

PART II - ACTIONS (Cont.)

2. EQUIPMENT MANAGEMENT REPRESENTATIVE REVIEW

a. RECOMMENDATIONS

b. TYPED OR PRINTED NAME

c. SIGNATURE

d. DATE

3. SUPPLY AND EQUIPMENT MANAGEMENT OFFICER REVIEW

a. INVESTIGATION AND RECOMMENDATIONS

b. TYPED OR PRINTED NAME

c. SIGNATURE

d. DATE

GENERAL INFORMATION

All capital equipment, that equipment with an acquisition cost of \$500 or more, that has an estimated service life of one year or more, which will not be consumed or expended in an experiment, and selected items of equipment designated and identified as sensitive by the installation must be (1) recorded in the NASA equipment control records, which are subsidiary records to the NASA General Ledger Accounts; and (2) physically marked with an equipment control number.

In coordination with the cognizant property custodian, it is the responsibility of an individual possessing untagged equipment that appears to meet the criteria for control to ensure (1) prompt preparation and submittal of a Found on Station (FOS) Equipment Investigation; and (2) immediate notification to Equipment Management in order to facilitate prompt tagging of the equipment.

INSTRUCTIONS

Document No. -- A transaction number assigned by the NASA Equipment Management System (NEMS) for maintaining accountability of the controlled equipment item.

Part I -- Investigation and Statement of Circumstances. -- To be completed by the individual possessing equipment, that individual's property custodian, or other individual responsible for investigating the circumstances that allowed the equipment item, apparently qualifying for control,

to bypass physical identification and property and financial control. Note that an example of "other" source may be a "loan-in," which requires the application of a "load-in" identification tag.

Part II -- Action. -- Self-explanatory. However, Equipment Management representative may wish to obtain concurrence of Receiving Supervisor or other individual(s) involved, and so annotate concurrence as part of his or her review.