

APPENDIX A

Definition of Terms

As used throughout these procedures and guidelines, the words and terms defined in this Appendix shall have the following meanings:

Assembly Item - An item without which the basic unit of equipment cannot operate, such as motors for pumps and machine tools.

Borrows - Term used to differentiate internal loans between custodians at the same Center or between Centers from external loans within NEMS.

Calibration - The process of determining the deviation from a standard so as 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 in other equipment or to fabricate another item.

Capital Equipment - An item of equipment with an acquisition cost of \$5,000 or more that has an estimated service life of 2 years or more, that will not be consumed or expended in an experiment, and that most generally will be identified as an independently operable item.

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 Code - A code assigned to indicate the physical condition and usability of equipment.

Contract Number - A unique identifier assigned to each NASA contract, pursuant to the NASA procurement request.

Contracting Officer - Any person with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority.

Contracting Technical Monitor - An authorized representative of a contracting officer acting within the limits of his or her authority.

Controlled Equipment - All equipment that has an acquisition cost of \$1,000 or more, that has an estimated service life of 2 years or more, or that will not be consumed or expended in an experiment. Also includes selected items of equipment with an acquisition cost of less than \$1,000 designated and identified as sensitive by the holding Center.

Conditional Records - Written memoranda or identifying checks of any description or type used to control items of equipment, such as requisitions, NASA Form 1602 transaction documents, tool checks, stock record books, and machine records.

Disposal - The disposition of surplus personal property through donation, sale, abandonment, or destruction.

Electronic Mail - An electronic method of sending messages that can also be used to request custodian or user changes in lieu of the NASA Form 1602.

Entry Reference Number - A unique control number generated by NEMS for each transaction input to NEMS.

Equipment - An item of real or personal property generally in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$100, which may perform a function independently or in conjunction with other equipment or components.

Equipment Control - The maintenance of records or documents of equipment transactions that provide NASA information such as item identification number, description, and current physical location.

Equipment Control Number - The identification number assigned and affixed to each item of equipment for control purposes by tag or decal number.

Equipment Found on Station - Any equipment meeting the criteria for control for which formal accountability has not been established.

Equipment Pool - The collection, at a central point, of equipment under control for issue to individuals or organizations.

Equipment Record - A record maintained by the Supply and Equipment Management Officer that provides selected NASA information about each item of controlled equipment.

Equipment Reutilization Screening - The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment.

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

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

Excess Turn In (see NASA Excess) - Personal property determined unnecessary to the need and discharge of the holding organization and, therefore, turned in to the property organization for reutilization or disposal.

Fabricated Item - Personal property that is manufactured for, or constructed by, the using organization. Fabricated items meeting the controlled equipment criteria will be controlled as set forth in section II of these procedures and guidelines.

Federal Supply Class - A four-digit property identification code describing commodity classification. See Federal Cataloging Handbooks H2 series.

Government Bill of Lading - A receipt issued by the Government that lists goods shipped.

Government-Furnished Equipment - Equipment either furnished to a contractor or acquired by the contractor, as in Contractor Acquired Equipment.

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

Loaned Equipment - Equipment in temporary use by other than the accountable organization.

Maintenance and Repair of Equipment - Recurring day to day, periodic, or scheduled activity required to keep equipment in working condition, or to resolve it or its components to a condition substantially equivalent to its originally designed capacity and efficiency.

Manufacturer's Model Number - The identification of a single type item of a manufacturer's product line.

Modification - A basic or functional change made to an equipment item to give a new orientation or to serve a new purpose.

NASA Excess - Personal property that is not required for needs and discharge of the Agency's responsibilities.

NASA Federal Acquisition Regulation Supplement - A document which, with the Federal Acquisition Regulation, establishes uniform policies and procedures relating to the procurement of property and services. The NASA Federal Acquisition Regulation Supplement applies to all purchases and contracts made by NASA for property and services which obligate appropriated funds.

NEMS Configuration Control Board - A permanent technical control group responsible for maintaining NEMS configuration control. Members are from each Center and NASA Headquarters. The Board Chairperson convenes the group as necessary.

NEMS Control - That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports (see Transaction Control Document).

NEMS Equipment Manager - The key individual(s) within the equipment management organization interfacing with the property custodians and equipment users.

NEMS Reutilization Coordinator - A designated official at each NASA Center responsible for overall management and direction of equipment reutilization, as well as for relationships between that Center and NASA Headquarters, other NASA Centers, and NASA contractors.

Noncapital, Nonsensitive Controlled Equipment - Items with an acquisition cost between \$1,000 and \$4,999 and not identified as sensitive items.

Noncontrolled Equipment - Items of equipment not designated as sensitive that have an acquisition cost of less than \$1,000.

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

Plant Equipment - Personal property of a capital nature consisting of equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items, but excluding special tooling and special test equipment used, or 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.

Property Accountability - A record of transactions, systematically maintained, that at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a Center or a contractor.

Property Custodian - An individual appointed by the Division Director who is responsible for the controlled equipment assigned to the organization or geographical location of that property management area.

Property Custodian, Full-time - An individual assigned by the Supply and Equipment Management Officer specifically to handle the management of property. An individual responsible for the management of all controlled equipment assigned to a designated geographic property management area of an assigned geographical location or account (generally 5,000 to 8,000 equipment items). Full-time custodians are normally assigned to the Property Management Office, with expanded duties and responsibilities.

Property Custodian Module - A subsystem to the NEMS that allows on line processing by the custodians of selected changes to equipment within their accounts in lieu of submitting the NASA Form 1602.

Property Disposal Officer - The official appointed by the Center Director responsible for managing the Center's screening, redistribution, and disposal functions.

Property Management Area - An area of property management responsibility by either organization or geographical area, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control.

Property Survey Board - Composed of two or more members with alternates as appropriate and a chairperson that will investigate and make recommendations concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value.

Purchase Request or Purchase Order - A document utilized to state requirement for, and to authorize purchase of, goods and services.

Redistribution - The reassignment of equipment for other use with appropriate transfer of accountability.

Sensitive Item - An item of equipment that, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment. Generally, sensitive items are controlled at an acquisition cost of \$100 or more.

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

Status Code - A key to the relative availability of NEMS reportable equipment by codes. A= active; and B= inactive; Status C and D = no longer required.

Survey Report - A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

Transaction - Each add, delete, or change to an equipment record in NEMS.

Transaction Control Document, NASA Form 1602 - The document generated by NEMS that controls property custodian equipment transactions after the initial entry into the NEMS data base, and that serves as the property custodian's detailed record for each assigned equipment item.