

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MM 4000.1C, CH. 3

Date: DEC. 2, 1991

Material Transmitted:

1. Marshall Manual, MM 4000.1C, Change 3, subject: "Property Management Manual"
2. This manual has been changed to:
 - a. Incorporate memoranda changes received from NASA Headquarters;
 - b. Incorporate recommendations by the Headquarters Functional Review Team;
 - c. Change Paragraphs 201 and 204 to reflect new MSFC Form 424 routing method;
 - d. Incorporate changes in Center policy; and
 - e. Make minor editorial changes.
3. The changes to paragraphs and appendices are indicated by an asterisk.

(ORIG S/BY)

C. D. Bean

Director

Administrative Operations Office

Distribution:

SDL-2

CN41/100 copies

Filing Instructions:

Remove pages v, vi, 1, and Paragraphs 103, 201, 204, 209, 210, 406, 501, 503, 505, 602, 604, 607, 618, 622, 625, 701, 702, 708, 1100 and Appendices A, B, C, E, and G, and insert the attached replacement pages as numbered. File this sheet in front of Change 2.

MSFC-Form 1376 (Rev. July 1979)

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MM 4000.1C, CH. 1

Date: August 26, 1988

Material Transmitted:

1. Marshall Manual, MM 4000.1C, Change 1, subject: "Property Management Manual"
2. This manual has been changed to incorporate Change 1 of NHB 4200.1C, "NASA Equipment Management Manual." The paragraph changes to MM 4000.1C are indicated by an asterisk on the attached pages.

(Original signed by)

C. D. Bean

Director

Administrative Operations Office

Distribution:

SDL-2

CN41/100 copies

Filing Instructions:

Remove pages 103-4, 623-3, 623-4, 1103-1 and 1104-1 and insert the attached pages as numbered.

MSFC-Form 1376 (Rev. July 1979)

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MM 4000.1C	Date: April 1, 1988
-----------------------------	---------------------

Material Transmitted:

1. Marshall Manual, MM 4000.1C, Subject: "Property Management Manual."
2. This revision constitutes a complete reissue of MM 4000.1B, "Property Management Manual."
3. The paragraph alignment has been changed to provide subject clarity.

Distribution:

SDL 2

CN41/100 copies

Filing Instructions:

Remove MM 4000.1B and Changes 1, 2, and 3 thereto; Replace with the attached MM 4000.1C.

MSFC-Form 1376 (Rev. July 1979)

PROPERTY MANAGEMENT
MANUAL

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

MM 4000.1C

Management Operations Office Property Management Division

MSFC-Form 454 (Rev. October 1976)

PREFACE

The Property Management Manual is designed and oriented toward all MSFC and supporting on-site contractor users of material and equipment. It implements policy and provides procedural guidance governing the supply, use, custody, and disposition of MSFC-owned personal property. This manual is set within the framework of guidance provided by Federal Property Management Regulations and NASA Headquarters and serves to implement NHB 4200.1, NASA Equipment Management Manual, NHB 4100.1, NASA Materials Inventory Management Manual, and NHB 4300.1, NASA Personal Property Disposal Manual. It provides general supply and equipment management operating instructions and assignment of responsibilities for managing capital, non-capital, and expendable items of property essential to the overall supply and equipment management mission.

The Chief, Property Management Division, Management Operations Office, who is also designated as the MSFC Supply and Equipment Management Officer, is responsible for the publication and maintenance of this Manual. Any MSFC activity desiring changes will submit them to the Chief, Property Management Division, CN41.

This manual supersedes MM 4000.1B, dated August 31, 1982, and Changes 1, 2, and 3 thereto.

Distribution of the Manual is to basic organizational elements. Additional copies may be obtained from the Property Management Division.

(Original signed by)

James R. Thompson, Jr.
Director

Distribution:
SDL 2
CN41/100 copies

TABLE OF CONTENTS

CHAPTER 1 - *This chapter has been canceled by MPG 4000.2 dated 9/7/00*

GENERAL PROVISIONS

PARA 101	Purpose, Applicability and Format
PARA 102	Supply and Equipment Instruction Series
PARA 103	Responsibilities
PARA 104	Assignment of Property Managers

CHAPTER 2 - *This chapter has been canceled by MPG 4000.2 dated 9/7/00*

ADMINISTRATIVE & SPECIAL REQUIREMENTS

PARA 201	Documented Requests
PARA 202	Sole Source and No Substitute Justifications
PARA 203	Procurement of "Nice to Have" Items
PARA 204	Request for Safety Items
PARA 205	Request for Clothing and Laundry Services
PARA 206	Request for Portable Heaters
PARA 207	Request For Desk Lamp
PARA 208	Index and Control of Precious Metals and Strategic and Critical Materials
PARA 209	Management of Bench Stock
PARA 210	Office Furniture, Furnishings, and Equipment
PARA 211	Management of Explosive Materials
PARA 212	Management of Radioactive Materials
PARA 213	Management of Returnable Containers
PARA 214	Identification and Reporting of Potential Artifacts
PARA 215	Hardware and Material Returned from Space

CHAPTER 3

MANAGEMENT OF STORES STOCK

PARA 301	General
PARA 302	Establishment of New Items in Stores Stock
PARA 303	Replenishment of Stores Stock
PARA 304	Issue of Stores Stock
PARA 305	Retention of Items in Stores Stock
PARA 306	Administrative Office Supplies

CHAPTER 4

MANAGEMENT OF PROGRAM STOCK

PARA 401	General
PARA 402	Establishment of Program Stock Account
PARA 403	Acquisition and Replenishment of Program Stock
PARA 404	Turn In to Program Stock
PARA 405	Issue of Program Stock
PARA 406	Retention of Program Stock

CHAPTER 5

MANAGEMENT OF STANDBY STOCK

PARA 501	General
PARA 502	Establishment of Standby Stock Account
PARA 503	Acquisition and Replenishment of Standby Stock
PARA 504	Issue of Standby Stock
PARA 505	Retention of Standby Stock

CHAPTER 6 - *This chapter has been canceled by MWI 4200.1 dated 9/8/00*

EQUIPMENT CONTROL PROCEDURES

PARA 601	General
PARA 602	Controlled Property
PARA 603	Acquisition and Installation of Noncollateral Equipment

PARA 604	Property Removal - Handcarries
PARA 605	Borrows (Loans) and Transfers of Property Between Property Managers
PARA 606	Personally-Owned and Corporate-Owned Property
PARA 607	Custodial Storage
PARA 608	Equipment Pool
PARA 609	Lease and Rental Property
PARA 610	Loans of MSFC Personal Property
PARA 611	Controlled Property Incorporated Into or Separated From a Major Item
PARA 612	Controlled Property Expended Into a Space Vehicle or Consumed in Research and Development
PARA 613	Controlled Property Expended Into Approved Projects
PARA 614	Expenditure of Controlled Items
PARA 615	Installed Property
PARA 616	Equipment Found on Station
PARA 617	Equipment Cannibalization/Modification
PARA 618	Fabricated Equipment
PARA 619	Experimental Equipment
PARA 620	Unique Equipment
PARA 621	Accountability and Control of Computer Systems
PARA 622	Equipment Reutilization Screening (NEMS)
PARA 623	Survey Reports
PARA 624	Annual Walk-Through Inspection of Equipment
PARA 625	Maintenance and Repair of Equipment (Including Off-Center and Warranty Repair)

PARA 626 Replacement of Lost, Damaged, or Detached NEMS Tags

CHAPTER 7

RECEIPTS AND SHIPMENTS

PARA 701 General
PARA 702 Receipts
PARA 703 Receipt of Property from Non-Government Sources
PARA 704 Inspection and Acceptance of Materials and Equipment
PARA 705 Returning Material and Equipment to Vendor
PARA 706 Initiation of Expediting Actions
PARA 707 Shipments
PARA 708 Reporting Inferior Quality GSA/DOD Products
PARA 709 Receipt and Control of Capital and Sensitive Property
PARA 710 Shipment (Transfer) to a NASA Installation
PARA 711 Shipment to MSFC Employees
PARA 712 Shipment of Government Furnished Equipment (GFE) to a Contractor

CHAPTER 8

STORAGE

PARA 801 General
PARA 802 Tool Crib Operations
PARA 803 Controlled Access Storage System

CHAPTER 9 - *This chapter has been canceled by MWI 4300.1 dated 4/10/00*

PROPERTY DISPOSAL AND REUTILIZATION

PARA 901	General
PARA 902	Optimum Utilization of MSFC's Program/Project Hardware and Equipment
PARA 903	Turn In of Materials and Equipment
PARA 904	Determination of MSFC Excess Personal Property
PARA 905	Screening of MSFC Excess Personal Property
PARA 906	Screening of Other Government Excess Personal Property
PARA 907	Screening of Contractor Inventory Excess Personal Property
PARA 908	Purchase of Government-Owned Surplus Personal Property by NASA Personnel
PARA 909	Exchange or Sale of Property for Replacement
PARA 910	Issue of Controlled Property from Excess
PARA 911	Issue of Expendable Material from Excess

*CHAPTER 10

RESERVED

CHAPTER 11

INVENTORIES

PARA 1101	General
PARA 1102	Annual Sensitive Item Inventory
PARA 1103	20-Percent Annual Inventory of Sensitive Items
PARA 1104	Triennial Inventory of MSFC Controlled Personal Property
PARA 1105	Change of Property Manager Inventory

* Changed by this revision

APPENDICES

ADMINISTRATIVE INFORMATION

A	Definition of Terms
* B	Units of Issue
C	Inventory Classification Codes
D	Supply and Disposal Condition Codes
E	Activity Supply Officers and Ownerships
F	MSFC Stock Catalogs
G	Sensitive Items
H	Forms and Examples
I	Issuance Transmittal Sheet

* Added by this revision

ALPHABETICAL SUBJECT INDEX

<u>SUBJECT</u>	<u>PARAGRAPH</u>
A	
*Abbreviations, Units of Issue	App B
Accountability of Space Returned Hardware	215
Activity Supply Officers and Ownerships	App E
Administrative Information	App A - I
Administrative Office Supplies	306
Admission of Loss or Damage	623
ADPE Control	621
ADPE Turn-In	903
Alcohol Issues	304
Approval Authority	201/210
Artifacts	214
B	
Bench Stock	209
C	
Calculator Management	602
Cannibalization of Equipment	617
Capital Equipment	602
Capital Equipment, Receipt of	709
Catalogs	App F

* Changed by this revision

<u>SUBJECT</u>	<u>PARAGRAPH</u>
C	
Chemical Containers	213
Circulation of Excess Listings	905
Classification Codes	App C
Clothing, Foul Weather	205
CMIS	621
Collateral Equipment	603
Computer System Control	621
Consumption of Equipment	612
Containers, Control of	213
Contractor Excess	907
Contractor Property Removal	604
Control of Computer Systems	621
Control of Experimental Equipment	619
Controlled Access Storage	803
Controlled Property	602
Copy Machine Repair	210/625
Cost Elements	App C
Coveralls	205
Crib, Tool	802
Critical Metals	208
Custodial Storage	607
Cylinders	213

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
D	
Damage or Loss	623
Defective Receipts	705
Definitions	App A
Delegations	103
Demurrage Charges	213
Desk Lamps	207
Direct Procurements	201
Direct Receipts	702
Disassembly of Equipment	617
Disposal Condition Codes.	App D
Disposal of Material	904
Disposal of Property	903
Dray Receipts	702
Drums	213
D-Voucher	702

E

Equipment Acquisition Document	603
Electric Heaters	206
EOQ Table	904
Equipment Acquisition Document Coordinator	603
Equipment Cannibalization	617
Equipment Inventories	1101
Equipment Loans	610
Equipment Manufacture	618
Equipment Pool	608
Equipment Rental	609

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
E	
Equipment Storage	607
Equipment Reutilization Screening (NEMS)	622
Erroneous Receipts	705
Examples of Forms	App H
Excess	904
Excess, Issue of Expendable Material from	911
Excess Property Available from other Gov't Agencies	906
Excessing Property	904
Exchange/Sale of Property	909
Exercise Option of Lease	609
Expediting of Procurements	706
Expenditure of Items	612-614
Experiment Storage	803
Experimental Equipment	619
Explosives, Control of	211
F	
Fabrication of Equipment	618
Film Issues	304
Flight Qualified Equipment	602
Forms	App H
Foul Weather Clothing	205
Found on Station	616
Furniture	210
Furniture Moves	210
Furniture Repair	210

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
G	
GFE, Shipment	712
Gloves, Issues	304
Government-Owned/Contractor Acquired Equipment	628
H	
Handcarries - Property Removal	604
Handling of Space Returned Hardware	215
Hardware, Program/Project	902
Heaters	206
I	
IDR (Inbound Discrepancy Report)	702
Inactive Storage	607
Inclement Weather Clothing	205
Incorporation of Components	611
Incorrect Receipts	705
Individual Responsibilities	03
Inspection Rejection Reports (IRR)	705
Installed Property	615
Inventories of Equipment	101-1105
Inventory Classification Codes	App C
IRR (Inspection Rejection Report)	705
Issuances	102
Issuance Transmittal Sheet	App I
Issues	304/405/504

<u>SUBJECT</u>	<u>PARAGRAPH</u>
J	
Justification for Procurement	202
L	
Laboratory Coats	205
Lamps, Desk	207
Lateral Transfer	605
Laundry Services	205
Leased Equipment	609
Leased Property, Procurement of	609
Liability, Relief of	623
Loan of Equipment	610
Loans, Non-Government	703
Loss or Damage	623
Loss of Identity of Controlled Items	611
Lost Property	623
M	
Maintenance of Office Furniture	210
Maintenance of Office Machines	625
Manufacture of Equipment	618
Moves, Furniture	210
N	
NEMS (NASA Equipment Management System)	601
NEMS Tags	626

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
N	
Nice-To-Have Items	203
No Substitute Justification	202
Non-Collateral Equipment	603
Non-Funded Receipts	703
Non-Government Receipts/Loans	703
O	
Off-Center Loans	610
Off-Center Shipments	707
Office Equipment	210
Office Furniture	210
Office Machine Repair & Maintenance	625
Office Machine Replacement	210
Office Moves	210
Ownership Accounts	App E
P	
Pecuniary Liability, Relief of	623
Personal use of Government Property	604
Portable Heaters	206
Potential Artifacts	214
Precious Metals	208
Procurement of Leased Equipment	609
Program Hardware.	902
Program Stock	401
Program Stock, Acquisition	403

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
P	
Program Stock, Establishment	402
Program Stock, Issue	405
Program Stock, Retention	406
Program Stock, Turn-In to	404
Project Hardware	902
Property Manager Assignment	104
Property Manager Responsibilities	103
Property Pass	604
Property Removal	604
Property and Supply Issuances	102
Proprietary Receipts	703
Protective Equipment	204
Purchase of Surplus Property	908
Purpose	101
Q	
Quality Inspection	704
R	
Radioactive Materials	212
Rain Gear	205
Real Property	615
Receiving Report	702
Receipts	702
Redistribution of Excess	904
Relief of Accountability.	623

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
R	
Removal of Equipment Tags	602/626
Removal from Installation	604
Rental of Equipment	609
Repair of Office Furniture	210
Repair of Office Machines	625
Replacement of Office Furniture	210
Replacement of Office Machines	
Report of Survey	623
Requests, Preparation of	201
Requests, Receipt & Identification of Personal Prop	602
Responsibilities	03
Return to Vendor	705
Returnable Containers	213
Returned from Space, Hardware & Materials	215
S	
Safety Equipment	204
Safety Shoes	204
Sale for Replacement	909
Sale of Surplus	908
SAWS (Stock Authorization Withdrawal System)	304/306
Sensitive Item Listing	App G
Sensitive Items	602
Sensitive Item Inventories	102
Serial Number Tracking System	602

Alphabetical Subject Index (Cont'd)

<u>SUBJECT</u>	<u>PARAGRAPH</u>
S	
Shipments	707
Shipment to NASA Installation	710
Shipment to NASA Employee	711
Sole Source Justification	202
Space Heaters	206
Space Returned Hardware/Material	215
Standby Stock	501
Standby Stock, Acquisition	503
Standby Stock, Establishment	502
Standby Stock, Issue	504
Standby Stock, Replenishment	503
Standby Stock, Retention	505
Stock Catalogs	App F
Stock Issues	304/405/504
Storage, Custodial	607
Stores Stock	301
Stores Stock Catalog	App F
Stores Stock, Establishment	302
Stores Stock, Replenishment	303
Stores Stock, Retention	305
Supply and Equipment Management Officer	103
Supply Condition Codes	App D
Supply Issuances	102
Surplus Property Purchased by Individuals	908
Survey Report	623

<u>SUBJECT</u>	<u>PARAGRAPH</u>
S	
Systems, Components	611
T	
Tool Cribs	802
Transfers, Equipment, Lateral	605
Transmittal Sheet	App I
Turn-In for Exchange/Sale	909
Turn-In of Property	903
U	
Unique Equipment	620
Unit of Issue	App B
Unit of Measure	App B
Untagged Property Found on Station	616
Unusable Receipts	705
V	
Vendor, Return to	705
W	
Walk Through Inspection	624
Wrong Receipts	705
X	
Xerox Copier Repair	625

CHAPTER 1

This chapter has been canceled by MPG 4000.2 dated 9/7/00
CHAPTER 1 - GENERAL PROVISIONS

<u>PARAGRAPH</u>	<u>SUBJECT</u>	<u>PAGE</u>
PARAGRAPH 101	Purpose, Applicability and Format	100-1
PARAGRAPH 102	Supply and Equipment Instruction Series	102-1
*PARAGRAPH 103	Responsibilities	103-1
PARAGRAPH 104	Assignment of Property Managers	104-1

* Changed by this revision

101 PURPOSE, APPLICABILITY AND FORMAT

a. Purpose

The purpose of the Marshall Space Flight Center Property Management Manual is to implement instructions and directives pertaining to the supply and equipment functions of the Center.

b. Applicability

The provisions of this manual are applicable to all personnel engaged in supply and equipment activities within the Marshall Space Flight Center. Any reference in the manual to contractors or contractor personnel are for informative purposes only to MSFC civil servants. Contractors and contractor employees performing mission type contracts at MSFC are governed by the terms and conditions of their respective contracts and are governed by this manual only to the extent contractually agreed upon. Contractors are responsible for equipment and other property as set forth in the Federal Acquisition Regulation (FAR), the NASA/FAR Supplement, and the applicable contract.

c. Format

This manual is divided into chapters, paragraphs, and subparagraphs.

d. Subject Matter Arrangement

To facilitate references and revisions, the subject matter is separated so that only one subject is covered in any single paragraph. Through the arrangement of numbering, the instructions can be kept current by addition, deletion, or replacement of pages when changes are made.

e. Paragraph Numbering

Each paragraph is assigned a three digit number and pertains to a specified subject within a major subject. Paragraphs are numbered to indicate the applicable chapter. The first numeral from the left represents the chapter number. Subsequent numerals represent the particular paragraph number within the chapter. Paragraphs are further divided into subparagraphs designated a, b, c, etc.

f. Reestablishing Paragraph Numbers

Any subject matter coded under a paragraph number may be completely rescinded and the paragraph number reassigned to another subject provided the subject pertains to the general topic dealt with in that particular chapter of the manual.

g. Forms

Samples of forms referenced in the text are contained in Appendix H.

h. Page Numbers

Page numbers are identical to the paragraph number contained on the respective page(s) and are shown in the lower center of the page. No more than one paragraph will be contained on each page or series of pages as applicable.

i. Suggestions or Comments

Suggestions, questions, or comments should be directed to: The Chief, Property Management Division, CN41

j. Revision Procedures

Changes to the text will be accomplished by the issuance of revised paragraphs with the date of the revision. Additions will be issued as new paragraphs with appropriate numbers to conform with the numerical arrangement of the text and will be dated. All revisions should be incorporated into the manual and superseded pages removed. The issuance transmittal sheet will be serially numbered and should be filed in serial number sequence as part of Appendix I.

