



NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: NASA Personal Property Disposal Procedural Requirements

Responsible Office: Logistics Management Division

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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.

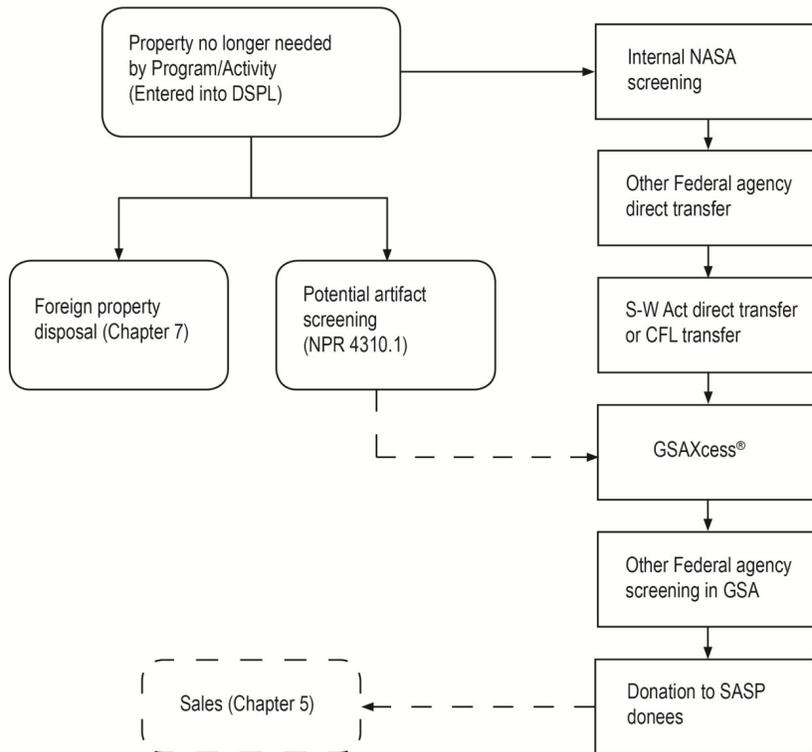


Figure 2-1. Generic Excess Property Disposal Flow Chart

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.

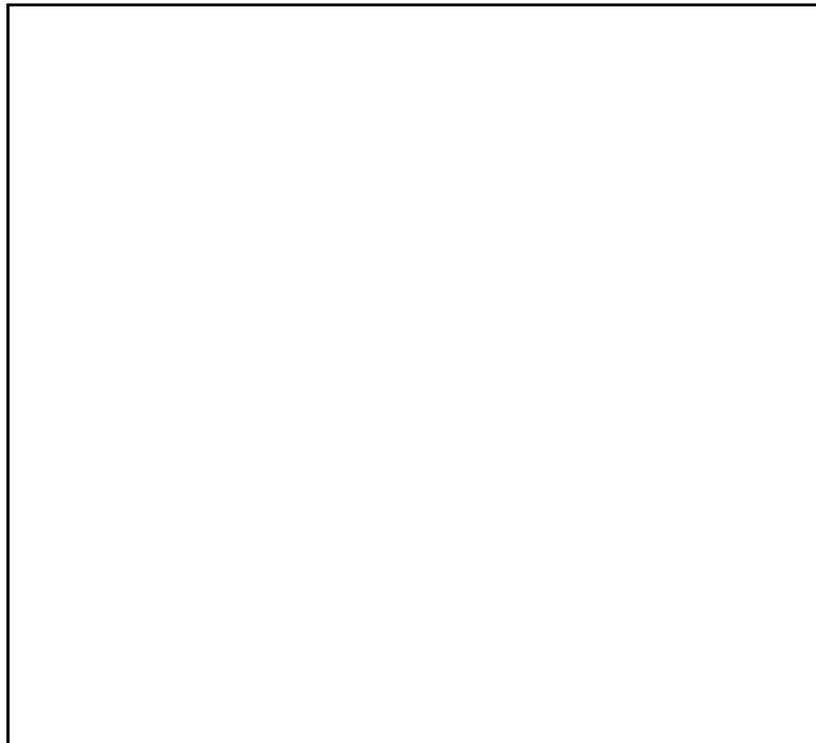


Figure 2-3. Generic Excess Property Acquisition Flow Chart

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.dcmamil/>) 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.

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