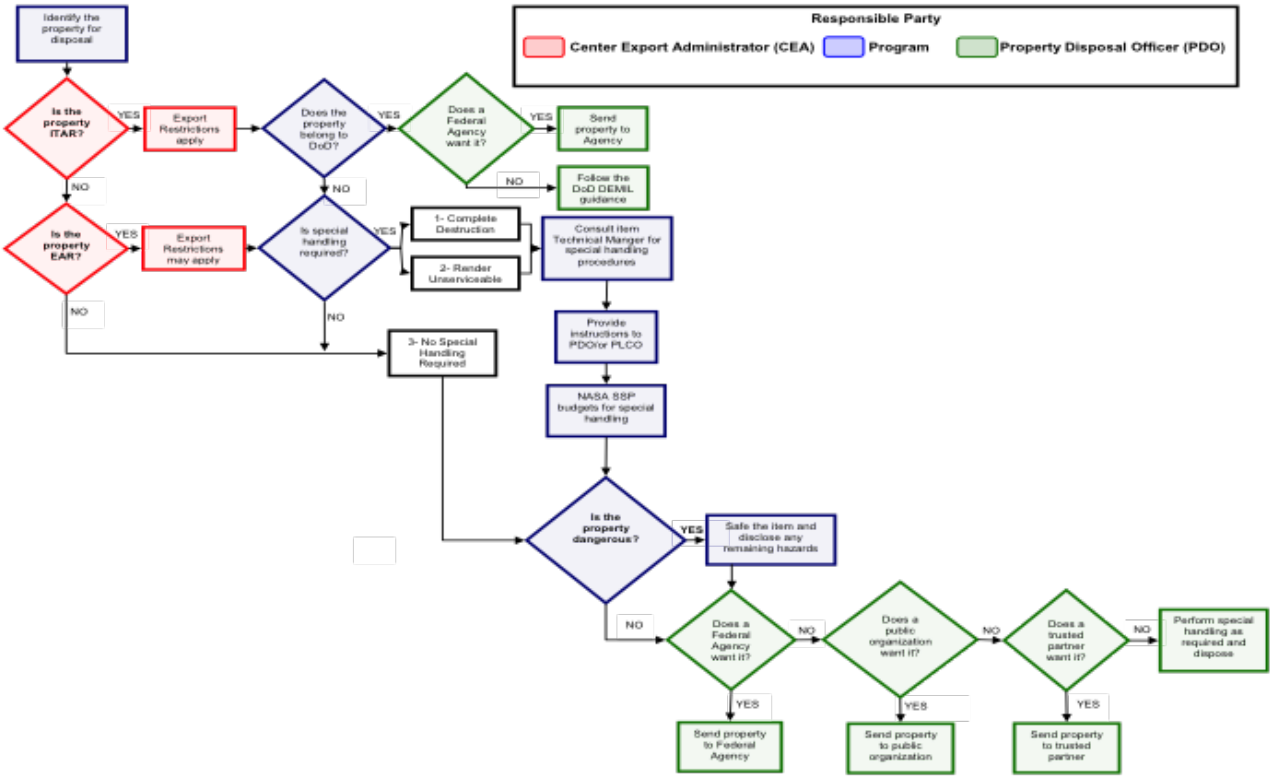

Figure C-1. Special Handling Requirements Planning Process (Notional)

Appendix D. Public Sale of Export-Controlled Property

The following guidance comes from a November 14, 2011 memorandum from NASA's Logistics Management Division to the NASA Deputy Assistant Administrator, Protective Services Office; NASA Headquarters Export Administrator; NASA Centers Senior Logistics Managers; and NASA Centers Property Disposal Officers.

The Logistics Division has been working closely with NASA HQ Office of Protective Services, NASA Headquarters Export Administrator (HEA), and the General Services Administration (GSA) to formulate a process by which the purchasers of export-controlled property are required to prove U.S. citizenship prior to the property being released by NASA. The following guidance is provided to minimize the risk of EAR/ITAR personal property being sold to unauthorized individuals (see section 1.5.1.t of this NPR).

