

# APPENDIX H-2



National  
Aeronautics and  
Space  
Administration

## Employee Loan Agreement

### NASA EQUIPMENT IN THE CUSTODY OF A NASA EMPLOYEE PERFORMING OFFICIAL DUTIES OFF-SITE

*This NASA Equipment Loan Agreement is entered into by the employee identified below pursuant to NHB 4200.1, "NASA Equipment Management Manual." This agreement, consistent with the conditions set forth herein, authorizes the employee to remove the equipment described below to the location cited for the official purpose stated, and for a temporary period not to exceed 180 days. Equipment will be returned no later than the end of the approved period or immediately at the discretion of NASA upon notice to the employee. Removal and use of the equipment provided herein is necessary or beneficial to the conduct of NASA's missions or other official Government purposes. Removal of this property will not adversely affect the performance of official duties by the requesting employee or any other employee of the borrowing employee's work unit.*

Employee Name (Last, First, M.I.)	Organization	Extension	Mail Stop
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Length of Time for Loan <input type="checkbox"/> 30 days or less <input type="checkbox"/> 31-180 days	Removal Date	Return Date
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Location Where Equipment Will Be Used	Equipment Site Phone
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Official Purpose (Include reason why official use cannot be accomplished on-site during normal or extended hours.)

Item Description	Item Control Number	Item Model Number	Item Serial Number

### CONDITIONS

*The employee shall assume full responsibility for the care, protection, and use of the NASA equipment and shall not permit its use for other than the purpose of this loan.*

*The employee may be subject to disciplinary action and/or pecuniary liability for any loss, damage, or destruction of the NASA equipment resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct.*

*The employee shall promptly report any loss, damage, or destruction to the appropriate Division Property Custodian no later than 10 working days from the employee's discovery thereof.*

### EMPLOYEE ACCEPTANCE

*"I assume complete responsibility for the equipment listed above and certify that it shall be used only in the conduct of official NASA business. I also certify that this loan is requested for the minimum time required to complete the specified purpose. The use and return of this equipment will comply with all stipulations contained in this agreement."*

Employee (Signature)	Date
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APPROVALS FOR NASA EMPLOYEE (Signatures)			APPROVALS FOR ON-SITE CONTRACTOR EMPLOYEE (Signatures)		
Property Custodian	Code	Date	Property Custodian	Code	Date
Employee Supervisor			Contractor Supervisor		
Date			Date		
Division Director			COTR		
Date			Date		
SUPPLY AND EQUIPMENT MANAGEMENT OFFICER (Required for loan periods of 31 days to 180 days)			Contracting Officer		
Date			Date		
			SUPPLY AND EQUIPMENT MANAGEMENT OFFICER (Required for loan periods of 31 days to 180 days)		
			Date		