An issuance transmittal sheet will be forwarded with each revision or addition to this manual. Missing revisions and additions may be obtained by addressing request to: Property Management Division, Systems Support Branch, CN42

k. Mission

The mission of the Marshall Space Flight Center encompasses research and development, component fabrication, testing, development of means of manufacture, and creation of a system for supply and maintenance of NASA space vehicles. The mission of the Property Management Division is to provide operating elements with all supplies, materials, and equipment necessary to carry out the overall mission of the center.

102 SUPPLY AND EQUIPMENT INSTRUCTION SERIES

Marshall Management Instructions are published under the MSFC Issuance System MMI 1410.1. Supply and Equipment instructions are series 4000 thru 4999. Following is a list of approved NASA Management Instructions and Marshall Management Instructions.

4000 - GENERAL

NMI 4000.2 NASA Equipment Management

NMI 4050.1 Supply Support by Defense Logistics Agency

NMI 4050.2 Assignment and Maintenance of FEDSTRIP and MILSTRIP Activity Address Codes

NMI 4060.1 Control of Returnable Containers

4100 - INVENTORY MANAGEMENT

NHB 4100.1 Materials Inventory Management Manual

4200 - EQUIPMENT MANAGEMENT

NHB 4200.1 NASA Equipment Management Manual

NHB 4200.2 NEMS Users Guide

NMI 4210.4 Supply, Equipment, and Traffic Management Reporting Requirements

NMI 4220.1 Standards for Office Furniture and Furnishings

4300 - UTILIZATION AND DISPOSAL

NHB 4300.1 NASA Personal Property Disposal Manual

NMI 4300.2 Recovery of Precious Metals and Critical Materials

NMI 4300.3 Disposal of STS Materials other than Artifacts

NMI 4310.2 Utilization of Excess Personal Property of Other Federal Agencies

NMI 4310.4 Identification and Disposition of NASA Artifacts

NMI 4320.5 Purchase of Government-Owned Surplus Personal Property by NASA Personnel

NMI 4340.1 Delegation of Authority to Approve Policies and Other Matters Related to Disposal of foreign Excess Personal Property

NMI 4340.3 Delegation of Authority to Approve Disposal of Foreign Excess Personal Property

4400 - SUPPLY CATALOGING

NHB 4410.1 Utilization and Maintenance of Federal Cataloging

103 RESPONSIBILITIES

a. General

- (1) The Director, MSFC, is responsible to NASA Headquarters for overall property administration within the Center. The head of each major organizational element within the Center is, by virtue of the position, similarly responsible to the Director and is expected to place the same emphasis on property administration as afforded the other two basic elements of management personnel and funds.
- (2) The Director has delegated the authority for enforcing and directing the overall supply and equipment activities within MSFC to the Administrative Operations Office, Management Operations Office.
- (3) The MSFC laboratory/office directors are primary officials responsible for all property assigned to their organizations, including all aspects of its use and condition. This level of authority is referred to in NHB 4200.1 as the "division director/chief," the head of an installation's secondary organizational element (i.e., the element one level below the level of the basic organizational element).
- (4) The responsibilities for supply and equipment administration at Center level are delegated by the Center Director to the MSFC Supply and Equipment Management Officer who is also the Chief, Property Management Division (PMD).
- (5) The MSFC Supply and Equipment Management Officer will ensure, on behalf of the Center Director, that those policies and procedures pertaining to property administration, which are established and directed by NASA Headquarters and MSFC, are strictly followed. The head of a major organizational element within the Center having the need to deviate from established procedures will fully document such deviation to the MSFC Supply and Equipment Management Officer for determination and action as appropriate and consistent with the overall supply and equipment mission.

b. The Supply and Equipment Management Officer's Responsibilities include:

- (1) Developing and accomplishing a comprehensive program of supply and equipment support for current and future programs at MSFC.
- (2) Developing, staffing, maintaining, and publishing the MSFC Property Management Manual. This manual shall announce approved policy and define the procedure to govern supply and equipment management within all laboratories and offices of MSFC.
- (3) Maintaining adequate levels of supplies and records of accountability to fulfill MSFC requirements.
- (4) Maintaining a stock catalog, listing all stores stock items carried in active inventory. This catalog will be provided to the laboratories and offices for ordering purposes.
- (5) **LOST INFORMATION** controlled personal property (capital equipment and sensitive items).
- (6) Determining equipment items which will be designated for control as sensitive.
- (7) Determining the items which will be designated for control as "nice-to-have" items.
- (8) Ensuring the designation of property management areas with the concurrence of the organizational heads concerned.
- (9) Ensuring that a Property Manager is appointed and trained for each property management area.
- (10) Ensuring that Property Managers are provided with documentation for all controlled equipment under their control.
- (11) Reviewing the records and performance of Property Managers.
- (12) Coordinating and assisting each laboratory or office director/manager with his annual walk-through inspection, consolidating and reporting results to the Center Director. (NHB4200.1)

103 Responsibilities (Cont'd)

- (13) Ensuring the accomplishment of controlled property inventories, including the inventory required when there is a change in Property Managers.
- (14) Ensuring that the Property Survey Officer and Property Survey Board are fully informed of their duties.
- (15) Ensuring managerial liaison with institutional and industrial organizations using and administering MSFC personal property.
- (16) Coordinating the transaction records for controlled equipment, utilized by MSFC and its contractors, with the Equipment Reutilization Coordinator.
- (17) Conducting a semiannual reconciliation of PMD property records with the equipment type accounts maintained by the Financial Management Officer.
- (18) Processing corrective adjustments resulting from the semiannual reconciliation so that the net results are reflected in the Semiannual Report of Supply and Equipment Operations (NASA Form 1324) as of March 31 and September 30.
- (19) Screening all requests for equipment to identify extravagance or impropriety and forwarding such requests to the Director, Administrative Operations Office.
- (20) Determining which material is inventory and assuring that it is properly classified in accordance with NHB 4100.1 and in coordination with the Financial Management Officer.
- (21) Ensuring, with respect to physical control and accountability, that installation policies, procedures, and systems necessary to comply with NHB 4100.1 are developed, implemented, and maintained.
- (22) Coordinating with the Financial Management Officer to ensure adequate integration with the financial accounting system.
- (23) Implementing and monitoring the Precious Metals and Critical Materials Program.
- (24) Approving or assigning an appropriate designee to approve all NEMS global changes.

103 Responsibilities (Cont'd)

c. The Property Manager's Responsibilities include:

- (1) Performing a complete physical inventory of all assigned property and reconciling all discrepancies with PMD prior to acceptance of responsibility for a property management account.
- (2) Maintaining records (including NASA Forms 1602, NEMS Transaction Documents) for all controlled personal property charged to his account. The records must reflect the exact property location and status. In the case of sensitive items, the name and signature of the individual responsible for the use, care, and protection of the property must also be included on each Form 1602.
- (3) Making certain that property in his custody and control is used for official purposes only.
- (4) Performing an annual inventory of all assigned capital/sensitive and noncapital/sensitive property.
- (5) Assisting the Supply and Equipment Management Officer in conducting physical inventories.
- (6) Assigning sensitive items to primary users and securing the signature of the primary user on NASA Form 1602.
- (7) Accompanying the laboratory or office director/manager in conducting the annual property walk-through inspection.
- (8) Initiating adjustment action for components removed from or added to assigned equipment.
- (9) Identifying inactive property that is no longer needed and initiating action for turn-in.
- (10) Preparing survey reports to account for lost, damaged, or destroyed property.
- (11) Notifying the laboratory/office director for designation of a temporary or new Property Manager if he is to be absent for a period of 30 days or more.
- (12) Keeping the Supply and Equipment Management Officer informed of all changes (including location changes) affecting the status of the equipment under his custody. Changed by this revision

103 Responsibilities (Cont'd)

- (13) Notifying PMD when he is transferred, reassigned, or terminated, in sufficient time to permit a physical inventory and orderly transfer of his account to the new Property Manager.
- (14) Referring known or anticipated equipment requirements to the Supply and Equipment Management Officer for review and screening by the NEMS Reutilization Coordinator.
- (15) Reporting untagged controlled equipment (including fabricated equipment) found in his assigned area to the Supply and Equipment Management Officer.
- (16) Ensuring that equipment is used to the maximum extent. Equipment that is used on a part-time basis should be considered for turn-in.
- (17) Ensuring that employees properly use and safeguard assigned property. Safeguarding is of particular importance during off-duty hours.

d. Industrial Property Officer's Responsibilities:

The Industrial Property Officer is appointed by the SEMO to manage and coordinate property matters among the various contracting officers, technical officials, contractor officials, and delegated Property Administrators and Plant Clearance Officers. The responsibilities of the Industrial Property Officer under the Contract Property Management function are outlined in Part 18-45 of the NASA Supplement to the Federal Acquisition Regulations.

e. Property Survey Officer's Responsibilities:

Each Installation Director will appoint a senior management official as the Installation Property Survey Officer with authority to investigate and approve all survey reports (NHB 4200.1) not handled by the Property Survey Board. The Property Survey Officer may refer surveys to the Property Survey Board for action. Supply and Equipment Management Officers, their supervisors or subordinates, will not be designated as Property Survey Officers.

f. Property Survey Board's Responsibilities:

Each Installation Director will establish a Property Survey Board composed of two members (with alternates, as appropriate) and a Chairperson who will investigate and make recommendations concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value. The Property Survey Officer, Supply and Equipment Management Officer, or individuals involved in the maintenance of official installation property records will not be designated to serve on the board.

g. Individual Responsibilities include:

(2) The sale, gift, loan, exchange, or other disposition of any government property not specifically authorized by law or directives issued by NASA is illegal. No government-owned property will be physically removed from the Center without proper documentation.

(3) Each individual is responsible for identifying equipment not being actively used in pursuit of approved programs and projects.

(4) Each employee is responsible for ensuring that any loss or damage of government property is officially reported to the appropriate property manager and the Security Division.

(5) Each employee is responsible for notifying the MSFC Security Officer immediately when government property is missing.

(6) Each employee assigned as a user of equipment will inform the property manager of all location changes of such equipment.

* Changed by this revision

ASSIGNMENT OF PROPERTY MANAGERSi

a. General

The assignment and subsequent responsible performance of a Property Manager is paramount to the success of the MSFC property management system. The Property Manager, is by organization and definition, an extension of the Supply and Equipment Management Officer.

b. Procedure

(1) To designate a civil service Property Manager the following procedure applies:

The Laboratory/Office Director will designate, in writing, the individual to be nominated for appointment as Property Manager for a specific area. Property Manager appointments will be limited to no lower than branch chief or designee level. The memorandum requesting appointment will be forwarded to the MSFC Supply and Equipment Management Officer for approval.

(2) To designate an onsite Contractor Property Manager the following procedure applies:

Onsite Contractor Management will designate, in writing, on company letterhead, the individual to be nominated for appointment as Property Manager for a specific area. The request for appointment will be submitted to the Contracting Officer or his representative for concurrence. Upon concurrence, the Contracting Officer or his representative will forward the request for appointment to the MSFC Supply and Equipment Management Officer.

(3) The MSFC Supply and Equipment Management Officer will receive, approve/disapprove, and then forward the approved letter of appointment to the Property Management Division for processing.

(4) Upon receipt of the approved letter, Property Management Division, Equipment Branch, will:

(a) Assign a property account number to the individual, record name and document number in the organization master listing of approved Property Managers, and file the designation letter and a copy of the appointment letter.

b) Provide the new Property Manager with a letter of appointment designating the property management area number and the property management account number. Also, provide a copy of NEMS User's Guide and MSFC Supplement to the User's Guide.

- (c) Schedule a training session for the new property manager.
- (d) Forward notification of the new Property Manager and account number to the appropriate IMSC Activity Supply Officer.
- (e) Add the new Property Manager's account number to the NEMS table.

This chapter has been canceled by MPG 4000.2 dated 9/7/00

CHAPTER 2 - ADMINISTRATIVE & SPECIAL REQUIREMENTS

PARAGRAPH	SUBJECT	PAGE
*PARAGRAPH 201	Documented Requests	201-1
PARAGRAPH 202	Sole Source and No Substitute Justifications	202-1
PARAGRAPH 203	Procurement of "Nice to Have" Items	203-1
*PARAGRAPH 204	Request for Safety Items	204-1
PARAGRAPH 205	Request for Clothing and Laundry Services	205-1
PARAGRAPH 206	Request for Portable Heaters	206-1
PARAGRAPH 207	Request for Desk Lamp	207-1
PARAGRAPH 208	Index and Control of Precious Metals and Strategic and Critical Materials	208-1
*PARAGRAPH 209	Management of Bench Stock Materials	209-1
*PARAGRAPH 210	Office Furniture, Furnishings, and Equipment	210-1
PARAGRAPH 211	Management of Explosive Materials	211-1
PARAGRAPH 212	Management of Radioactive Materials	212-1
PARAGRAPH 213	Management of Returnable Containers	213-1
PARAGRAPH 214	Identification and Reporting of Potential Artifacts	214-1
PARAGRAPH 215	Hardware and Material Returned from Space	215-1

* Changed by this revision

201 DOCUMENTED REQUESTS

a. General

*

(1) MSFC organizations and onsite service contractors with purchasing authority should carefully assess requests for supplies and equipment which might give the impression of extravagance or impropriety upon casual observance by disinterested parties. The MSFC Supply and Equipment Management Officer (SEMO) will carefully screen all requests for supplies and equipment to identify such acquisitions and will forward requests to the Director, Administrative Operations Office for a determination.

(2) Care should be exercised to assure that vendors meet the requirements for system safety as outlined in the NASA Safety Manual, NHB 1700.1, for major hardware and software acquisitions.

* (3) The Procurement Office or the Institutional Mission Services Contractor (IMSC) Acquisition Function will require the vendor to include a completed Material Safety Data Sheet, OSHA-20, when procuring material in Federal Supply Group 68 and Federal Supply Classes 1377, 3439, 5350, 5610, 5850, 5855, 5860, 5970, 6635, 6750, 7310, 7930, 8010, 8030, 8040, 9150, 9330, 9390, 9530, 9535, 9540, 9545 and 9630, if an MSDS is not on file at MSFC.

(4) Original Requests

(a) MSFC Form 55 or MSFC Form 424 will be used for request that will result in the receipt of materials or equipment by the Property Management Division (PMD). Other appropriate forms will be used for requesting services only.

(b) MSFC Form 55 will contain no more than 15 line items and only one federal stock group when procured from a federal source. Capital equipment and expendable items will not be combined on the same document.

(c) The level of approval authority in requesting materials and equipment depends upon the type of request and the total dollar value. These levels of authority and their corresponding criteria for approval are listed in MMI 5101.5.

*

(d) In accordance with the Federal Property Management Regulations, the Defense Supply Center (DSC) or the General Services Administration (GSA) should be used as the primary source of supply for items in the Defense Logistics Agency (DLA) or GSA catalogs. Local purchases are authorized in cases of documented emergencies or when it is in the best interest of the Government in terms of quality, timeliness, or cost to best meet the requirement.