1. If the purchaser is picking up the EAR/ITAR controlled property, the Center Property Disposal Office is to:

a. Inform the purchaser that, before being allowed on the NASA Center to remove EAR/ITAR controlled property; he or she is required to present proof of U.S. Citizenship at the NASA Security Office in the form of the following:

(1) Unexpired U.S. passport; or

(2) One of the following records along with identification in the form of a State or Federal government issued photo ID:

(a) Certified birth certificate issued by the city, county or state; or

(b) Consular Report of Birth Abroad; or

(c) Certification of Birth; or

(d) Naturalization Certificate; or

(e) Certificate of Citizenship

b. Coordinate with the Center Protective Service Office, at least 48 hours (business hours) prior to the purchaser's scheduled pickup of the EAR/ITAR controlled property, to have the Protective Service Office perform the following security checks:

(l) The purchaser's posting on the Department of Commerce's Denied Persons List [1], and

(2) The purchaser's posting on the Department of State's Debarred Parties List [2], and

(3) The purchaser's proof of U.S. citizenship as described in 1.a above.

c. Keep a record on file of correspondence reflecting that all the above checks where successfully accomplished.

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[1] Department of Commerce Denied Persons List, http://www.bis.doc.gov/dpl/default.shtm

[2] Department of State Debarred Parties List, http://www.pmddtc.state.gov/compliance/debar.html

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2. If anyone is transporting the property on behalf of the purchasers for EAR/ITAR property, the Center Property Disposal Office is to:

a. Require the purchaser to provide a notarized document declaring and proving U.S. citizenship (Attachment 1) to the property disposal office. The notarized document is to be kept on file.

b. Inform the purchaser not to send any identification documents other than the notarized declaration to avoid the need for unnecessary PII.

c. Inform the purchaser that he or she is required to designate an agent who must show proof of U.S. citizenship, in the form outlined below, before being allowed on the NASA Center to remove EAR/ITAR controlled property:

(1) Unexpired U.S. passport; or

(2) One of the following records along with identification in the form of a State or Federal government issued photo ID:

(a) Certified birth certificate issued by the city, county or state; or

(b) Consular Report of Birth Abroad; or

(c) Certification of Birth; or

(d) Naturalization Certificate; or

(e) Certificate of Citizenship

d. Require the purchaser to provide a signed letter designating the individual or carrier picking up controlled property on the purchaser's behalf to the property disposal office.

e. Review the purchaser's notarized declaration to ensure the document (Attachment 1) is complete.

f. Coordinate with the Center Protective Service Office, at least 48 hours (normal hours) prior to the purchaser's agent scheduled pickup of the EAR/ITAR controlled property, to have the Protective Service Office perform the appropriate security checks, specifically:

(1) The purchaser's agent posting on the Department of Commerce's Denied Persons List1,

(2) The purchaser's agent posting on the Department of State's Debarred Parties List2, and

(3) The purchaser's agent proof of U.S. citizenship as described in 1.a above.

g. Keep a record on file of correspondence reflecting that all the above checks where successfully accomplished.

3. Notify the GSA Sales Contracting Officer (SCO) and NASA HQ Disposal Program Manager (DPM) immediately when the purchaser or their agent does not meet the above requirements. The Center PDO shall not release the EAR/ITAR controlled property to the purchaser without further written guidance from GSA SCO and NASA DPM.

4. Provide a report to the HQ Logistics Division DPM at the end of the fiscal year summarizing the number of EAR/ITAR controlled property sales and indicating if checks of purchasers were done in accordance with the above process. If no items were sold, which qualified for EAR/ITAR control, a negative report is required.

5. Incorporate the above procedures in Center's disposal processes.

DECLARATION OF _____(full name)_____

I, _____(state full name)_____

1. I am a citizen of the United States of America.

As proof of my citizenship, I have in my possession true and correct copies of the following documents:

__ Unexpired U.S. Passport; OR

One of the following along with proof of identification in the form of a Government issued photo ID:

__ Certified birth certificate issued by the city, county or state
__ Consular Report of Birth Abroad (Form FS-240, FS-545, or DS-1350)
__ Certification of Birth
__ Naturalization Certificate (Form N-550 or N-570)
__ Certificate of Citizenship (Form N-560 or N-561)

The above documents are available for examination by the National Aeronautics and Space Administration at its request.

