APPENDIX I	A.	P	P	E	N	D	I	X	ı
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## Found On Station (FOS) Equipment Investigation

Note See Instructions on	reverse. Pleas	e type or print	clearly.		
NAME AND TITLE OF INDIVIDUAL	L POSSESSING EC	UIPMENT		OFFICE/MAIL CODE	DOCUMENT NO.
ITEM NAME	MODEL	FSC			
MANUFACTURER AND YEAR MAI	NUFACTURED			SERIAL NO.	EQUIP. CONTROL N
				SEMINE NO.	EGOIF. CONTROL NO
ACQUISITION COST •• LOCA			CATION OF EQUIPMENT		DATE FOUND
	BLDG	ROOM	OTHER		
PROPERTY CUSTODIAN (Name an	d signature)		OFFICE/MAIL CODE	ACCOUNT CODE	DATE SIGNED
	PART I - INVES	STIGATION AN	D STATEMENT OF C	RCUMSTANCES	
1. SOURCE OF EQUIPMENT FOUND	D (Check and com	plete where applic	able)		
PURCHASED LEAS	SED GOVER			RACTOR OTHER	
FROM	INANS	oren ex	CESS EXCES	S	
(Name of Contractor,	Vendor, Governme	ent Agency)	(City and State	· · · · · · · · · · · · · · · · · · ·	(Date Received)
AUTHORITY:					
	act/P.O. No. or Ott	her)	(Requester)		(Org Code)
METHOD OF DELIVERY: CONTR	RACTOR/VENDOR	TO USER	RECEIVING DOCK TO US	R CONTRACTO	OR INSTALLED
MOTOR FREIGHT CARRIER					TO USER
HAND CARRIED BY			OTHER		
FABRICATED BY					
	(Shop or Techn	nician)		(Work Order No.)	
	(Requester)			(Org. Code)	
. EXPLANATIONS (Use to explain v	why item was not	controlled upon rea	ceint delivered through rec	=	annersta abant if
INVESTIGATION AND FINDINGS E	BY (Name and sig	inature)	4. OFFICE/MAI	LCODE	. DATE
		DARTI	I - ACTIONS		
		PARII	I - ACTIONS		
		PARTI	I - ACTIONS		
USER DIVISION/DIRECTORATE RE RECOMMENDATION TO PREVENT		FARI	1 - ACTIONS		

PART II - A	CTIONS (Cont.)	
2. EQUIPMENT MANAGEMENT REPRESENTATIVE REVIEW		<u> </u>
a. RECOMMENDATIONS		
·		
b. TYPED OR PRINTED NAME		
O. THE ON PRINTED NAME	c. SIGNATURE	d. DATE
3. SUPPLY AND EQUIPMENT MANAGEMENT OFFICER REVIEW		
a. INVESTIGATION AND RECOMMENDATIONS		
D. 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**

<u>Document No.</u> -- 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.