* Changed by this revision

201 Documented Requests (Cont'd)

(e) Each using element with the responsibility of assigning document control numbers (DCN's) will maintain a log of all numbers assigned to them by PMD to prevent duplication of numbers and to stay within the assigned series. A written memorandum stating the reason for any unused or skipped numbers will be submitted to the SEMO at the end of each fiscal year.

(f) Requests for subscriptions to newspapers, technical journals, and services will indicate the correct address of the office for which the subscription is intended. All purchase orders for subscriptions will indicate direct delivery to the office or individual.

(5) Supplements

(a) Supplemental requests will be submitted only after it has been determined that there is sufficient time to process and effect such corrective changes.

(b) The processing of supplemental requests which reflect a cancellation will be accomplished on MSFC Form 55. The supplemental document will be processed through the same supply channels as the original. Changes or cancellations will bear the same DCN as the original. If more than one supplement is submitted, additional supplement numbers will be assigned in numerical sequence. Changes or supplements will be prepared by the activity originating the procurement request.

(c) Examples of actions which would normally be the subject of supplemental requests are: changes in nomenclature; changes or additions to specifications; changes or extensions to delivery dates; changes in quantities originally submitted; establishing a priority when none existed; cancelling a request; providing additional funding; or decreasing funds already applied.

* Changed by this revision

Documented Requests (Cont'd)

(d) When changes in quantity are requested, the complete nomenclature of the original line item will be shown. The new quantity will be underlined and a statement annotated on the face of the supplement indicating a change in quantity. When changes in nomenclature or specifications are made, the original nomenclature shown on the request will be included.

(e) Prices will be listed on all supplements submitted for the purpose of changing the specifications or the original price. Both the new price and original price will be listed on the supplement.

*b. Procedure - General

(1) Using organizations will:

(a) Request stores stock through the Stock Authorization Withdrawal System (SAWS). (See Paragraph 304.)

(b) Request program stock through the appropriate IMSC Activity Supply Officer (ASO). In order to withdraw program stock, an individual must be authorized in writing by the laboratory/office director of the organization owning the program stock.

(c) Request standby stock through the appropriate IMSC ASO. In order to withdraw program stock, an individual must be authorized in writing by the laboratory/office director of the organization owning the standby stock.

*c.

Procedure - Organizations Other than S&E

(1) Using organizations will:

*

(a) Request material from excess or by direct procurement by preparing MSFC Form 55 or corporate purchase request (in the case of onsite contractors).

*

(b) Forward MSFC Form 55 to the appropriate IMSC ASO.

*

(c) Forward corporate purchase request through the Contracting Officer (CO) or his Representative (COR), if required, to IMSC Cataloging.

* Changed by this revision 201-3

*

(d) Onsite contractor purchase requests will include:

1. -Sequential purchase request number
2. -Contract number
3. -Source of supply
4. -Unit price
5. -Realistic need date (ASAP is not acceptable)
6. -Item description (as complete as possible)
7. -Model number or part number
8. -Manufacturer's name, if possible

(2) IMSC ASO, in support of PMD, will:

(a) Review MSFC Forms 55 for completeness, accuracy, and proper approvals.

(b) Screen for availability or substitute from stock assets.

*(c) If available from stores stock or excess, process MSFC Form 55 through NSMS for issue to the requester.

*(d) If not available from stock assets, forward MSFC Forms 55 to IMSC Cataloging for additional review and screening.

(3) IMSC Cataloging, in support of PMD, will:

*(a) Review MSFC Forms 55 and perform additional screening for availability from stock assets, other federal agencies (GSA and DLA), MSFC, NASA, or other agency excess property and for availability of substitute items. If items are available from these sources, return the MSFC Form 55 to the IMSC ASO for appropriate action.

*(b) Assign Federal Supply Classification (FSC) codes and cost elements and enter on MSFC Forms 55 for items not available from Center stocks, excess, NEMS Reutilization System, or other federal sources.

*(c) Upon completion of screening and certification by PMD that requested materials or equipment are not available from federal sources and that outside procurement is required, forward MSFC Form 55 through the Financial Management Office to the Procurement Office.

* Changed by this revision

201 Documented Requests (Cont'd)

*(d) Review contractor purchase requests to determine availability from stock assets, other federal agencies (GSA and DLA), MSFC, NASA, or other agency excess property and for availability of substitute items. Items screened through NEMS. Reutilization will be reviewed to determine the correct FSC and approved item name for use in transferring the item(s) to MSFC NEMS. Contractor purchase orders will also be screened to identify any "nice-to-have," ADP, or controlled items which will require approval from the contracting officer.

*(e) When available equipment is found through NEMS Reutilization, immediately notify the contractor by telephone. The contractor may accept or reject the item verbally but must forward a written response within 10 days in accordance with paragraph (6) below. Emergency requests will only be screened for equipment available at MSFC.

*(f) Following completion of screening actions in (e) above, return the contractor purchase request to the requester for appropriate action.

*

(4) Onsite contractors, when available equipment is offered, will:

*(a) Follow up verbal response to PMD with a letter within 10 days indicating acceptance or rejection of offered equipment. If rejecting item, cite justifications for rejection.

*(b) When offered equipment is accepted, the contractor will:

*1. -Request the offered equipment via DD Form 1149 through the contracting officer or

*2. -Request the offered equipment through an MSFC sponsor via MSFC Form 424 or 55.

*d. Procedure - S&E Organizations

*(1) S&E requesting organization will:

*(a) Request material from MSFC stocks, MSFC excess, or by direct procurement by preparing MSFC Form 424.

* Changed by this revision 201-5

*(b) If request is for issue from stock (except controlled items), issue from excess, or for procurement of safety shoes or glasses, forward Form 424 to the appropriate EM collocated Laboratory Support Branch personnel who will certify funding and forward to the appropriate IMSC ASO.

*(c) If request is for issue of controlled items from stock or direct procurement, forward Form 424 to the appropriate EM collocated Laboratory Support Branch personnel who will certify funding and forward to IMSC Cataloging.

*(2) IMSC Cataloging, in support of PMD, will:

*(a) Review Forms 424 and screen for availability from stock assets, other federal agencies (GSA and DLA), MSFC, NASA, or other agency excess property and for availability of substitute items. If items are available from these sources, return the Form 424 to the EM Laboratory Support personnel or IMSC ASO, as appropriate, for completion of action. If item is available from stores stock and is a controlled item, obtain the approval of the Chief, Supply Branch, on the Form 424 before returning it to the IMSC ASO for issue.

*(b) If items are available through NEMS Reutilization, contact requester for acceptance or rejection of offered equipment. If offered equipment is accepted, return Form 424 to the EM Laboratory Support personnel or IMSC ASO, as appropriate, for completion of action.

*(c) Assign FSC codes and cost element data and enter on Form 424.

*(d) If designation of a property manager and/or user is required on the Form 424, forward the Form 424 to the appropriate IMSC ASO for verification or completion of the information.

*(e) If the item being procured is an ADP item (except for FSC 7035 and 7045) forward the Form 424 to the Information Systems Office, which will approve the document and return it to the appropriate EM Laboratory Support personnel.

* Changed by this revision 201-6

201 Documented Requests (Cont'd)

*(3) IMSC ASO, in support of PMD, will:

*(a) Receive MSFC Form 424 for issue from stock, issue from excess, issue from NEMS Reutilization, procurement from GSA/DLA, or procurement of safety glasses or shoes.

*(b) If Form 424 is for issue of controlled item from stock, ensure that the approval of the Chief, Supply Branch, has been obtained.

*(c) Ensure all other appropriate approvals are included on the document.

*(d) Prepare MSFC Form 55 or other appropriate documentation and process to complete issue action.

*(e) Receive Forms 424 requiring designation of a property manager and/or user. Verify that the property manager designated by the requesting office is correct, or if not present on document, contact the requesting organization to determine correct designation and enter on the Form 424 and return to IMSC Cataloging for completion of PMD screening action.

*(4) EM Laboratory Support Branch personnel will:

*(a) Receive Forms 424 after completion of PMD screening and prepare MSFC Form 55 or other appropriate documentation to complete action.

*(b) Forward MSFC Forms 55 (with Form 424 attached) through the Financial Management Office to the Procurement Office.

* Changed by this revision 201-7

202 SOLE SOURCE AND NO SUBSTITUTE JUSTIFICATIONS

a. General

(1) "Sole source" and "no substitute" justifications will be fully documented. Normally they will be used only when necessary to assure compatibility with existing MSFC equipment and material or when only one source is available.

(2) MSFC Supply and Equipment Management Officer or a designated representative will review all procurement requests for nonstock items of material or equipment to assure that items or acceptable substitutes are not available in NEMS, stores stock, standby stock, program stock, or excess.

b. Definitions

(1) Sole Source Justification: Justification used when procurement is desired from a specific vendor or source. These documents do not go through normal competition processing.

(2) No Substitute Justification: Justification used when procurement of a particular model or style is desired based on the individual application to programs or projects.

c. Approval Requirements

Requests for sole source or no substitute procurement will be signed by the requesting organization Laboratory/Office Director.

203 PROCUREMENT OF "NICE-TO-HAVE" ITEMS

a. Definition

Nice-to-have items are defined as items having cosmetic or decorative appeal and which are not specifically necessary to perform normal office or shop functions.

b. Policy

Certain items of expendable supplies categorized as nice-to-have are procured under the authority of MMI 5101.5 and require the approval of the Director, Administrative Operations Office. The MSFC Supply and Equipment Management Officer will designate those expendable items of supply which will be classified as nice-to-have.

c. Examples

Following is a list, not all inclusive, of items designated by the Supply and Equipment Management Officer as nice-to-have:

- Artificial plants
- Ash trays (executive)
- Attache cases
- Chinaware
- Coffee pots
- Desk sets (special)
- Mechanical pencils (special)
- Name plates
- Pen sets (executive types)
- Picture frames
- Pocket knives
- Portfolios (leather)
- Razor point pens (all colors)
- Rolling writers
- Silver service
- Silverware
- Water glasses
- Water pitchers
- Foul weather gear (not justified for safety reasons)

204 REQUEST FOR SAFETY ITEMS

a. Reference (Only applicable parts of most recent edition apply.)

MMI 1730.1

b. Definitions

For the purpose of this manual, safety items include, but are not limited to, the following:

- (1) Foot protection (safety boots and shoes)
- (2) Hearing protection
- (3) Respiratory protection supplies and equipment
- (4) Eye protection supplies and equipment
- (5) Welding helmets and shields
- (6) Aprons, suits, and gloves
- (7) Protective head gear
- (8) Face shields
- (9) Barricades, traffic cones, flags, scaffolds, warning signs, alarms, lights, shields, and other public protective devices

c. General

- (1) Supervisors will be responsible for determining the need for safety items.
- (2) The Safety and Mission Assurance Office will review and approve all requests for safety items.
- (3) Consultation and assistance may be obtained from the Safety Office or Environmental Health Office.
- (4) Individuals are responsible for the proper care and ensuring necessary maintenance of safety items issued to them.
- (5) All safety items are personal government property which must be properly protected and used for authorized government work only.

d. Procedures

* (1) Using organization will:

(a) Determine those jobs for which safety items are required.

* (b) If S&E, initiate MSFC Form 424 and forward to the appropriate EM collocated Laboratory Supply Branch personnel. Ensure that justification is annotated on the document.

* (c) If other than S&E, initiate MSFC Form 55.

* (d) If request is for safety glasses, attach a prescription for corrective goggles or glasses based on a current eye exam. The prescription must be completed, dated, and signed by a qualified eye specialist and must include bridge size, temple length, and pupillary distance.

* (e) If request is for safety shoes:

* 1-Indicate whether the request is for an "initial" or "replacement" pair. Employees will be limited to one pair of safety shoes per year except in unusual circumstances as determined by the S&MA Office.

* 2-Replacement issues will be made on a one-for-one basis through the turn-in of the worn out safety shoes in exchange for new shoes.

* 3-Procurement will be made from approved sources as supplied by S&MA Office. If these shoes are not suitable, a doctor's certificate from the MSFC Medical Center must accompany any procurement request for shoes from other sources.

* (f) Request fire extinguishers as follows:

* 1-Ensure that the request document identifies the type (including national stock number) of fire extinguisher required and the proposed exact location (building number, room number, and position in room).

* Changed by this revision

*2-Request replacement fire extinguisher by returning empty or unusable fire extinguisher to the substore in building 4471 for exchange.

*(g) Request work gloves as follows:

1-Work gloves will be issued to employees who have a properly completed MSFC Form 40 with the special block for "gloves" annotated (see Paragraph 303).

2-Replacement issues will be made to the employee on a one-for-one basis through the turn-in of the worn out gloves in exchange for new gloves.

*(h) Forward the MSFC Form 424 or MSFC Form 55 to the appropriate IMSC Activity Supply Officer (ASO).

*(2) IMSC ASO, in support of Property Management Division (PMD) will:

*(a) Receive MSFC Forms 55 and 424. Prepare MSFC Form 55 from information contained on Form 424.

*(b) Ensure all appropriate approvals are included on the request document (e.g., SRM&QA).

*(c) If request is for safety glasses or shoes, ensure all appropriate documentation (prescription, doctor's certificate, etc.) is attached and forward through the Financial Management Office to the Procurement Office.

*(d) All other requests will be forwarded to IMSC Cataloging for screening action and forwarding to complete issue or procurement (see Paragraph 201).

*(e) Upon receipt of discrepant glasses or goggles, have the employee take his safety prescription glasses or goggles to the eye examiner, specifying each discrepancy.

* Changed by this revision

* (3) IMSC Receiving, in support of PMD, will:

* (a) Receive safety shoes and process in accordance with applicable procedures. Notify the employee that he/she will be required to personally pick-up the shoes at the receiving area in building 4471.

* (b) Require the employee to try on newly received safety shoes to ensure a proper fit prior to issue.

* (c) When safety shoes have been accepted by the requester, stamp across the outer sole immediately adjacent to the heels of both shoes as "MSFC Government-Owned Property."

* (4) IMSC Issue, in support of PMD, will:

* (a) Issue safety items and fire extinguishers when the user presents a properly approved MSFC Form 55 or when the employee is duly authorized in the Marshall Supply Management System Stock Authorization Withdrawal System.

* (b) Issue replacement gloves on a one-for-one basis.

* (c) Issue initial and replacement fire extinguishers. Initial issue will require a properly approved MSFC Form 55. Replacement issues will require turn-in of an empty or unserviceable extinguisher and will be made on a one-for-one basis.

* (5) S&MA Office will:

(a) Review and approve or disapprove request (MSFC Form 55 or MSFC Form 424) for safety items. If request is for safety shoes, verify that the one pair per year quota has not been exceeded.

* (b) Forward certified request for safety items to the IMSC ASO or to IMSC Cataloging, as appropriate.

* Changed by this revision

204-4

205 REQUEST FOR CLOTHING AND LAUNDRY SERVICES

a. References (Only applicable parts of most recent edition apply.)

(1) NMI 1730.1

(2) MMI 5101.5

b. Policy

(1) All clothing, laundry services, and inclement weather clothing essential to the safety and successful accomplishment of government work will be furnished in accordance with the procedures set forth in this paragraph. The criteria considered in the furnishing of protective clothing are certain environmental conditions to which MSFC employees or contractors are subjected. Some of the environmental conditions referred to are chemicals, electrical exposure, arc or radiation, cryogenics, elevated temperatures, fumes, gases, dust, paints, abrasives, grease, or equipment operation. Any of these condition could result in undue damage to the individual's personal clothing, health, or safety. Only the minimum quantity of garments necessary to accomplish the intent of this policy will be authorized and provided.

(2) Laundry services for government-owned garments will be provided at government expense and includes clothing or supplies requiring periodic cleaning or washing by a commercial firm; i.e., coats, overalls, smocks, towels, wash cloths, caps, booties, wipes, hoods, examination gowns, pillow cases, sheets, pants, shirts, uniforms, etc.

(3) Inclement weather clothing should be issued and used when outside temperature reaches, or is predicted to reach 32 degrees, or a wind chill factor of 25 degrees or a combination thereof; and during periods of rain, sleet, or snow. Such clothing will not replace, substitute for, or otherwise be used in lieu of safety protective clothing or equipment. Inclement weather clothing will include outer garments such as raincoats, rain pants and hats, cold weather jackets with hood (parka), rubber insulated boots, but will not include insulated underwear or coveralls.

(4) Inclement weather clothing will be purchased for, and used by, personnel whose principal duties require them to work outside in inclement weather for extended periods of time, for example:

205-1

- (a) The test area.
 - (b) Conducting outside tests.
 - (c) Outside maintenance and repair work.
 - (d) Outside property and supply activities.
 - (e) Outside crane and forklift operations.
- (5) Inclement weather clothing will be requested, stocked, and controlled by the using laboratory/office and will be issued to qualified users by hand receipt from tool cribs or work areas such as the following:

Operations and Maintenance Division

Test Laboratory

Safety and Mission Assurance Office

Management Operations Office

c. Procedure

- (1) Requests for laboratory and shop coats, coveralls, and laundry services will be processed as follows:
- (a) Individuals requesting clothing will:
 - 1-Provide the correct sizes allowing for shrinkage and undergarment seasonal adjustment.
 - 2-Exercise reasonable care for issued items and will not intentionally alter or mutilate such items.
 - 3-Turn in excess clothing items to Property Management Division.
 - 4-Turn in clothing items to Property Management Division upon clearing the Center or transferring to another organization.
 - 5-Present worn out garments for replacement on a one-for-one exchange basis to Property Management Division, Laundry Room, Building 4471.