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed on.

Signature_____

Note: Document shall be notarized below with sample language and seal.

State of [State] County of [County]

This instrument was signed before me and documents reviewed in *[city]* on *[day]* by *[name above]*

_____

[Notary Public signs]

My commission expires on *[date]*
Seal is then impressed upon certificate

Figure D-1. Notarized Declaration of U.S. Citizenship for Absent Purchaser

Appendix E. DSPL Program Source Codes

Source Code	Description
A1	Shuttle Orbiter - Flown
A2	Shuttle Orbiter - Non Flown (flight like)
A3	Shuttle Orbiter - Complete assembly
A4	Shuttle Orbiter - Complete unassembled kit
A5	Shuttle Orbiter - Partial unassembled kit
A6	Shuttle Orbiter - Ground Support
A7	Shuttle Orbiter - Other - see item description
B1	Shuttle SRB - Flown
B2	Shuttle SRB - Non Flown (flight like)
B3	Shuttle SRB - Complete assembly
B4	Shuttle SRB - Complete unassembled kit
B5	Shuttle SRB - Partial unassembled kit
B6	Shuttle SRB - Ground Support
B7	Shuttle SRB - Other - see item description
C1	Shuttle SSME - Flown
C2	Shuttle SSME - Non Flown (flight like)
C3	Shuttle SSME - Complete assembly
C4	Shuttle SSME - Complete unassembled kit
C5	Shuttle SSME - Partial unassembled kit
C6	Shuttle SSME - Ground Support
C7	Shuttle SSME - Other - see item description
D1	Shuttle ET - Flown
D2	Shuttle ET - Non Flown (flight like)
D3	Shuttle ET - Complete assembly
D4	Shuttle ET - Complete unassembled kit
D5	Shuttle ET - Partial unassembled kit
D6	Shuttle ET - Ground Support
D7	Shuttle ET - Other - see item description
E1	Shuttle Ground Support - Flown
E2	Shuttle Ground Support - Non Flown (flight like)
E3	Shuttle Ground Support - Complete assembly
E4	Shuttle Ground Support - Complete unassembled kit

E5	Shuttle Ground Support - Partial unassembled kit
E6	Shuttle Ground Support - Ground Support
E7	Shuttle Ground Support - Other - see item description
F1	Shuttle Other - Flown
F2	Shuttle Other - Non Flown (flight like)
F3	Shuttle Other - Complete assembly
F4	Shuttle Other - Complete unassembled kit
F5	Shuttle Other - Partial unassembled kit
F6	Shuttle Other - Ground Support
F7	Shuttle Other - Other - see item description
G1	International Space Station - Flown
G2	International Space Station - Non Flown (flight like)
G3	International Space Station - Complete assembly
G4	International Space Station - Complete unassembled kit
G5	International Space Station - Partial unassembled kit
G6	International Space Station - Ground Support
G7	International Space Station - Other - see item description
H1	Hubble - Flown
H2	Hubble - Non Flown (flight like)
H3	Hubble - Complete assembly
H4	Hubble - Complete unassembled kit
H5	Hubble - Partial unassembled kit
H6	Hubble - Ground Support
H7	Hubble - Other - see item description

Appendix F. Transfer Order Forms Instructions

F.1 Stevenson-Wydler Act Certification Statement to be included on/with transfer orders for property transfer under Stevenson-Wydler authorization:

(This data is provided in the documentation for artifacts; therefore, it is unnecessary for artifact transfers)

"I hereby certify that the property is being obtained by an [ ] educational institution or [ ] nonprofit organization and will be placed into use at the organization for the conduct of [ ] technical or [ ] scientific education [ ] or research activities.

"My organization hereby releases and agrees to hold harmless the Federal Government, NASA, or persons acting on behalf of NASA from any and all liability of every kind and nature whatsoever (in accordance with State law) resulting from the receipt, shipping, operation, handling, use, and maintenance of the property after said property is physically removed from the NASA facility."

_____ _____
Name of Organization Standard Form 122 Transfer Order No.

_____ _____
Printed Name of Official Title[3]

_____ _____
Signature of Official Date

[3] School Principal or University Dean, Department Head or Department Chairman approving receipt of property.

