March 12, 2003

TO: NASA Supply and Equipment Management Officers

FROM: JG/Director, Logistics Management Office

Subject: Interim Process Change for the Inter-Center Borrow/Transfer Process

Effective immediately, NASA will implement a change to the Inter-Center Borrow/Transfer Process. This change will eventually eliminate NEMS transactions 20 (Receipt From Borrow In) and 75 (Borrow In–Returned). This is required to eliminate duplicate equipment control numbers in NEMS after the consolidation of the NEMS databases, and to avoid costly software changes to NEMS prior to, and following consolidation.

The following interim process will be used until consolidation (NEMS 6.0):

- Process the borrow out as a TC 65 instead of a TC 38; do not enter the expected return date.
- The receiving Center should process a TC 04 instead of TC 20, do not enter the expected return date.
- If the borrow out is to be returned (completed) prior to consolidation, the old process (TC 38, 20, 75, 39) may be used. However, if there is any chance that this activity will not be completed (i.e., the borrow is extended), the old process should be avoided.

The following process will be used after consolidation:

- The owning Center processes a transaction 65 (Transfer to Another NASA Installation) indicating that it is an inter-center borrow by populating the borrow out Due Date and Document Number fields (additions to transaction 65).
- The borrowing Center processes a transaction 04 (Receipt by Transfer-From NASA Installation). The Installation Conveyor and Borrow In Due Date would be generated by the system from the information coded on the transaction 65.
- When finished, the borrowing Center processes a transaction 65 (the Borrow Out Due Date and Document Number would not be entered) and the owning center would process a transaction 04.
Currently, both the owning Center and the borrowing Center track the item on their NEMS database. Both Centers report the item to LIMS. The current process would create a duplicate record on the centralized NEMS. The new process will limit the item to the owner's database for tracking and reporting purposes. Additionally, it will eliminate the duplicate reporting of assets, therefore solving the LIMS problem.

The NASA Equipment Management Manual, NPG 4200.1, will be revised accordingly to reflect this change.

If you have questions concerning this action, please contact Edward A. Ahmad, Manager, Equipment Program, at 202-358-4613.

cc:
ARC/Mr. Kelly
DFRC/Ms. Edmonson
GRC/Ms. Norberg
GSFC/Ms. Higgs
GSFC/Ms. Jensen
JSC/Mr. Johnson
KSC/Ms. Denis
LaRC/Mr. Johnson
MSFC/Mr. Zurkin
SSC/Mr. Griffith