(b) Immediate supervisor will:

1-Identify those individuals requiring garments consistent with the policy of this paragraph.

2-Submit the initial request for garments, reflecting the person's name, garment sizes, type garments required, a brief description of duties requiring the use of such garments, and an indication as to whether the garments should be flame-retardant.

(c) Laboratory/Office Director or designated representative will:

1-Approve the initial request for issue of recommended garments.

2-Ensure that minimum quantities of garments are provided to those individuals whose duties justify this type clothing.

(d) Property Management Division will:

1-Manage the contract laundry services and acquire laundry items needed by MSFC personnel (excluding lab/shop coats and coveralls).

2-Issue sheets and pillow cases used in restrooms to the janitorial contractor from the laundry room of building 4471.

3-Provide the contractor with a pickup and delivery schedule. The pickup will include all contractor and government-owned garments and contractor-owned supplies. Property Management Division will establish pickup and delivery points and will provide each using organization with the location and schedule for pickup and delivery.

4-Identify the government issuances as to the individual's name and laundry marks accordingly. All items will be furnished to authorized users by hand receipt. Hand receipt will be cancelled when items are returned.

5-Continue to provide cleanroom garments as required.

(2) Requests for inclement weather clothing will be processed as follows:

(a) Supervisors will:

1-Determine those specific jobs which require the use of inclement weather clothing in accordance with the policy of this instruction.

2-Prepare written justification for the requirement and use of inclement weather clothing. Such justification will include: the names of employees; type of work performed; where work is to be performed; the extent to which employees are required to work outside in inclement weather.

3-Turn in clothing which has become defective.

(b) Laboratory/Office Directors will:

1-Review the listing submitted by supervisors.

2-Approve or disapprove the purchase and issuance.

3-Designate areas of responsibility as indicated in paragraph d.(5).

(c) Areas of Responsibility will:

1-Maintain control over the clothing, issue to personnel on an as-required basis, and obtain hand receipts accordingly.

2-Assure clothing is returned to respective checkout areas at the end of the workday when weather conditions outlined in paragraph d.(3) above no longer exist.

3-Issue clothing as required to employees on overtime, weekends, second shifts, etc.

4-Request Property Management Division to have clothing cleaned when necessary.

5-Be responsible for the condition of clothing and request replacement on a one-for-one basis as required.

(d) Property Management Division will:

1-Process MSFC Form 424 (Project/Institutional Requirement Sheet) or MSFC Form 55 (Request for Issue, Procurement, Transfer, or Turn In) in compliance with MMI 5101.5.

2-Obtain cleaning service for clothing as requested.

REQUEST FOR PORTABLE HEATERS

a. Policy

(1) It is MSFC policy to minimize energy consumption. In this endeavor, temperature controls for general office space throughout the Center will be maintained at 68 degrees Fahrenheit during the heating season.

(2) It is MSFC policy that employees may NOT utilize personally owned heaters on Center.

b. General

(1) It is recognized that there may be personnel working on-Center with medically related physical problems of such severity that a working environment above 68 degrees Fahrenheit is required. Past experience reveals that a 1500-watt or less portable heater will provide sufficient supplemental heat to prevent discomfort to the majority of those persons with medical problems.

(2) Electric heaters may be used on a temporary basis to supplement normal building heat only after heating deficiencies have been reported to the Facilities Office and all efforts have been made to provide adequate heat from the building system.

c. Procedure

(1) To assist personnel with a valid medical need, the following procedure has been established for obtaining authorization to use a portable electric heater:

(a) The individual desiring the use of a portable heater will:

1-Obtain a memorandum from MSFC Medical Center certifying that supplement heating is required during the winter heating season for medical reasons.

2-Forward Medical Center certification, along with a memorandum request for supplemental heating, to Office Director, or, if for S&E, to EM01, Associate Director for Management. Memorandum should provide the name of the requester, office symbol, and building location.

Request for Portable Heater (Cont'd)

(b) The employee's Office Director, or EM01, if for an S&E employee, will, by endorsement of the request, recommend approval or disapproval and forward to the MSFC Energy Resources Manager.

(c) Upon approval by the Energy Resources Manager, the request will be sent to Property Management Division for issue of the heater. All heaters will be issued from the equipment pool, building 4471.

(d) Heaters will be unplugged from wall outlets when supplemental heat is not required and at the end of each workday.

(e) Heaters will be returned to the Property Management Division equipment pool when the medical need no longer exists or at the end of each heating season.

(f) All approved requests will be retained on file in the equipment pool. Personnel previously approved for portable heaters will be authorized to withdraw a portable heater from the equipment pool at the beginning of each winter season upon certification by the MSFC Medical Center that the justification remains in effect.

(2) To obtain heaters to supplement normal building heat, the following procedure has been established:

(a) MSFC Organizations will:

- 1 -Report heating deficiencies to the Facilities Office.
- 2 -Ensure that all efforts to provide adequate heat from the building system have been exhausted.
- 3 -Contact the Property Management Division to make arrangements for obtaining the heater.

(3) To obtain a portable heater for use after hours or on weekends when employees must work in unheated or reduced heating areas, the following procedure applies:

(a) The employee needing the portable heater will:

Request for Portable Heaters (Cont'd)

1 -Contact the Facilities Office by noon of the workday required or by noon of the Friday preceding weekend use to determine if heat can be provided from the building system.

2 -If heat cannot be provided by the building system, contact Property Management Division to obtain a heater.

3 -Return the heater by noon of the next workday.

4 -For emergencies, when advance notice is not possible, contact Security Guard Headquarters for issue of heaters and access to the work area.

5 -Return the heater to Security Guard Headquarters at the end of the work period.

REQUEST FOR DESK LAMP

a. Reference (Only applicable parts of most recent edition apply)

MMI 1700.1, "Fire Prevention Program"

b. General

(1) This paragraph applies to employees wishing to have a desk lamp provided by the Government.

(2) Prior to installation of a desk lamp, the requirements of MMI 1700.1, "Fire Prevention Program," which details procedures regarding the safe operation of electrical appliances must be complied with.

c. Procedure

(1) Individual requiring Government-provided supplemental lighting will forward a written request to Facilities Office.

(2) Facilities Office will:

(a) Perform a lighting survey and provide results of the survey to the requester.

(b) Review results and determine whether lighting deficiencies can be corrected by utilizing existing lighting facilities or if a desk lamp is required. If deficiency can be corrected utilizing existing lighting facilities, submit work order to accomplish task.

(c) If a desk lamp is deemed necessary notify the requesting individual for preparation of procurement documentation.

(3) Individual Requesting a desk lamp will:

(a) Initiate a procurement request, MSFC Form 55, approved by his/her Office Director; or, if for S&E employee, initiate an MSFC Form 424, approved by Associate Director for Management.

(b) Obtain approval of the Facilities Office on the MSFC form 55 or 424.

Request for Desk Lamp (Cont'd)

(c) Forward approved procurement request to the Director, Institutional and Program Support, requesting approval to procure a desk lamp.

(d) Upon approval by Director, Institutional and Program Support, forward procurement request to Property Management for processing.

208 INDEX AND CONTROL OF PRECIOUS METALS AND STRATEGIC AND CRITICAL MATERIALS

a. Definitions

(1) Applicable precious metals:

Silver	Iridium
Gold	Osmium
Platinum	Rhodium
Palladium	Ruthenium

(2) Applicable critical materials:

Aluminum, metal	Asbestos, chrysolite
Bauxite, abrasive grade	Bauxite, metallurgical or jamaica
Bauxite, metallurgical or surinam	Bauxite, refractory grade
Beryl	Beryllium copper, master alloy
Beryllium metal	Bismuth
Cadmium	
Chromite, chemical grade	Chromite, metallurgical grade
Chromite, refractory grade	Chromium, ferro, silicon
Chromium metal	Cobalt
Columbian carbide powder	Columbian concentrates
Copper	Cordage fiber, abaca
Cordage fiber, sisal	Diamond Ind. dies, small
Feathers and down	
Fluorspar, acid grade	Fluorspar, metallurgical grade
Graphite, natural	Jewel bearing, sapphire or ruby
Lead, corroding and antimonial	
Manganese dioxide, battery grade, synthetic	
Manganese ore, chemical grade	Manganese, metallurgical grade
Mica, phlogopite	Nickel and nickel oxide
Opium, salt	
Platinum group, iridium	Platinum group, palladium
Platinum group, platinum	Pyrethrum

CHAPTER 2

208

Index and Control of Precious Metals and Strategic and Critical Materials (Cont'd)

Quinidine, medicinal quality

Quinine

Rubber

Rutile

Sebacic acid

Shellac

Silicon carbide, crude

Tantalum metal, capacitor grade

Tantalum minerals

Titanium sponge

Vanadium, ferro

Vanadium pentoxide

Vegetable tannin extract, wattle

Zinc

b. General

(1) The above listed metals and materials have been classified as materials requiring controlled storage. A controlled storage area is any vault, room, building, or area which is security controlled to prevent the access of unauthorized individuals. Such areas will be secured in accordance with the provisions of MMI 1620.1.

(2) Using activities having such materials and no secured areas for storage will accomplish turn in for security storage and issue by Property Management Division.

c. Procedure

(1) MSFC Organizations will:

(a) Turn in property containing precious metals or critical material that is no longer required, to the Property Disposal Officer, Property Management Division, for reuse or disposal.

(b) Notify the Property Disposal Officer when excess property contains precious metals or critical materials in recoverable amounts.

(2) Property Management Division, Property Disposal Officer, will:

(a) Accumulate and segregate property by type of commodity (e.g., property containing gold and property containing silver).

- 208
Index and Control of Precious Metals and Strategic and
Critical Materials (Cont'd)
- (b) Report all precious-metal-bearing scrap to the Defense Reutilization and Marketing Office (RSA) for disposition instructions.
 - (c) Identify any other nonreportable or reportable property containing precious metals, when referred for screening or disposal, to the GSA or the Defense Reutilization and Marketing Service (DRMS).
 - (d) Place material in protected storage while undergoing redistribution and disposal.
 - (e) Report all strategic and critical materials to GSA (DM) for possible addition to the National Stockpile.
 - (f) Report all strategic and critical materials not selected by GSA to the appropriate GSA regional office.
 - (g) Submit Report of Activities Generating Precious Metals, to the Director, Supply and Equipment Management Division, NASA Headquarters, no later than 20 days after March 31 and September 30 of each year. Negative reports are required.

209 -MANAGEMENT OF BENCH STOCKS

a. General

*(1) Definition of Bench Stock

Bench stocks consist of low-cost, repetitively-used, consumption-type items located at or near points of use to ensure continuous and uninterrupted operations. Bench stocks, by providing such items in close proximity to the user, reduce the user's need to constantly requisition repetitively required items from a central supply. Tools or tooling do not fall within the definition of bench stock.

(2) Restrictions and Limitations

*(a) For bench stocks consisting solely of stores stock type items, the maximum quantity maintained per line item shall not exceed a 60-day supply.

*(b) For bench stocks consisting solely of program stock type items, the extended value of all items stocked therein shall not exceed \$75,000.

*(c) For bench stocks consisting of both stores stock and program stock type items, the maximum quantity maintained per line item shall not exceed a 60-day supply.

*(3) MSFC Policy

Stocks located in the area of operation which meet at least one of the criteria listed below will be considered candidates for classification as bench stocks:

*(a) Stocks consisting of 100 line items or more of stores stock type items or a combination of stores and program stock items.

*

(b) Stocks containing \$50,000 or more of program stock type items.

b. Procedure

(1) Laboratory/Office Directors will:

*(a) Notify the Supply and Equipment Management Officer (SEMO) when existing stocks meet the criteria contained in paragraph a.(3) above or when new stocks are established which expect to meet the criteria contained in a.(3) above.

* Changed by this revision

209-1__

209

Management of Bench Stock (Cont'd)

*(b) Provide the following information:

*1-Owning organization and location of stock

*2-Justification for establishment/operation of stock operation

*3-Name of individual designated to oversee the management of the bench stock operation

*4-Type of system to be utilized in managing the stock operation (e.g., manual or automated)

*5-Listing of line items contained in stock which will include the following data:

*a. Stock number or part number

*b. Noun and description

*c. Minimum and maximum quantities to be maintained in stock

*d. Months of supply to be maintained in stock

*e. Type of stock (stores, program, or combination of stores and program)

*(2) SEMO will:

*(a) Review all stocks meeting the criteria contained in paragraph a.(3) above and determine if the stock is appropriate for controlled bench stock.

*(b) Notify the appropriate laboratory/office director of determination and any actions required.

*(3) When notified that stock qualifies for controlled bench stock, the laboratory/office director will:

*(a) Establish inventory control records containing a stock status record for each line item to include:

*1-Item identification (stock number or part number)

* Changed by this revision

209-2

*2-Date added/deleted from stock

*3-Minimum descriptive data (i.e., noun)

*4-Unit of issue

*5-Unit price

*6-Stock level (minimum and maximum)

*7-Resupply point

*8-Receipts

*9-Issues

*10-Physical location

*(b) Establish controls to ensure only authorized users withdraw items from the bench stock.

*(c) Submit an annual report to the SEMO by September 30 of each year. The report will include:

*1-Number of line items in stock at beginning of the reporting period

*2-Number of line items added to stock during the reporting period

*3-Number of line items deleted from stock during the reporting period

*4-Number of line items in stock at end of the reporting period

*5-Overall stockage level for the bench stock (e.g., 30 day, 45 day, 60 day, over 60 day)

*6-Total dollar value for the bench stock

*7-A detailed listing of all items added to the bench stock during the reporting period which will include the data included in paragraph b.(1)(b) 5,a - e

*(d) Contact PMD for assistance when needed.

* Changed by this revision

*(4) The SEMO will:

*(a) Annually review each bench stock operation to, verify the validity of justification for the operation and the appropriateness of the inventory control system utilized.

*(b) Periodically perform a Center-wide inspection to identify unreported bench stock operations. Followup to ensure compliance with the provisions of this paragraph.

* Changed by this revision

209-4

210

OFFICE FURNITURE, FURNISHINGS, AND
EQUIPMENT

a. General

The procedures for assignment and procurement of office furniture and furnishings are detailed in MMI 4220.3, "Standards for Office Furniture and Furnishings." This paragraph will detail processing of procurement documents and also the movement and repair of office furniture, furnishings, and equipment.

b. Definitions

(1) File Equipment:: All file equipment, whether standard, nonstandard, or fabricated.

(2) Office Machines: Machines used in the performance of administrative or clerical functions (excluding printing, photographic, and automatic data processing) such as typewriters, adding machines, calculators, dictating machines, transcribing machines, addressing and mailing machines, and word processing equipment.

(3) Photo (Audio-Visual) Equipment:ú Any photographic equipment (excluding that which is printing equipment) required in taking still or motion pictures, processing film, and projecting the film.

(4) Reproduction Equipment: Reproduction equipment such as photo-offset, diazo, hectograph, stencil, office duplicator, multilith made directly from paper masters, plates, binding equipment, vari-typers, headliners, photo-composing machines, flex-o-writers, address-o- writers, address-o-graphs, and quick-copy equipment.

* (5) Security Storage Equipment:ú Storage equipment such as combination lock safes, barlock safes, etc., utilized to store classified information and material.

c. Approval Authority References (Only applicable parts of the most recent edition apply.)

1. MMI 1490.1 details approval authority requirements regarding quick copy equipment.

2. MMI 2410.5 details approval authority requirements regarding computer equipment.

3. MMI 4220.3 details approval authority requirements regarding office furniture and furnishings.

4. MMI 5101.5 details approval authority requirements regarding office machines and equipment.

*5. MSFC Supplement to NHB 1620.3B details approval authority requirements regarding security storage equipment.

d. Procurement

(1) Using organization or IMSC Activity Supply Office (ASO), in support of PMD, will:

* Changed by this revision

210

Office Furniture, Furnishings, and Equipment (Cont'd)

* (a) Review, evaluate, and coordinate requests originating within the organization or received from onsite contractor personnel assigned to the organization. Note: For onsite contractor personnel (whether items are being furnished by the Government or by the contractor) ensure that the Contracting Officer has reviewed and approved the request.

(b) For approved requests, prepare MSFC Form 55 as follows:

1-All items meeting the capital item criteria, cite object class 31 funds.

2-Noncapital items between \$50 and \$5000 and expendable items under \$50 will be requested on separate documents citing object class 26 funds.

*3-If furniture or equipment is to be furnished to onsite contractor personnel, indicate approval on documentation.

(c) Submit supporting documentation and, as applicable, MSFC Form 55 to the appropriate approving official.

(d) Return disapproved requests to the requester.

(e) Forward approved requests for appropriate action.

(f) Accept and use adequate substitute items.

(2) Contracting Officer, when not acting as responsible approving official, will:

* (a) Review, evaluate, and approve/disapprove requests for items to be used by onsite contractor personnel.

* Changed by this revision

210-2

- (b) Forward approved requests to the appropriate IMSC ASO.
- (c) Notify the contractor when the responsible approving official has approved a request for furniture or equipment which the contractor is to furnish.