F. 2 Statement/Document to be included on/with transfer orders for property under Export Control requirements (if not otherwise provided):

Notice of Receipt of Export-Controlled Item

COMMERCE CONTROL LIST (CCL) ITEM UNDER THE EXPORT ADMINISTRATION REGULATIONS (EAR) and INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)

The National Aeronautics and Space Administration (NASA) has determined that the export classification of the item(s) listed in Transfer Order Number _____ is (are) either under the jurisdiction of the Export Administration Act of 1979 (50 U.S.C. 2401, et. seq.), the EAR (15 C.F.R. 730-774, or the Arms Export Control Act (22 U.S.C. § 2751, et. seq.) and the ITAR (22 C.F.R. 121).

In signing this document I hereby affirm that I am a United States citizen and acknowledge and agree to comply with restrictions outlined in the references provided above for items controlled under the ITAR or EAR (which may have export license requirements pertaining to sale or transfer of this item to a foreign person). A violation of these regulations could result in fines and imprisonment. The Department of State Directorate of Defense Trade Controls is responsible for implementing the ITAR. Additional information is available at: www.pmddtc.state.gov .

The Department of Commerce's Bureau of Industry and Security is responsible for implementing the EAR. Additional information is available at: www.bis.doc.gov .

Receipt Acknowledged:

Signature:_____

Printed Name: _____

Title: _____

Date :_____

F.3 Transfer Order templates:

(a) Link to SF-122;
http://contacts.gsa.gov/webforms.nsf/0/DACB98B18C9F8C1F85256A3E0064652D/$file/sf122_e.pdf

(b) Link to SF-123;
http://contacts.gsa.gov/webforms.nsf/0/0BD46E3ADA293D3C85256A3E00648E04/$file/SF%20123.pdf

F.4 U. S. Export Controlled Certification for G.S.A. Sales

The use, disposition, export, and re-export of this property are subject to all applicable United States Laws and Regulations. This includes the Export Administration Act of 1979, as amended (50 U.S.C. app. § 2401, et seq.), the Arms Export Control Act of 1976, as amended (22 U.S.C. § 2751, et seq.), the International Traffic in Arms Regulations (22 C.F.R. 121), and the Export Administration Regulations (15 C.F.R. 368 et seq.), which among other things prohibit:

a. The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property.

b. The provisions of The Arms Export Control Act, 22 U.S.C. § 2778, which provides a maximum penalty of ten years imprisonment and/or a maximum fine of $1,000,000.

Any false information provided and/or concealment of any material information regarding the use, disposition or export of this property may constitute a violation of:

a. The provisions of 18 U.S.C. § 1001, which provides a maximum penalty of five years imprisonment and/or a maximum fine of $10,000.

b. The provisions of The Arms Export Control Act, 22 U.S.C. § 2778, which provides a maximum penalty of ten years imprisonment and/or a maximum fine of $1,000,000.

c. The provisions of 50 U.S.C. app. § 2410, which provides a maximum penalty of ten years imprisonment and/or a maximum penalty of ten years imprisonment and/or a maximum fine of five times the value of the property exported or $1,000,000, whichever is greater, and which also provides for administrative sanctions, including civil penalties of up to $10,000 and the revocation of authority to export goods from the United States.

The Purchaser warrants and covenants that none of the items identified in the Invitation for Bids or contract as being subject to this article will be directly or indirectly used or disposed of for military use.

National Aeronautics and Space Administration
Office of the Administrator
Washington, DC 20546-0001

April 16, 2012

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Administrator

SUBJECT: Authorized Promotional and Personal Use Items

In November 2011, the President issued Executive Order 13589, directing agencies to take "more aggressive steps" to cut costs and "limit the purchase of promotional items," commonly referred to as "swag." Many NASA organizations use these items for educational and outreach efforts, and when used properly, these items can inform the public and generate goodwill toward NASA. But these give-away promotional and personal use items are inherently discretionary, and we cannot justifiably continue to spend taxpayer funds on so many of these items when our core research and exploration programs are pressed for every dollar. In response to the President's order, I asked the Mission Support Council (MSC) to develop a clear and enforceable policy to markedly reduce NASA expenditures on promotional and personal use items. After receiving input from every Center and Mission Directorate, the MSC developed this policy, which is effective immediately:

The following items may be purchased using NASA funds to give to employees and members of the public:

- **Printed materials (printed on paper products, such as posters and brochures).**
- **The following traditional mission/organization identification items: stickers, patches, and pins.**
- **Flags flown in space (as official presentation and awards items).**
- **Inexpensive recyclable plastic bags (for the distribution of authorized materials).**

The expenditure of NASA funds on any other NASA-branded promotional and personal use items is not authorized.

This policy applies to all items purchased with appropriated funds, whether directly through contracts, subcontracts, purchase orders, or Government purchase cards or indirectly via outreach requirements on contracts and agreements. Modest items purchased as awards in accordance with NASA and Federal awards policies (e.g., NPR 3451.1B, NASA Awards and Recognition Program) or as presentation items using Official Representation Funds in accordance with the requirements of NPR 9050.1A are not limited to the items on this list. I have instructed the MSC to review periodically the list of approved items. If you believe that specific items should be added to or removed, please contact the MSC to participate in their review.

In addition:

When purchasing or distributing promotional and personal use items, NASA employees shall do so in accordance with these guidelines (see enclosure):

- **The recipient and purpose of the items are clearly articulated.**
- **The items represent NASA and its programs and missions in the best possible light.**
- **The purchase and distribution of the items comply with applicable laws and policies.**
- **For outreach and education materials, the item conveys meaningful information in the specific distribution context.**
- **Items have a low cost.**
- **The organization using the item has an effective plan for ensuring the items reach intended recipients in an appropriate context.**

This policy applies to all future purchases. Items purchased prior to the enactment of this policy may still be distributed, but prior to distribution, NASA personnel shall reevaluate the use of the items using the six guidelines outlined above to the extent possible in an effort to ensure their most effective use. Every NASA employee has a responsibility to help make sure that every aspect of our operations, from missions into deep space to distributing promotional and personal use items, conspicuously reflects prudent fiscal stewardship.

Individuals responsible for the purchase or expenditure of appropriated funds on unauthorized items or distribution of promotional and personal use items in violation of this policy may be subject to the entire available range of administrative penalties and may be required to reimburse the Government for the cost of the unauthorized purchase.

I know that NASA employees and contractor employees are extraordinarily proud of the work they do at NASA and many of us purchase NASA-branded items, such as clothing, mementoes, and gifts using personal funds. This policy does not affect any individual's ability to use personal funds in this manner. I hope our NASA family members continue to show their pride for NASA in this way.

This policy and the other Agency efforts to find administrative savings are focused on cutting actual costs, as well as demonstrating to the public and other Government stakeholders that NASA is serious about fiscal discipline in this period of constrained funding. Thank you for your continued efforts to make it obvious to taxpayers and our Government partners that NASA uses every dollar of our funds carefully and wisely.

Charles F. Bolden, Jr.

Enclosure

GUIDELINES FOR THE PURCHASE AND DISTRIBUTION OF PROMOTIONAL AND PERSONAL USE ITEMS

(Note: Consult the Mission Support Council's list of authorized items prior to making any purchase)

1. **Recipient and purpose for the item are clearly articulated.**

   - Authorized purposes may include:
     - Ceremonial and presentation items of nominal value (for non-employees, these items need to be purchased using the Administrator's Representation Fund).
     - Items necessary for disseminating information about Agency activities.
     - Bona-fide nonmonetary awards for Federal employees.
   - Unauthorized purposes to give away personal use items include enhancing employee morale, gifts or awards to contractors using general appropriations, and general "promotion" of a mission or organization.
   - Some items that are authorized for certain purposes and recipients may become unauthorized if given for other purposes and recipients (e.g., branded business supplies without information value purchased solely for employee use, but then given to members of the public).

2. **Item presents NASA and its program/missions in the best possible light.**

   - It should be apparent from the item itself that good business judgment was used in its purchase.
   - Purchasing "novelty" or frivolous items is not permitted.
   - Items should not be easily used out-of-context or in a manner that could cause the Agency embarrassment.