(3) PMD will:

- (a) Fill request from stock by issuing the exact item or a serviceable substitute item.
- (b) Process procurement requests through normal procurement channels.
- (c) When file cabinets are not available from inventory, request the GSA to fill the requirement.

e. Procurement of Quick Copy Equipment

- (1) Requiring organization will identify their needs which will include salient characteristics of the copier, estimated production requirements and number of personnel that will use the copier routinely, to the Resources and Operations Support Division.
- (2) The Resources and Operations Support Division will recommend approval/disapproval to the Director, Administrative Operations Office and coordinate the funding source.

f. Lease of Quick Copy Equipment

- (1) The requiring organization will identify their needs which will include salient characteristics of the equipment, estimated production requirements, location, building and room number to the Resources and Operations Support Division.
- (2) The Resources and Operations Support Division will obtain the required approvals within Administrative Operations Office.
- (3) The Resources and Operations Support Division will initiate the lease document and coordinate the placement and return of leased copiers.

g. Relocation of Quick Copy Equipment

Requesting organization will submit an MSFC Form Letter 83 to the Resources and Operations Support Division, who will recommend approval/disapproval to the Director, Management Operations Office. The relocation request shall be accompanied by the requesting organization's notification to the property manager and key operator, with the redesignation of each if appropriate.

*h. Issue of Security Storage Equipment

PMD will coordinate all issues/requests for security storage equipment (e.g. safes) with the Management Operations Office, Security Division, prior to issue.

*i. Relocation of Security Storage Equipment

*(1) The requesting organization will notify the Management Operations Office, Security Division, of all actions to relocate security storage equipment.

* (2) PMD will notify the Management Operations Office, Security Division, when requests for movement of security storage equipment are received.

*j. Movement of Office Furniture and Furnishings

(1) Requesting Organization will:

*

(a) Submit the original MSFC Form 915 and three copies to PMD, Management Operations Office, through the Facilities Office, at least 5 working days prior to the desired moving date. Provide the following information:

1- Desired date of move.

2-Approximate number of personnel involved.

3-Name, organizational symbol, and telephone number of a principal and an alternate coordinator who will serve as contact for preparation and execution of the office move.

4-If possible, a diagram of each room to be occupied at the new location (a separate sheet for each room) showing the position for each item of furniture.

* Changed by this revision

210-4-F__

(b) Identify each item to be moved by placing a strip of masking tape in a conspicuous location on the item. On the tape, print the location to which the item is to be moved.

*(c) Provide surveillance personnel during the performance of the move, both at origin and destination, who will work under the general direction of the organization principal/alternate move coordinators. The surveillance personnel will function primarily to: assist in facilitating the identification of items to be moved and the proper placement at destination and identify and report damage to the building, facilities, furniture, or equipment resulting from negligence.

(d) Report any such damage to PMD immediately.

(2) PMD will:

(a) Provide overall coordination in preparation for and execution of the move. This does not include allocating space or determining the arrangement of furniture within the area to be occupied.

(b) Confirm the moving date or determine a mutually satisfactory alternate schedule.

(c) Contact the coordinator of the organization to be moved and schedule and conduct a site inspection, when appropriate.

(d) Accomplish the move.

(3) General Moving Information

(a) Packing material: Cardboard boxes, tape, wrapping paper, corrugated paper, grease pencils, tags, etc., are available through the appropriate IMSC ASO. Personnel are requested to take only those quantities necessary to satisfy requirements.

(b) Box assembly: Masking tape must be used to secure the bottom and top; flaps being interlocked is not sufficient. Reasonable care must be taken to assure that boxes are not overloaded.

* Changed by this revision

(c) Office furniture: Bookcases, storage cabinets, desks, tables, etc., must be emptied of contents. Contents will be packed in cardboard boxes and marked in accordance with the instructions. Drawers must be locked or securely taped. Glass tops will "NOT" be taped to a desk or table; mark them separately.

* PMD will no longer move an employee's furniture when like furniture is already located in the new office. For example, an employee occupying an office which contains middle management furniture and moving to another office also furnished with middle management furniture should request movement of personal effects and those furniture items not already located in the new office. Approving officials should review movement requests to ensure compliance with this policy.

(d) Drafting tables: Tops must be removed, and both top and table must be marked. Lamps will be removed and the cord coiled and taped to the lamp base. Mark lamps or pack them in appropriately marked cartons.

(e) Office machines (typewriters, adding machines, calculators, etc.): All cords will be coiled and taped to the machines. Covers will be placed on the machine, if available, taped securely, and properly marked. Cabinets of office machines will have the access doors and drawers taped shut.

(f) Fragile objects: Care must be exercised in packing fragile objects. Boxes containing these items are to be clearly marked with the word "FRAGILE."

(g) Ash trays and smoking stands: These must be empty.

(h) Chairs: Seat pads will be securely taped to the chairs.

(i) Costumers and coat racks: Hangers and coat racks should be removed, taped together, and then taped to the costumer or coat rack.

(j) Bookcases: Glass doors on bookcases will be closed and taped shut to prevent damage in movement.

* Changed by this revision

(k) File cabinets and safes:

1-Nonclassified: Material will not be removed. Drawer followers will be drawn up tightly to securely hold the contents of the drawers in place. Drawers will be fastened and securely taped or locked to prevent opening.

2-Classified: Same as for nonclassified with respect to preparation of contents. Files Manager will ensure that forms used to record opening and closing information are taped to the cabinet and that cabinets are locked. Files Manager will also accompany classified cabinets/safes to their destination. Management Operations Office, Security Division, will provide guard service for special off-Center shipments.

(l) Communications equipment: Telephones and other communications equipment attached to furniture or equipment to be moved must be disconnected prior to the move. The move coordinator will contact the Communications Office to arrange for this service.

(m) Computer equipment: The move coordinator will contact the maintenance contractor regarding the government-owned computer equipment to be moved. The maintenance contractor will inspect and prepare the equipment to be moved and notify the move coordinator when preparations for movement of equipment has been completed. The move coordinator will move all government-owned computer equipment. If the equipment is leased, the move coordinator will notify contractor from which the equipment is leased to move leased equipment in accordance with the terms of the lease contract.

(n) Construction/Repair: The requesting organization will coordinate all move schedules with the Facilities Office and will contact PMD to establish a required move date. Any change in schedule will be coordinated with all concerned offices.

*k. Maintenance and Repair of Office Furniture

(1) Using Organization will:

*(a) Contact PMD for minor maintenance and repair of furniture (including executive).

(b) Turn in to PMD any furniture beyond repair and forward replacement request to the appropriate IMSC ASO.

(2) PMD will:

(a) Prior to purchase of new office furniture, fill requirements through redistribution, repair, or rehabilitation of furniture already owned insofar as practical.

(b) Provide for minor maintenance and repair of all office furniture within the purview of this instruction.

*(c) Review inventories on a continuing basis to determine those items which can be economically rehabilitated.

(3) Exceptions

Using elements may replace unserviceable casters of chairs with serviceable casters that are available for issue from stores stock when no special skills or tools are required.

211 MANAGEMENT OF EXPLOSIVE MATERIALS

a. Reference (Only applicable parts of most recent edition apply.) MMI 1710.1

b. General

(1)

Receipt, storage, issue, turn in, disposal, and shipment of explosives will be performed by qualified personnel at all times. The inspection, inventory, use, turn in, and selection of explosive items for disposal is the responsibility of IMSC, Disposal employees who have been certified as qualified to perform such functions.

(2) All organizational elements of MSFC will coordinate and control incoming and outgoing movements of explosives and will ensure compliance with DOT regulations and MSFC operational and safety standards.

(3) Only the minimum quantities of explosives will be on hand in support of approved projects. Any quantities of explosives excess to the immediate needs of the Center will be turned in to Property Management Division for storage.

c. Responsibilities

(1) MSFC laboratories and offices requiring the use of explosives will:

(a) Establish requirements for such materials and devices to be consistent with approved programs and projects.

(b) Provide to Safety, Reliability, Maintainability and Quality Assurance Office, a list of those personnel to be trained and designated as authorized to request, receive, install and otherwise use explosives in support of approved programs and projects. Upon certification by Safety, Reliability, Maintainability and Quality Assurance Office, provide a list of authorized personnel to Property Management Division.

(c) Assist Property Management Division in the conduct of inventories onsite as required.

(d) Ensure timely turn-in to disposal of all explosives which are excess to the needs of MSFC or which are determined to be of no further use due to deterioration, obsolescence, or which are considered unsafe for use.

Management of Explosive Materials (Cont'd)

- (e) Process all requests for issue, turn-in, or disposal of explosives through PMD.
- (2) The Safety, Reliability, Maintainability and Quality Assurance Office will:
 - (a) Assist MSFC laboratories and offices in ensuring compliance with established safety procedures pertaining to the user and handling of explosives.
 - (b) Receive request from MSFC laboratories and offices for the training and certification of personnel designated to request, receive, install, and otherwise use explosives in support of approved programs and projects. Provide for necessary training and certifications as requested.
 - (c) Conduct periodic inspections of facilities designated for receipt, storage, issue and use of explosives for the purpose of ensuring compliance with MSFC safety policies and procedures.
 - (d) Conduct such inspections as required under the terms of procurement contracts either onsite at the contractor's plant or at PMD receiving point as shipments of explosives arrive.
 - (e) Assist PMD and using laboratories and offices in the conduct of required inspections and inventories of explosives where a determination as to compliance with contractual specifications is deemed appropriate.
- (3) IMSC, in support of Property Management Division, will:
 - (a) Process all requirements, receipts, issues, turn-ins, and disposal actions concerning MSFC- owned explosives.
 - (b) Coordinate all actions pertaining to the above with the appropriate MSFC laboratories and offices.
 - (c) Maintain the central accountable master inventory records for all MSFC-owned explosives.
 - (d) Provide reports of inventory on an as needed basis to appropriate laboratories and offices within the Center.

d. Procedure

Management of Explosive Materials (Cont'd)

(1) Receipt

All explosives received at MSFC will be processed through the Property Management Division receiving area located in building 4471. The IMSC, Receiving, in support of Property Management Division, will:

- (a) Process freight bills and release carrier to MSFC receiving point.
- (b) Prepare and forward necessary documentation to the Financial Management Office for payment.
- (c) Notify Safety, Reliability, Maintainability and Quality Assurance Office of receiving action and request that they send qualified and certified representative to MSFC receiving area to perform such quality inspections as required and to assist Property Management Division in inventorying shipment.
- (d) Receiving inventory results and update master accountable records accordingly.

(2) Storage

- (a) Property Management Division will provide appropriate storage facilities for MSFC-owned explosives to ensure compliance with safety and security regulations.
- (b) Materials within specific storage locations will be stored in such a manner as to ensure compatibility.

(3) Issue

(a) Requesting Laboratories and Offices will:

-1- Initiate MSFC Form 424, if S&E, or MSFC Form 55 if other than S&E, requesting the required material and include the name and phone number of the individual authorized to receive the requested explosive and the specific point of delivery.

-2- Forward approved Form 424 or 55 to the appropriate IMSC, Activity Supply Office.

(b) IMSC, Activity Supply Office, in support of Property Management Division, will:

-1- Review Form 424 or 55 for completeness, accuracy, and necessary approvals.

Management of Explosive Materials (Cont'd)

2-Prepare a MSFC Form 55 from data on approved Form 424, if S&E, and submit both to Property Management Division; or if for organizational elements other than S&E, submit only MSFC Form 55.

(c) Property Management Division will:

1-Review Form 55 and 424, if for S&E, or only 55 for other organizational elements, for verification of approvals and designation of certified and authorized personnel for receipt of requested materials.

2-Assure delivery of requested material by the IMSC Distribution function to designated delivery point.

3-Update master accountable records

(4) Turn In

(a) Requesting Laboratories and Offices will initiate Form 424 or 55 requesting the turn-in of explosives to program stock or MSFC Form 55 requesting turn-in of explosives to excess. If turn-in is to program stock process in accordance with Paragraph 404 of this manual. Include on request the quantity, description, condition, lot and serial numbers of material for turn-in, the name of the individual who will turn the material over to PMD, and the specific pickup point.

(b) IMSC, Activity Supply Office, in support of Property Management Division, will:

1-Review MSFC Form 424/55 for completeness, accuracy, and necessary approvals.

2-Prepare and forward Form 55 and approved Form 424, if S&E, or Form 55 for other organizational elements.

(c) Property Management Division will:

1 -Review Form 424/55 for verification of approvals and designation of certified and authorized personnel to handle turn-in.

Management of Explosive Materials (Cont'd)

2 -Forward approved copy of the Form 55 to the IMSC, Distribution function for pickup of explosives to be turned-in and retain one copy for suspense.

3-Update master accountable records

(5) Disposal

The disposal of all explosives will be accomplished by an approved off-site contractor.

(6) Reports

(a) Property Management Division will establish, control, and maintain a master inventory system for explosives. All MSFC-owned explosives will be identified to specific program stock accounts within the explosive master accountable file which will be used to produce quarterly listings of program stock inventories. These listings will be used by PMD for control and surveillance purposes and will be provided to using organizations within the Center as requested.

(b) Property Management Division will provide the Financial Management Office with a status of explosives inventory (line items and dollar value) to be included in the Center's program stock assets.

(7) Acquisition of Explosives

Requests for explosives will be processed in accordance with Paragraph 201 of this Manual.

MANAGEMENT OF RADIOACTIVE MATERIALS

a. Reference (Only applicable parts of most recent edition apply.)

MM 1860.2

b. General

(1) Radioactive materials will be received, packaged, and shipped in coordination with the Radiation Protection Officer (RPO), to avoid exposing personnel to ionizing radiation. All radioactive materials received by or shipped from the Center, or transported within the Center, shall be properly packed, shielded, and labeled to minimize the radiation hazard. The RPO will provide guidance in the receipt, shipment, or disposal of radioactive material contained in or as a part of equipment.

(2) Proper identification, shielding, and containment will be maintained on all materials to be transported within MSFC or shipped off the Center.

c. Responsibility

The Property Management Division, through coordination with the RPO, is responsible for providing proper outside container to ensure that maximum safety standards are maintained and that packaging is in accordance with DOT regulations.

d. Procedure

(1) Receipts

(a) All receipts of radioactive material will be delivered to the receiving area, building 4471 to undergo routine receiving inspection.

(b) Receiving personnel will immediately notify the RPO by phone, giving all available information such as type of material, amount, size of package, to whom addressed, and any other information the RPO may require.

Management of Radioactive Materials (Cont'd)

(c) The RPO will immediately go to the Receiving area and will inspect the shipment. After assurance that shipment is in proper order and addressee is authorized to receive the material, the RPO will authorize Receiving area supervisor to deliver item to proper individual. If RPO's inspection indicates that shipment should not be delivered, RPO will instruct Receiving area supervisor as to course of action.

(2) Shipments

(a) Authorized user will notify RPO when radioactive material is required to be shipped.

(b) User will ensure outgoing shipment is adequately shielded, contained, and identified. Packaging of radioactive materials will be accomplished by user in the location where material is authorized to be used. However, if this is not feasible, upon approval of RPO, material may be taken to Property Management Division shipping area for outside packaging. In this case, user will accompany material to shipping area and instruct shipping supervisor on proper method of packaging.

(c) RPO will provide technical advice or assistance in any phase of preparation for shipment.

(d) All documentation for shipment of radioactive material will be forwarded through Passenger and Traffic Management Branch, Transportation Management Division, for arrangement of transportation and shipment.

(3) Disposal

(a) Actual disposal of unserviceable or excess radioactive materials will be performed by qualified personnel of the Radiological and Isotopes Committee (RIC). RPO will serve as secretary of the RIC and monitor disposition of any radioactive material. In all cases when radioactive material becomes excess to user, no matter how small the amount, a request for disposition instructions will be sent to RPO.

Management of Radioactive Materials (Cont'd)

(b) RPO will instruct the IMSC,

Activity Supply Officer in preparation of an MSFC Form 57, Shipping Document, and sign document of having received the material. Document will be forwarded to Property Management Division for processing.

(c) RPO will be responsible for arranging for transportation and funding thereof, up to a \$1000 limitation, to a location of disposal.

212-3

MANAGEMENT OF RETURNABLE CONTAINERS

a. General

Returnable containers are controlled by two methods depending upon whether they are vendor-owned, which includes containers received from other government agencies, or MSFC-owned. Both methods are explained in this paragraph.

b. Special Safety Requirement

All chemical containers, vendor-owned or government-owned when delivered to MSFC, must be accompanied by a Material Safety Data Sheet. This sheet should identify all contents of the container and any other information required for safe handling and storage.

c. Procedure for Vendor-Owned Containers

(1) MSFC Laboratories and offices will:

(a) Request material by preparing MSFC Form 424 (for S&E only) or MSFC Form 55 for offices other than S&E) and forward to appropriate IMSC, Activity Supply Officer, who will process to the Property Management Division for final processing in accordance with paragraph 201 of this manual.

(b) Upon receipt of materials stored in returnable containers, sign receipt document for materials and sign "Issue" portion of Returnable/Hazardous Material Container Control, MSFC Form 3891.

(c) Maintain rigid control on returnable containers to ensure they are turned-in to the Property Management Division (PMD) on a timely basis to avoid demurrage charges or the forfeiture of deposits.

(d) Prior to turn-in to PMD when material is no longer needed or container contents are at too low a level to be used, provide information called for on the "Turn-In" portion of the MSFC Form 3891 giving complete description of remaining contents and recommendation for disposition.

(e) Place unusable or unneeded containers in specially designated rack for return to PMD.

Management of Returnable Containers (Con'td)

(f) Coordinate with the applicable contract administration segment of the Procurement Office and provide additional funds when it becomes apparent that the funds for demurrage in the contract document will not cover the expected charges.

(2) IMSC, Receiving, in support of Property Management Division, will:

(a) Receiving material, establish and affix a control number on each container. Stencil "Returnable Container" on each container. Provide information requested on the "Receipt" portion of MSFC 3891, attach to container, and deliver material to the using activity along with the receipt documents.

(b) Enter information into the Returnable Container Computerized data base.

(c) Utilize computerized data base to maintain a suspense system to notify users of need to return container to Property Management Division for return to vendor. This system will also be utilized to perform followup notification to users.

(d) Maintain oversight including the status of the containers from time of receipt until return to vendor.

(e) Perform a quarterly reconciliation between the SEMO, Procurement Officer, and Financial Management Officer to ensure agreement between the container control records, purchase orders, the financial records.

(f) Perform a complete inventory of all returnable containers every three years.

(g) Verify the accuracy of vendor invoices for demurrage charges and furnish certification to the Financial Management Office.

(h) Return container to the appropriate vendor and forward copy of the shipping document to the Financial Management Office, and a copy to the appropriate contract administration segment of the Procurement Office.

(3) Financial Management Office will:

(a) Certify funds and establish financial controls.

Management of Returnable Containers (Cont'd)

- (b) Forward MSFC Form 55 to the Procurement Office.
 - (c) Process payment for container deposits upon receipt of proper documentation.
 - (d) Accomplish a quarterly reconciliation with PMD on the returnable container records for which financial deposits have been made.
 - (e) Receive certification for demurrage charges as obligation adjustments and cost against applicable purchase orders or contracts and make payment.
 - (f) Receive copies of shipping documents representing returnable containers which have been returned to vendors and process billings as required in order to recoup the outstanding deposits.
 - (g) Provide information copies of demurrage payments or deposit refunds to the applicable contract administration segment of the Procurement Office.
- (4) Procurement Office will:
- (a) Prior to procuring material in returnable containers, consider the following factors:
 - 1-Administrative details involved such as bookkeeping and accounting necessary to account for returnable container items while in NASA's possession.
 - 2-The advantages of procuring items in low value, nonreturnable containers when administrative costs incurred in handling returnable containers would result in increased cost to the Government.
 - 3-Possible loss or damage to the containers while in the Government's possession, thereby either precluding any possible refund or reducing the monetary return when the container is returned to the vendor for refund of deposit.
 - 4-The possibility of incurring demurrage charges that will equal the cost of the container itself.
 - 5-Difficulties to be encountered in ensuring that returnable containers are returned to the proper vendors for credit.

Management of Returnable Containers (Cont'd)

6-Handling and transportation costs to be incurred by NASA for the return of empty containers to the vendors.

7-Costs involved in ultimate disposal of nonreturnable containers.

8-The feasibility of acquiring and utilizing MSFC-owned containers.

(b) List and price returnable containers as a separate item on the purchase order or contract.

(c) Assure that all returnable containers are returned and applicable demurrage charges/deposit refunds are settled prior to final close out of contract/ purchase order.

d. Procedure for MSFC-Owned Containers

(1) MSFC Laboratories and Offices will:

(a) Request material by preparing MSFC Form 424 (for S&E only) and MSFC Form 55 (for offices other than S&E) and forward to appropriate IMSC, Activity Supply Officer, who will process to the Property Management Division.

(b) Upon receipt of container, sign MSFC Form 2260, Issue Slip, certifying receipt.

(c) Maintain strict control on MSFC-owned containers to ensure they are turned-in to the Property Management Division so they may be reissued.

(d) When material is no longer needed or container contents are at too low a level to be used, deposit container in specially designated rack for return to Property Management Division.

(2) Property Management Division will:

(a) When material is received, assign and affix a control number.

(b) When request for material is received, deliver to the using activity and obtain signature of user on the Form 2260.

Management of Returnable Containers (Cont'd)

(c) Maintain control records reflecting the status of the container.

(d) Perform a review and reconciliation of all MSFC-owned containers annually to include a sample location survey of at least 20%.

213-5

IDENTIFICATION AND REPORTING OF POTENTIAL ARTIFACTS

a. Definition

Artifacts are defined as unique objects, surplus to program needs, which can help document the history of the space program. Such items range from complete launch vehicles, spacecraft and ground support equipment, to specialized systems, components, and related display materials.

b. Policy

Scientific and technical hardware and equipment, surplus to research and development program needs at MSFC, which constitute potential artifacts will be identified and reported.

b. Responsibilities

(1) MSFC Program/Project Managers and other officials with control authority over hardware, will:

(a) Identify and report potential artifacts within their purview, whether located at MSFC or at a contractor site, to the Management Operations Office.

(b) Include in the identification process the information outlined in NMI 4310.4.

(c) In the identification of prospective artifacts, consult with Public Affairs Office, when necessary, to determine an item's potential as an artifact.

(d) Provide the Public Affairs Office with a copy of the report of a potential artifact.

(2) Public Affairs Office will:

Assist MSFC program/project managers and other officials with control authority over hardware, when requested, in identifying potential artifacts.

(3) Property Management Division will:

(a) Maintain accountable records of potential artifacts by reporting and screening them according to directions outlined in NMI 4310.4.

(b) Maintain the master MSFC artifacts account and file.

Identification and Reporting of Potential Artifacts (Cont'd)

- (c) Furnish the Public Affairs Office with information reflecting the status of potential artifacts.
- (d) Ensure that anything to be given as a memento is donated in accordance with the provisions of NMI 4300.3.
- (e) Release to appropriate MSFC and NASA organizational elements artifacts not selected by the Smithsonian Institution. These articles may be used for exhibit purposes, or if not needed, disposed of as excess property under the provisions of NMI 4300.3.
- (f) Ensure the prompt screening and transferring of artifacts in accordance with MMI 4310.1.
- (g) Provide for the receipt, storage, shipment, and disposition of identified artifacts.

HARDWARE AND MATERIAL RETURNED FROM SPACE

a. Definitions

- (1) Material Returned from Space - Any visible or tangible object returned from a space flight or a suborbital flight.
- (2) Data Pack - The original documentation developed with the end item.

b. Procedurei

(1) MSFC Program/Project Managers will:

(a) Forward a list of any space returned hardware items to be retained to Property Management Division. This list will include the following information:

- 1 -Experiment/hardware or materials title.
- 2 -Hardware model, number, serial number, and experiment number, when appropriate, and unit cost.
- 3 -Principal Investigator/Responsible Individual
 - a Name
 - b#Company, Institution or Agency
 - c#Address
 - d#Telephone Number
- 4 -Equipment/Material Supplier
 - aResponsible Individual
 - b Address
- 5 -Contract Number or Agreement Identification
- 6 -MSFC Primary Contact
- 7 -Office Symbol
- 8 -Narrative Description and Condition
- 9 -Security Requirements
- 10 -Special Handling Requirements
- 11 -Environmental Storage Requirements

215-1b

Hardware and Material Returned from Space (Cont'd)

(b) Provide any change in location, status or reassignment of space returned hardware and materials to Property Management Division.

(c) Certify to Property Management Division, in writing, within 30 days of occurrence, any destruction, loss, theft, or other consumption of hardware or material for final disposition of the accountability record.

(2) Property Management Division will:

(a) Receive list of space returned hardware from MSFC Program/Project Managers.

(b) Prepare MSFC Form 55 to establish accountability in accordance with instructions received from the Program/Project Manager.

(c) Identify the physical location of subject hardware/materials on the ADP record by applying the following coding structure:

Examples:

1 -Off-Center-15-000-25-900 (zip code of city where item is located if other than MSFC)

2 -On-Center (-15-000-35-812 (MSFC zip code; will generate MSFC Form 38 hand receipt to be signed by person responsible for material)

3 -In Storage Vault (-15-001-06-001 (Standard location coding to indicate item is in PMD custody)

(d) Forward to IMSC, Cataloging for assignment of a stock number.

(e) Forward to IMSC, Inventory Management to establish accountability.

(f) Establish a project folder for each experiment to include all pertinent information.

215-2

Hardware and Material Returned from Space (Cont'd)

- (g) Receive any change in location status or reassignment of space returned hardware and update accountable records.
- (h) Prepare MSFC Form 57 when space returned hardware is to be shipped off-Center. (No item will be removed from Center without an MSFC Form 57.)
- (i) When written notification of loss, destruction, theft, or other consumption is received from Program/Project Office, update accountable records.
- (j) Perform a complete annual inventory of all space returned hardware and materials which are the responsibility of MSFC.
- (k) Perform traceability on all assets off-Center and on-Center to assure timely return and continuous accountability.
- (l) Maintain space returned hardware and material in accordance with prescribed environmental storage and security requirements.
- (m) Establish and maintain accountability and perform storage for data packs furnished for space returned hardware.
- (n) Upon receipt of notification, disposition will be made in accordance with methods prescribed in referenced procedures.

215-3 L_

CHAPTER 3

MM 4000.1C

CHAPTER 3 - MANAGEMENT OF STORES STOCK

PARAGRAPH SUBJECT PAGE PARAGRAPH 301

General 301-1

PARAGRAPH 302 Establishment of New Items in Stores Stock 302-1

PARAGRAPH 303 Replenishment of Stores Stock 303-1

PARAGRAPH 304 Issue of Stores Stock 304-1

PARAGRAPH 305 Retention of Items in Stores Stock 305-1

PARAGRAPH 306 Administrative Office Supplies 306-1

300 1

GENERAL

a. Classification of Stores Stock

Stores stock is classified as Status Code 1 by the NASA Materials Inventory Management Manual, NHB 4100.1.

b. Definition of Stores Stock

Stores stock is defined as material which is repetitively procured, stored, and issued on the basis of recurring demand.

c. Limitation of Stores Stock

Organizational inventories at any one point will have at the maximum, a 30-day supply. Inventories falling below this level will be considered bench stock (See paragraph 209) and exempt from formal inventory controls. However, using organizations will avoid stockpiling of stores stock material and the Property Management Division will perform periodic reviews to ensure that stockpiling does not occur. Quantities in inventories exceeding the 30-day supply limit will be turned in to Property Management Division controlled stores stock assets.

d. Disposition of Stores Stock

Stores stock determined to be excess to the Center's missions, programs, or projects will be dispositioned in accordance with Chapter 9 of this manual.

ESTABLISHMENT OF NEW ITEMS IN STORES STOCK

a. Organization Division Chief, or representative designated in writing, will:

- (1) Approve MSFC Form 3370 (Request for Adding New Items to Stores Stock), MSFC Form 55, or memorandum prepared by their organization.
- (2) Indicate on the request the initial quantity required, and forward to the appropriate IMSC, Activity Supply Officer.
- (3) Notify the MSFC Supply and Equipment Management Officer of any change in original or subsequent data, and any abrupt changes for increased or decreased usage which may have an effect on preventing stock outages, excess, and ultimate changes to planned stores stock budget estimates.

b. IMSC, Activity Supply Officer, in support of Property Management Division, will:

- (1) Receive all MSFC Forms 3370 from laboratories/offices requiring the addition of new items to the stores stock inventory, and verify that it has been approved by the appropriate division Chief or his designated representative.
- (2) Forward to IMSC, Cataloging, for processing.
- (3) When an item is approved by the MSFC Supply and Equipment Management Officer for stockage, process on-line transaction to establish due-out of initial quantity required by requester, or submit MSFC Form 55 to ISC, Inventory Analysis to establish due out.

c. IMSC, Cataloging, in support of Property Management Division, will:

- (1) Review each item to be considered for stockage to ensure there is no exact or substitute item already in inventory which would adequately meet the requirements of the requester.
- (2) Coordinate with the requester when serviceable substitute items are available.

d. IMSC, Inventory Management, in support of Property Management Division, will:

Establishment of New Items in Stores Stock (Cont'd)

- (1) Perform stockage analysis in accordance with NHB 4100.1 to determine if item qualifies as a candidate for stores stock. Annotate request for new items to stores stock with initial quantity to be procured in accordance with months of supply to meet the Economic Order Quantity based on forecasted annual demands.
- (2) Forward the request for approval to the MSFC Supply and Equipment Management Officer. Notify the IMSC, Activity Supply Officer, of approved additions to stores stock.
- (3) Take necessary action to stock the items on an estimated usage basis until experience can be gained on the actual usage and then determine whether continued stockage is justified.
- (4) When an item does not qualify for stockage, the reason for nonqualification will be documented and the documentation will be retained by Property Management Division.
- (5) Notify the requester of the decision whether to stock or not.

e. Direct Procurement Method

Items may also be added to the stores stock inventory by the direct procurement method. If an item is directly procured on a frequent basis, an analysis will be performed for determining whether the item meets the criteria for adding to stores stock. If it does meet the criteria, the item will be added to the inventory after approval by the Supply and Equipment Management Officer.

REPLENISHMENT OF STORES STOCK

a. Policy

Stores stock will be replenished by Property Management Division according to the Economic Order Quantity formula contained in NHB 4100.1.

b. Using Organizations will:

- (1) Notify Property Management Division of any changes in demand which may affect the replenishment of stores stock items (i.e., programmatic start-up or end).
- (2) Assure that stockpiling of stores stock items is avoided. This action will enable the Property Management Division to more efficiently maintain adequate stores stock levels.

c. IMSC, Inventory Management, in support of Property Management Division, will:

- (1) Replenish stores stock based on the reorder formula provided by NHB 4100.1. Make changes to quantities as appropriate based on known future requirements or program/project completions.
- (2) Receive input from using organizations and use such data to establish reorder quantities when appropriate.

303-1T

ISSUE OF STORES STOCK

a. General

(1) Any MSFC employee or contractor needing to withdraw materials from the Property Management Division stock issue points must have supply withdrawal authorization. This authorization will be issued upon receipt of an MSFC Form 40 submitted by the responsible Laboratory/ Office Director. Upon authorization, an employee may withdraw supplies by presenting their employee identification badge. Authorizations will be issued to civil service employees for an indefinite period of time. Authorization for contractor personnel will be effective for the duration of the contract. Authorizations for supply withdrawal will not be processed for temporary visitor badges.

(2) Any employee wishing to withdraw restricted items of supply as listed on the MSFC Form 40 (alcohol, film, gloves, etc.) must cite specific justification.

(3) Supply withdrawal authorization issued to employees should be used to withdraw only the classes of supplies required for the performance of official government purposes.

(4) Persons not authorized may withdraw supplies by providing an MSFC Form 55 signed by the Laboratory/Office Director.

b. Authorization Procedure

(1) Laboratory or Office Director will:

(a) Designate civil service and contractor personnel authorized to withdraw supplies. An MSFC Form 40 for each employee authorization required will be signed by the Laboratory/Office Director or his designee, and S&E personnel will require the additional approval of EM02. MSFC Forms 40 will be forwarded to the Chief, Property Management Division. In addition to Laboratory/Office Director approval, the appropriate contracting officer, or his designated representative, will approve the MSFC Form 40 for contractor personnel.

(b) Notify PMD by telephone, MSFC Form 40, or memorandum of cancellations or changes of name, office symbol, or badge number. Addition of restricted items must be processed on the MSFC Form 40 and will require the same approvals as the initial request and as specified in paragraph (1)(a) above.

Issue of Stores Stock (Cont'd)

(c) Instruct contractor personnel to notify Property Management Division in writing of contract expiration date extensions and obtain concurrence of contracting officer or contracting officer's representative.

(2) Property Management Division will:

(a) Upon receipt of the MSFC Form 40, check for appropriate approvals, obtain concurrence of the MSFC Supply and Equipment Management Officer, and enter information into the computerized system.

(b) Maintain an ADP printout by employee identification badge number for control of all authorizations and an active and inactive file of MSFC Forms 40 to be made available for audit purposes.

(c) Furnish quarterly reports to each laboratory/office containing the quantity of supplies and materials withdrawn from supply points as well as a quarterly summary to assist Laboratory/Office Directors in evaluating supply usage.

c. Issue Procedure

(1) Using organization will:

(a) Obtain supply withdrawal authorization according to paragraph b. above.

(b) Withdraw supplies from the substore by furnishing the following information for each item withdrawn: table code (required); office symbol (required); MSFC badge number (required); signature on card (required); sub-work-order number or work package number, as applicable; job number, as applicable; contractor name, as applicable. The employee badge must be presented personally to the Substore Clerk.

d. Emergency After Hours Issues

(1) The Security Division, through its Security Guards, will assist Property Management Division in controlling the issuance of supplies and materials from the substore, annexes, and warehouses during non-duty hours.

Issue of Stores Stock (Cont'd)

(2) The Security Guard will:

- (a) Verify that the requester possesses an employee identification badge and obtain the key to the appropriate area from the Security Guard shift supervisor. The shift supervisor will obtain approval by contacting one of the persons listed on the Security Reference Card, MSFC Form 128, in the order listed.
- (b) Unlock the substore, annex or warehouse, and escort the customer and record all requests for after-hours access to substores on MSFC Form 3122, Condition or Event.
- (c) Require the customer to take an issue card from the bin opening for each item selected and annotate the following information on the card: table code; sub-work-order number or work package number, as applicable; job number; organizational symbol; MSFC employee identification badge number; contractor name, if applicable; quantity withdrawn; and signature. If an MSFC Form 55 is utilized, have customer complete blocks 1, 21, and 22, and sign block 31.
- (d) Sign block 32 of the MSFC Form 55, if used, and attach the issue card to the MSFC Form 55 and lock the facility.
- (e) Forward the issue card (along with the MSFC Form 55, if applicable) to Property Management Division, on the next normal workday.