Enclosure

GUIDELINES FOR THE PURCHASE AND DISTRIBUTION OF PROMOTIONAL AND PERSONAL USE ITEMS (CONT'D)

3. **Compliance with laws and policy. Agency regulations with guidance on what personal items may be purchased and differing processes of approval include:**

   - Mission Support Council decisions on authorized personal use items.
   - Awards, NPR 3541.1B, NASA Awards and Recognition Program, and Personnel Bulletin 2010-04-CJD.
   - Items to be given at conferences, NPR 9700.1, Travel and Conference Attendance and Reporting.
   - Ceremonial and presentation items to non-NASA recipients, NPR 9050.1A, Official Representation Fund.
   - Items for disseminating information, NPD 2521.A, Communications and Material Review.
   - All items purchased with purchase cards, Procurement Information Circular 10-14, Special Approvals for Purchase Card Transactions

4. **The item must convey meaningful information (applies to those items whose purpose is to disseminate information, not necessarily for gifts or awards).**

   - The item containing the information should be targeted to the recipient, logically related to the information and distribution context, and to the extent possible should contain substantive information about mission and/or organization activities.
   - Determine whether the information contained in the item is best disseminated with a personal use item and not more appropriately through other means.
   - The information and the use of the particular item in context must be coordinated with other related communication efforts and policies (such as the Communications Material Review Process) at all levels (mission, Center, and Agency).

5. **Items should have a low cost, and the item itself should be secondary to the information conveyed, or in the case of a gift or award, to the ceremonial importance of the event, accomplishment, or milestone.**

6. **The purchasing organization must have an effective plan for ensuring the item(s) reach the intended recipient in the appropriate context.**

   - Distribution plan should include controls for ensuring that items are not used for purposes and recipients other than those intended.
   - Retaining "stocks" of items without intended recipients in mind should be avoided.

Appendix H. References

H.1 Public Buildings, Property, and Works, 40 United States Code (U.S.C.), § 101 et seq.

H.2 Exchange or Sale of Similar Items, 40 U.S.C. § 503.

H.3 Management of Shelf Life Materials, 41 C.F.R. 101-27, § 27.2.

H.4 Federal Acquisition Regulation (FAR), Government Property, 48 C.F.R. 45, and NASA FAR Supplement (NFS), Government Property, 48 C.F.R. 1845.

H.5 Shippers—General Requirements for Shipments and Packagings, 49 C.F.R. 173.

H.6 Exec. Order No. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 24, 2007.

H.7 Exec. Order No. 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," October 5, 2009.

H.8 NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and Agency's Unified Visual Communications System, 14 C.F.R. 1221.1.

H.9 Office of Management and Budget Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, sections 30-37.

H.10 OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information.

H.11 Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 92 1, Inherently Governmental Functions, dated September 23, 1992.

H.12 Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 93 1 (Reissued), Management Oversight of Service Contracting, dated May 18, 1994.

H.13 NPD 1440.6, NASA Records Management.

H.14 NPD 2190.1, NASA Export Control Program.

H.15 NPD 4300.4, Use of Space Shuttle and Aerospace Vehicle Materials as Mementos.

H.16 NPD 9250.1, Capital Asset Identification and Treatment.

H.17 NPR 7120.5, NASA Space Flight Program and Project Management.

H.18 NPR 7900.3, NASA Aircraft Operations Management.

H.19 Federal Supply Classification—Groups and Classes, Cataloging Handbook H2, http://www.dispositionservices.dla.mil/turn-in/usable/h2book.pdf.

H.20 SF 1428, Inventory Disposal Schedule.

H.21 GSA Bulletin FMR B-4 (Utilization and Disposal) Environmentally safe procedures covering the utilization and disposal of electronic equipment.

H.22 GSA Bulletin FMR B-13 Property Use of Exchange/Sale When Replacing Property.

H.23 GSA Bulletin FMR B-14 Use of Photographs When Reporting Excess Property and When Selling Property.

H.24 GSA Bulletin FMR B-27 Annual Executive Agency Reports on Excess and Exchange/Sale Property.