304-3

305 RETENTION OF ITEMS IN STORES STOCK

a. Policy

(1) All stores stock items which have not been issued in the previous 12 months will be reviewed to determine whether items should be excessed in accordance with Chapter 9 of this manual.

b. Procedure

(1) IMSC, Inventory Management, in support of Property Management Division, will:

(a) Distribute potential excess lists to all users of potential excess items in order to verify that items are excess to MSFC missions, programs, or projects.

(b) Take necessary action to dispose of all items verified as excess materials.

(2) Organizations which receive potential excess lists to be reviewed will complete such review in a timely manner and provide results to Property Management Division. Results will specifically identify which items should be retained, which items should be issued, and which items can be excessed.

305-1R

306 ADMINISTRATIVE OFFICE SUPPLIES

a. Policy

Property Management Division will maintain a stock of administrative office supplies for issuance to MSFC personnel through issue locations (annexes) located in buildings 4471 and 4200. These office supplies will be expended, that is, accountability will be dropped when they are transferred to the issue facility. While offices will receive listings of all administrative office supplies withdrawn, no transfer of funds will be required.

b. General

Items will be issued in units of issue that are economically sound or easy to handle. Items received in standard packs of \$.50 or less should not be broken into smaller units of issue. If possible, values of units of issues should not be less than \$.50 unless the standard pack is less. Items of 1/4 inch or less in size should not be broken from the standard pack unless they are of very high dollar value.

c. Procedure

(1) MSFC Employees and Contractors will: Obtain authorization for supply withdrawal in accordance with Paragraph 304 of this manual. Only those supplies needed for the performance of official government business will be withdrawn.

(2) Laboratory/Office Directors through subordinate supervisors will ensure that:

(a) Employees are properly authorized according to paragraph 304 of this manual.

(b) Supply economy is practiced at all times.

(c) Each using organization maintains not more than 30 days stock of office supplies.

(d) Unused supplies not required are returned to the appropriate IMSC, Activity Supply Officer.

(3) Property Management Division, will:

Provide a quarterly listing of all items withdrawn from the administrative supply annexes to Laboratory/Office Directors for review of appropriateness.

306-1D

CHAPTER 4 - PROGRAM STOCK MANAGEMENT

PARAGRAPH	SUBJECT	PAGE
PARAGRAPH 401	General	401-1
PARAGRAPH 402	Establishment of Program Account	402-1
PARAGRAPH 403	Acquisition and Replenishment of Program Stock	403-1
PARAGRAPH 404	Turn In to Program Stock	404-1
PARAGRAPH 405	Issue of Program Stock	405-1
*PARAGRAPH 406	Retention of Program Stock	406-1

* Changed by this revision 400 1

GENERAL

a. Classification of Program Stock

Program Stock is classified as Status Code 2 by the NASA Materials Inventory Management Manual, NHB 4100.1.

b. Definition of Program Stock Program Stock is defined as material which does not meet the criteria as either Stores or Standby Stock, and is acquired for a specific program or project. Program stock includes items which do not experience a regular (recurring) demand. Generally, these items are nonrecurring and are used only for one major program or project. Formal accountability and storage is maintained by Property Management Division or using organization until the material is issued or otherwise dispositioned. Program Stock can be acquired by issue from Stores Stock, through screening and reutilization of MSFC, NASA, and other Federal Department or Agency excess property assets, or by direct procurement.

c. Limitation of Program Stock (1) Organizational inventories at any one point will have a minimum value of \$75,000 to qualify as Program Stock. Inventories falling below this level will be considered Bench Stock (see Paragraph 209) and exempt from formal inventory control. (2) Program Stock requests, demands, releases, turn ins, and supplements will have no effect on Agency stock levels and will not be used to compute requirements or objectives of average monthly demands for MSFC items.

d. Disposition of Program Stock Program stock determined to be excess to programmatic requirements will be dispositioned.

401-1 D

ESTABLISHMENT OF PROGRAM STOCK ACCOUNT

- a. Laboratory/Office Director or designee will:
 - (1) Determine requirement for maintaining program stock.
 - (2) Prepare letter of request to the Supply and Equipment Management Officer, justifying establishment of program stock ownership account.
- b. Supply and Equipment Management Officer, will:
 - (1) Evaluate request for establishment of program stock ownership account.
 - (2) All requests determined not in compliance with the established policy of program stock will be returned to requesting organization.
 - (3) Approve establishment of program stock ownership accounts. Requesting organization will be provided an account number and will be assigned an Activity Supply Officer to support the account.

ACQUISITION AND REPLENISHMENT OF PROGRAM STOCK

a. MSFC Organizations will:

(1) Prepare MSFC Form 55 or 424 (in the case of S&E) to request materials in support of specific programs or projects. Requests will:

(a) Include proper justification citing specific program or project.

(b) Include comprehensive descriptive data.

(c) Include appropriate funding citation.

(d) Be approved by the Laboratory/Office Director (or higher if deemed necessary by MMI 5101.5).

(e) Include additional justification if request is for replenishment of existing program stock material.

Justification will state why existing quantities in program stock are not sufficient.

(2) Forward through the appropriate colocated Activity Supply Officer to Property Management Division, IMSC Cataloging, for processing.

b. IMSC, Cataloging, in support of Property Management Division will:

(1) Enter request into the PMD document control system.

(2) Screen request for availability from existing Center assets.

(a) If material is found in other Center assets, the requester will be notified of type stock, quantity available, and date item was established.

(b) Request will be returned for re-evaluation by the requester.

(3) Screen the request for proper programmatic justification. If proper justification is not provided, return to the requester for additional justification or cancellation, as appropriate.

(4) The Supply and Equipment Management Officer or designee will approve all requests for acquisition of program stock.

403 Acquisition and Replenishment of Program Stock (Cont'd)

- (5) Forward MSFC Forms 55 to the Financial Management Office for processing.
- (6) Forward MSFC Forms 424 to the EM colocated office for processing.

c. MSFC Organizations will:

- (1) Evaluate stock availability information provided by Property Management Division. Available material will be utilized in lieu of procurement when possible.
- (2) Re-evaluate requests returned by Property Management Division citing improper justification. Requests which cannot be justified to a specific program or project will be cancelled.

403-2

404 TURN IN TO PROGRAM STOCK

a. MSFC Organizations, upon determination that materials in the workplace are required in program stock, will:

- (1) Ensure that a program stock account has been established for the organization (see Paragraph 402)
- (2) Prepare MSFC Form 55 or 424 (in the case of S&E) to turn material in to program stock account. Request will:
 - (a) Include proper justification citing specific program or project.
 - (b) Include comprehensive descriptive data including unit price of each line item.
 - (c) Be approved by the Laboratory/Office Director or equivalent (or higher if deemed necessary by MMI 5101.5).

(3) Forward through the appropriate IMSC, Activity Supply Officer to Property Management Division, for processing.

b. IMSC, Cataloging, in support of Property Management Division will:

- (1) Enter request into the Property Management Division document control system.
- (2) Screen request to identify any material which already exists in Center assets.
 - (a) If material is found in Stores Stock, notify requester that items will be added to stores stock assets.
 - (b) If material is found in a program stock account belonging to the requester, ensure that additional quantities are properly justified.
 - (c) If material is found in existing program stock accounts of other MSFC organizations, evaluate to ensure that a separate account for the item is necessary and whether item should be added to stores stock.
- (3) Screen the request for proper programmatic justification. If proper justification is not provided, return to the requester for additional justification or cancellation as appropriate.
- (4) The Supply and Equipment Management Officer or designee will approve all requests for turn in to program stock.

404-1F

405 ISSUE OF PROGRAM STOCK

- a. Issues of program stock will be made only to those individuals authorized by the controlling Laboratory/Office Director, or equivalent via MSFC Form 55 or memorandum.
- b. MSFC Form 55 or memorandum should include the authorized employee's name, organization code, and badge number.
- c. Authorization to withdraw from another Laboratory's/Office's program stock assets must be approved by the Laboratory/Office Director or equivalent of the organization who controls the account.
- d. Authorization to withdraw stores stock through the Stock Authorization Withdrawal System (approved MSFC Form 40 on file) does not authorize the issue of Program Stock.

405-1

406 RETENTION OF PROGRAM STOCK

a. General

- (1) Annually a list of items in program stock with no issue activity within the previous 12 months will be provided to the owning laboratory/office director for review and programmatic rejustification for continued retention.
- (2) Items meeting the following criteria will be exempted from the annual review:
 - (a) Items which are active and managed under an Economic Order Quantity (EOQ) system by the Property Management Division (PMD);
 - (b) Items with issue activity during the previous 12 months; or
 - (c) Items which have been in the supply system less than 12 months.
- (3) Items of program stock not identified to a particular approved program or project will not be retained in the inventory and will be disposed of.
- (4) Items held for a proposed program which is subsequently disapproved will not be held unless another potential program is identified.

b. Procedure

- (1) IMSC Inventory Management, in support of PMD, will:
 - (a) Furnish laboratories and offices a listing of items in program stock upon request.
 - (b) Annually furnish listings to laboratory/office directors of program stock items to be reviewed and rejustified.
 - (c) Listings will be segmented by length of time in program stock and will contain the following data elements:
 - *1-Stock Number
 - 2-Ownership account/Office symbol
 - 3-Item name and description
 - 4-Manufacturer's code
 - 5-Reference number
 - 6-Date item established in program stock
- * Changed by this revision
- 406-1 N

406 Retention of Program Stock (Cont'd)

7-Date of last issue

8-Unit cost

9-Unit of issue

10-Quantity on hand

11-Storage location 12-Program or project for which item is held

(2) Laboratory/Office Director or equivalent will:

(a) Perform a comprehensive review of the annual listing.

(b) Review each line item individually, annotating directly on the listing the specific program or project for which the item is to be retained.

(c) Justify retention of items transferred between ownership accounts by having recipients identify each transferred line item to a specific program or project.

(d) Identify for disposition any item which was not rejustified to a specific program or project.

(e) Return annotated listings to the Supply and Equipment Management Officer (SEMO), with cover letter containing laboratory/office director signature. Cover letters rejustifying all program stock items, as a whole, will not be used unless all the line items are being rejustified to a single program or project.

(3) SEMO will:

(a) Receive annotated listing from laboratories/ offices.

(b) Review retention rejustifications provided by laboratories/offices and identify improper rejustifications. Return listings with improper rejustifications to originating organization for re-evaluation. If proper rejustifications cannot be provided, initiate disposition action.

(c) After review of listing is complete, forward to IMSC Inventory Management for update of the program stock data base and initiation of disposal actions.

(d) Establish and maintain accountable files of annual recertification review.

406-2 D

CHAPTER
CHAPTER 5 - MANAGEMENT OF STANDBY STOCK

MM 4000.1C, Change 3

PARAGRAPH	SUBJECT	PAGE	
*PARAGRAPH 501	General	501-1	
PARAGRAPH 502	Establishment of Standby Stock	502-1	Account
*PARAGRAPH 503	Acquisition and Replenishment of Standby Stock	503-1	
PARAGRAPH 504	Issue of Standby Stock	504-1	
*PARAGRAPH 505	Retention of Standby Stock	505-1	

* Changed by this revision 500 1

GENERAL

a. Classification of Standby Stock

Standby Stock is classified as status code 3 by the NASA Materials Inventory Management Manual, NHB 4100.1.

*b. Definition of Standby Stock

Standby stock is defined as material held for emergency purposes for which there is no normal recurring demand but which must be immediately available to preclude delay which might result in loss, damage, or destruction of Government property, danger to life or welfare of personnel, or substantial financial loss to the Government due to an interruption of operations.

c. Disposal of Standby Stock

Standby stock determined to be excess to programmatic requirement will be dispositioned.

* Changed by this revision 501-1

ESTABLISHMENT OF STANDBY STOCK ACCOUNT

a. Laboratory/Office Director or equivalent will:

- (1) Determine requirement for maintaining standby stock.
- (2) Prepare letter of request to the Supply and Equipment Management Officer, justifying establishment of standby stock ownership account.

b. Supply and Equipment Management Officer, will:

- (1) Evaluate request for establishment of standby stock ownership account.
- (2) All requests determined not in compliance with the established policy of standby stock will be returned to requesting organization.
- (3) Approve establishment of standby stock ownership accounts. Requesting organization will be provided an account number and will be assigned an Activity Supply Officer to support the account.

ACQUISITION AND REPLENISHMENT OF STANDBY STOCK

a. MSFC Organizations will:

* (1) Prepare MSFC Form 55, MSFC Form 424 (in the case of S&E), or memorandum to request materials to support emergency or contingency situations. Requests will:

(a) Include proper justification citing for what emergency or contingency the material is needed;

(b) Include comprehensive descriptive data; and

* (c) Be approved by the laboratory/office director or equivalent (or higher if deemed necessary by MMI 5101.5).

* (2) Forward to Property Management Division (PMD) for processing.

b. IMSC Cataloging, in support of PMD, will:

(1) Enter request into the PMD document control system.

(2) Screen request for availability from existing Center assets.

(a) If material is found in other Center assets, the requester will be notified of type stock, quantity available, and date item was established.

(b) Request will be returned for re-evaluation by the requester.

(3) Screen the request for proper justification. If proper justification is not provided, return to the requester for additional justification or cancellation as appropriate.

(4) The Supply and Equipment Management Officer (SEMO), or designee, will approve all requests for acquisition of standby stock.

(5) Forward MSFC Forms 55 to the Financial Management Office for processing.

(6) Forward MSFC Forms 424 to the EM colocated office for processing.

* Changed by this revision

503-1 H

Acquisition and Replenishment of Standby Stock (Cont'd)

c. MSFC Organization will:

- (1) Evaluate stock availability information provided by PMD. Available material will be utilized in lieu of procurement when possible.
- (2) Evaluate requests returned by PMD citing improper justification. Requests which cannot be justified will be cancelled.

*d. Replenishment of Standby Stock

Replenishment of standby stock will be made if the responsible laboratory/office director or equivalent certifies that replenishment is necessary. This may be a blanket certification given to the SEMO subject to annual review.

* Changed by this revision 503-2

ISSUE OF STANDBY STOCK

- a. Issues of standby stock will be made only to those individuals authorized by the controlling Laboratory/Office Director, or equivalent, via MSFC Form 55 or memorandum.
- b. MSFC Form 55 or memorandum should include the authorized employee's name, organization code, and badge number.
- c. Authorization to withdraw from another Laboratory's/Office's standby stock assets must be approved by the Laboratory/ Office Director or equivalent of the organization who controls the account.
- d. Authorization to withdraw stores stock through the Stock Authorization Withdrawal System (approved MSFC Form 40) does not authorize the issue of standby stock.

504-1

RETENTION OF STANDBY STOCK

a. General

- (1) Annually a list of items in standby stock will be provided to the owning laboratory/office director for review and rejustification for continued retention or certification for disposition.
- (2) Items of standby stock not properly rejustified will not be retained in the inventory and will be disposed of.
- (3) Owing laboratories/offices may request a listing of their standby stock assets at any time from the Property Management Division (PMD).

b. Procedure

- (1) IMSC Inventory Management, in support of PMD, will:
 - (a) Furnish laboratories and offices a listing of assets in standby stock upon request.
 - (b) Annually furnish listings to laboratory/office directors of standby stock assets to be reviewed and rejustified.
 - (c) Listings will be segmented by length of time in standby stock and will contain the following data elements: *

-1	Stock Number
-2	Ownership Account/Office Symbol
-3	Item Name and Description
-4	Manufacturer's Code
-5	Reference Number
-6	Date Item Established
-7	Date of Last Issue
-8	Unit Cost
-9	Unit of Issue
-10	Quantity on Hand
-11	Storage Location

- (2) Laboratory/Office Director or equivalent will:
 - (a) Perform comprehensive review of the annual listing.
 - (b) Review each line item individually, annotating directly on the listing, emergency or contingency for which the item is to be retained.

* Changed by this revision 505-1 V

Retention of Standby Stock (Cont'd)

(c) Identify any items no longer needed for turn-in to disposal.

(d) Return annotated listings to the SEMO, with cover letter containing laboratory/office director signature.

(3) SEMO will:

(a) Receive annotated listing from laboratories/ offices.

(b) Send follow-up request (in writing) to all laboratories/offices whose responses are not received by the established suspense date.

(c) Review justifications provided by laboratories/ offices and identify improper justifications. Return listings with improper justifications to originating organization for re-evaluation. If proper justifications cannot be provided, initiate disposition action.

(d) After review of listing is complete, forward to IMSC Inventory Management, for update of the standby stock asset file and initiation of disposal actions.

505-2 P

CHAPTER 6
CHAPTER 6 - EQUIPMENT CONTROL PROCEDURES

MM 4000.1C, Change 3

PARAGRAPH	SUBJECT	PAGE
PARAGRAPH 601	General	601-1
*PARAGRAPH 602	Controlled Property	602-1
PARAGRAPH 603	Acquisition and Installation of Noncollateral Equipment	603-1
*PARAGRAPH 604	Property Removal - Handcarries	604-1
PARAGRAPH 605	Borrows (Loans) and Transfers of Property Between Property Managers	605-1
PARAGRAPH 606	Personally-Owned and Corporate- Owned Property	606-1
*PARAGRAPH 607	Custodial Storage	607-1
PARAGRAPH 608	Equipment Pool	608-1
PARAGRAPH 609	Lease and Rental Property	609-1
PARAGRAPH 610	Loans of MSFC Personal Property	610-1
PARAGRAPH 611	Controlled Property Incorporated Into or Separated from a Major Item	611-1
PARAGRAPH 612	Controlled Property Expended Into a Space Vehicle or Consumed in Research and Development	612-1
PARAGRAPH 613	Controlled Property Expended Into Approved Projects	613-1
PARAGRAPH 614	Expenditure of Controlled Items	614-1
PARAGRAPH 615	Installed Property	615-1
PARAGRAPH 616	Equipment Found on Station	616-1
PARAGRAPH 617	Equipment Cannibalization/ Modification	617-1

* Changed by this revision 600-1 1

PARAGRAPH 618	Fabricated Equipment	618-1
PARAGRAPH 619	Experimental Equipment	619-1
PARAGRAPH 620	Unique Equipment	620-1
PARAGRAPH 621	Accountability and Control of Computer Systems	621-1
*PARAGRAPH 622	Equipment Reutilization Screening (NEMS)	622-1
PARAGRAPH 623	Survey Reports	623-1
PARAGRAPH 624	Annual Walk-through Inspection of Equipment	624-1
*PARAGRAPH 625	Maintenance and Repair of Equipment (Including Off-Center and Warranty Repair)	625-1
PARAGRAPH 626	Replacement of Lost, Damaged, or Detached NEMS Tags	626-1

* Changed by this revision 600-2 1

GENERAL

a. Equipment Management

This chapter sets forth specific equipment policies for acquisition, documentation, utilization, maintenance, and inventory of NASA-owned equipment.

b. Policy

(1) Unless exempted in writing by the Director, Supply and Equipment Management Office, NASA Headquarters, all equipment acquired for NASA or held by NASA under lease or loan will be managed in accordance with NHB 4200.1C or the Federal Acquisition Regulation (FAR) Part 45.5 and Subpart 18-45.5 of the NASA/FAR Supplement.

(2) NASA-owned equipment will be managed and controlled by on-site and local support service contractors as prescribed by NASA/FAR Supplement 18-45.106-70(b).

(3) Government equipment is to be used exclusively for the conduct of official business.

c. Acquisition

(1) Only that equipment necessary for the performance of NASA requirements will be acquired.

(2) Alternative methods such as leasing, borrowing, or contracting should be evaluated prior to the initiation of new procurement.

d. Documentation

(1) Documentation will be established and maintained for equipment identification and accountability; reporting and action taken on lost, damaged or destroyed equipment; loans and employee removal and use of equipment off-site.

(2) Documentation and records pertaining to NASA equipment will adhere to applicable regulations set forth in NHB 4200.1C, Financial Management Manual, FAR, NASA/FAR Supplement and other applicable regulations.

General (Cont'd)

e. Utilization

Optimum use and reuse will be made of NASA-owned equipment through implementation of the NASA Equipment Management System (NEMS) and its screening capabilities.

f. Maintenance

Appropriate MSFC procedures should be utilized to ensure that all equipment is effectively maintained and repaired for optimum use and safe operation.

g. Inventory

This part establishes basic procedures required to properly prepare for and accomplish complete physical inventories, sensitive inventories, new property manager inventories and special inventories.

h. Accountability

The NASA Equipment Management System (NEMS) will be utilized to identify, account for, and control NASA equipment.

CONTROLLED PROPERTY**a. General**

(1) Accountability of all controlled equipment and sensitive items will be maintained by the NASA Equipment Management System (NEMS).

(2) Items of equipment meeting the controlled criteria will be recorded in accountable equipment records that are financially controlled by general ledger and subsidiary ledger accounts. The detailed records will be reconciled to the control accounts at least twice each year, as of March 31 and September 30, and will be subject to verification by physical inventory.

(3) Unauthorized disposition of Government property by sale, gift, loan, exchange or other disposition is illegal.

(4) Government Property in Custody of Contractor Employees:

(a) Offsite contractors will be directly responsible for all government furnished property in their custody. All property will be transferred to the contractor on MSFC Form 57 approved by the Contracting Officer or his representative.

(b) Onsite contractor employees use equipment located at MSFC and controlled by NEMS. This equipment is not considered government furnished equipment and is provided to the contractor through their Property Managers.

b. Guidelines**(1) Requesting Personal Property**

(a) The IMSC Activity Supply Office (ASO) will receive a request for personal property on MSFC Form 424 in support of an S&E requirement. The Property Management Division (PMD) will screen the requirement against NEMS. If item is located and available to satisfy requirements, requester will be informed on the Form 424. If item is not available, the IMSC ASO will forward Form 424 to the appropriate EM co-located Laboratory Support Branch for preparation of MSFC Form 55 and processing in accordance with MMI 5101.5. The appropriate EM co-located Laboratory Support Branch will forward Form 55 and a copy of Form 424 to the Financial Management Office for fund certification prior to forwarding to the Procurement Office. The appropriate EM co-located Laboratory Support Branch will forward copy of Form 55 to PMD for receipt purposes.

(b) Offices other than S&E submit requests for personal property to the IMSC ASO who will prepare Form 55. These requests will be processed in accordance with MMI 5101.5.

(c) All Equipment Acquisition Documents (EAD's) requiring NASA Headquarters' approval will be forwarded to the MSFC EAD point of contact.

(2) Receiving Personal Property

Upon receipt of controlled equipment from a vendor, excess from other government agencies, or return of Government furnished equipment, the receipt documentation will be reviewed to ensure item name is in accordance with the standards used in the Federal Cataloging Handbooks H-2 and H-6 Series. The equipment and three copies of the receipt documentation will be delivered to the Property Manager. One copy will be signed and returned to the PMD for processing. All documents assigned a controlled series DCN when processed through IMSC Receiving will be forwarded to PMD, NEMS Control, for retention in the accountable files whether tagged as controlled equipment or expended upon retention.

(3) Identifying Personal Property

(a) All controlled equipment will be identified and controlled by use of NEMS control tags which will be attached to the item and recorded on all documentation. A register will be maintained by PMD, showing sequence number, noun, serial number, voucher, and purchase order or contract number. Missing or skipped NEMS control tag numbers will be accounted for in the remarks column of the register.

(b) Systems received which have interchangeable components, i.e., those components which constitute a unit of equipment and which meet the criteria for control will be assigned a NEMS control number for each individual component.

Controlled Property (Cont'd)

(c) Items estimated to have a service life of less than one year are treated as expendable items. These include electron tubes, drive modules, circuit cards, and items of like nature, even if acquisition cost is \$500 or over.

(d) Each subsystem or part of a subsystem, which will be permanently built into another accountable unit, will not be tagged. However, the value will be added to the basic unit through means of NASA Form 1617.

(e) Flight Qualified Equipment will be identified by a NEMS tag. Items which cannot physically be tagged will have a NEMS number assigned and the tag given to the appropriate Property Manager.

*(f) When NASA control of an item of equipment is discontinued for any reason (except for equipment shipped to a contractor as Government-furnished property), the NEMS identification tag will be removed. The removal of the tag is the responsibility of PMD. The control number (tag) will be cancelled and annotated on the supporting document; the cancelled control number will also be referenced in the equipment control number register.

(4) Accounting for Controlled Property

(a) Responsibilities

1-Property Management Division is responsible for ensuring efficient operation in the performance of this function. All personal property within MSFC will be safeguarded, administered, and accounted for at all times. Accurate, detailed, and complete inventories of all controlled and sensitive property are performed as prescribed in the appropriate section of this manual.

*Changed by this revision 602-3 4

Controlled Property (Cont'd)

*-2. Each Property Manager is responsible for maintaining records of all controlled equipment and establishing special controls for the protection of sensitive items charged to his/her account. Each Property Manager must

- (1) assign each sensitive item to the primary user, enter the user's name on the Property Manager's control record (NASA Form 1602), and obtain the user's signature on the 1602;
- (2) annotate on NASA Form 1602 and secure borrower's signature to loan a sensitive item to an individual other than the person to whom it is assigned; (3) secure sensitive items which are small in size or weight in locked cabinets, safes, etc., when not in use; and
- (4) assist his/her Activity Supply Officer (ASO) in performing an annual random sample inventory of sensitive items. If a Property Manager cannot produce (or document as being on loan) a missing random sample item within 24 hours after the item cannot be located, the ASO accompanied by the Property Manager must complete a 100 percent inventory of the sensitive items.

(b) Relocatable Buildings

Relocatable buildings are considered real property, with the exception of nonrigid structures such as tents and inflatables which are accounted for as personal property.

(c) Executive Furniture

Executive furniture is issued and controlled by set identification and is controlled by the Property Management Division Executive Furniture Tracking System. (d) Noncontrolled/Nonsensitive MSFC Personal Property

All MSFC personal property equipment items received with an acquisition cost of less than \$500, but otherwise meet the criteria for controlled equipment, which are not classified as sensitive personal property and which are identified with a manufacturer's serial number will be recorded in the Non-Controlled/Non-Sensitive Property Management System. This system will be produced as required, and retained by IMSC, Cataloging, for audit and reference purposes. Printouts will be available for record inquiry or management information at the direction of the Chief, Property Management Division.

*Changed by this revision 602-4

Controlled Property (Cont'd)

(e) Calculators

*1-All calculators, including programmable calculators, valued at \$100 or greater, will be classified and controlled as sensitive personal property; all calculators, including programmable calculators, valued at less than \$100 will be recorded in the Noncapital Nonsensitive Property Management System.

2-The MSFC Supply and Equipment Management Officer (SEMO) will maintain surveillance and control of calculator distribution within the Center.

3-Each MSFC Property Manager who is assigned a calculator which is classified and controlled as sensitive equipment will follow the procedure contained in the appropriate section of this Manual when it is necessary to transfer accountability of an assigned calculator to another MSFC Property Manager.

4-Each MSFC employee who is assigned a calculator which is not classified and controlled as sensitive equipment will inform the MSFC SEMO by memorandum when it is necessary to transfer a nonsensitive calculator to another MSFC employee and will provide the name, office symbol, and building number of the employee receiving the calculator.

5-Defective, damaged, or otherwise unusable nonsensitive calculators will be turned in for disposition. The deficient calculator and memorandum will be delivered to the appropriate IMSC ASO for turn in processing.

* Changed by this revision 602-5

ACQUISITION AND INSTALLATION OF NONCOLLATERAL EQUIPMENT

a. General

(1) A determination must be made as to whether the equipment to be acquired is collateral or noncollateral in nature. Collateral equipment is considered part of a facility project and the approval process for its acquisition and installation is addressed in NHB 7400.1. Center approval authority of noncollateral equipment acquisition and installation is subject to the submittal and approval of NASA Form 1511, Equipment Acquisition Document, by NASA Headquarters.

(2) The NASA Form 1511 must be completed and forwarded to NASA Headquarters for approval when an item of equipment valued at \$250,000 or more, or a group of items to serve a single purpose valued at \$1 million or more, is proposed to be acquired with R&D or SFC&DC funds for use at MSFC.

b. Guidelines

(1) The determination of whether a unit of equipment is to be "substantially affixed" is only resolved by proper judgment in consideration of the actual unit of equipment coupled with its relationship to, or connection with, the building or structure involved. The Facilities Office will consider the following factors in making such a determination:

(a) The actual installation work involved.

(b) The degree to which special foundations or utility services are required.

(c) The nature and extent of facility restoration work which would be involved if the unit of equipment were to be removed.

(2) These and other considerations must be reviewed together to arrive at the proper determination as to whether a unit of equipment is "substantially affixed" or not. In each case it is necessary to evaluate the relationship or connection which will exist between the unit of equipment which is under consideration and the building or structure to which it is related.

(3) While not to be applied as a substitute for the foregoing evaluation a unit of equipment will, in any event, be considered to be substantially affixed if work described under either (a) or (b) below is required and such work is estimated to cost \$10,000 or more. 603-1-2_

Acquisition and Installation of Noncollateral Equipment (Con'td)

- (a) Provide any special foundations, utility services, or other facilities support for a unit of equipment and to actually install the unit.
 - (b) Demount the unit of equipment and to perform any facility restoration work which might be involved in its removal from the related building or structure.
- (4) Questionable instances involving possible deviation from the foregoing guidelines will be referred to the Director of Facilities, NASA Headquarters, for resolution.

c. Procedure

(1) The originating office will:

- (a) If NASA Headquarters' approval is not required, prepare procurement requests. The procurement requests will include a statement that the equipment will (or will not) involve related construction and/or installation costs and will include the cost estimate for such work as applicable. In the case of S&E, the MSFC Form 424 will be prepared as the initiating procurement request document. Route the procurement requests through established channels as outlined in MMI 5101.5 unless the estimated installation cost is \$10,000 or more. In this case the equipment procurement request shall be coordinated with the Facilities Office, to assure that the broad range of facility concerns (i.e. facility project requirements, installation, utilities, and maintenance) have been considered and appropriately provided for.
- (b) If NASA Headquarters' approval is required, prepare Equipment Acquisition Document (EAD), NASA Form 1511, according to instructions on reverse side of form and submit to the Facilities Office, through established channels. The EAD will be signed in the Requesting Official block by the appropriate Director or Program/Project Manager or their designees. This document should be submitted as soon as the requirements are defined and prior to the procurement, or other acquisition cycles, to avoid delay in installation.

Acquisition and Installation of Noncollateral Equipment (Cont'd)

- (c) Upon receipt of approval by NASA Headquarters, prepare the procurement request and initiate its processing. A copy of the approved EAD will be attached or a statement added to the procurement request indicating NASA Headquarters' approval.
 - (d) Upon approval of the equipment acquisition, prepare the necessary facilities work request and process through established channels.
 - (e) When requested by the Management Operations Office, verify list of equipment acquisitions approved or disapproved by NASA Headquarters. List will be prepared by the Management Operation Office and will cover acquisitions during the preceding fiscal year.
- (2) Facilities Office will:
- (a) Concur in or validate installation and related construction cost estimates and verify that the equipment acquisition should not be included in a facility project.
 - (b) Furnish assistance to originating offices in preparing EAD's. For Headquarters' approval, forward documents to Management Operations Office.
- (3) Management Operations Office will:
- Designate an MSFC Equipment Acquisition Document Center Point of Contact who will:
- (a) For equipment acquisitions requiring Headquarters' approval, forward the EAD to the appropriate NASA Headquarters Program Associate Administrator under a cover memo prepared for Center Comptroller's signature. Maintain its status pending approval, and notify the originating office upon receipt of Headquarters' approval/disapproval. Provide copies of approved EAD's to the originating offices. Disapproved EAD's will be returned to the originating offices for further action such as changes necessary to obtain approval. Resubmit the documents when revised and appropriate. 603-3-2_

Acquisition and Installation of Noncollateral Equipment (Cont'd)

(b) Prepare and submit a report annually to the appropriate Headquarters Program Associate Administrator of actions taken by the Center during the preceding fiscal year for the acquisition of equipment with an item value of \$250,000 or more or a group of items to serve the same purpose valued at \$1 million or more.

(c) As an alternative to the procedure, prepare EAD's from MSFC Form 424's provided by the S&E Directorate. Obtain S&E approval signatures on the EAD's and process the documents in accordance with this procedure.

603-4-X

PROPERTY REMOVAL - HANDCARRIES

a. Authority

This change is in compliance with a letter from NASA Headquarters dated April 17, 1989, subject: Removal and Use of Equipment by Employees.

*b. Policy

Installation equipment may not be removed from the installation except for official temporary use and when such use is necessary or beneficial to the conduct of NASA's missions or other Government purposes. Temporary use is that short-term use required to complete an official and specific program/project assignment that cannot be accomplished on-site during normal business hours. This period of use normally will not exceed 30 calendar days. Temporary use requires written approval from the responsible laboratory/office director. The period of use may be extended by the responsible laboratory/office director with recertification not to exceed 6 months. Off-site use of equipment for 6 months or longer will conform to the requirements of the Equipment Loan Policy and will be supported by the appropriate shipping document.

c. General

- (1) Property to be handcarried from MSFC will be appropriately documented by utilizing NASA Form 892, Property Pass Request and Removal Permit.
- (2) MSFC-owned property may be removed from MSFC for a variety of reasons. A repair contractor may take an office machine to the shop for repair; a contractor may take equipment to his downtown office; an inhouse maintenance and repair contractor may take RDT&E equipment off-post for repair; or an MSFC employee may take equipment off-post in connection with job requirements.
- (3) Property to be returned to the vendor due to latent defects, nonconformance to specifications, damage during shipping, improper receipts, or becoming inoperative during warranty period, will be addressed in Paragraph 705 of this Manual.

*Changed by this revision

604-1-4

Property Removal - Handcarries (Cont'd)

***d. Approval to Remove**

Approval to remove equipment from the installation for temporary use by a NASA employee will be granted by the laboratory/office director, provided the request is in accordance with the policy stated above. Such approval is subject to laboratory/office director certification that removal of the property will not adversely affect the performance of official duties in the division by the requesting employee or any other division employee and that the property being removed is not excess property.

e. Procedure**(1) Removal of Equipment for Repair:**

The Property Manager will, when notified that equipment must be taken off-Center for repair at a local vendor's facility, ensure NASA Form 892 (Property Pass Request and Removal Permit) is prepared by the repairman and the assigned user. The repairman signs the NASA Form 892 and takes one copy with the equipment. The assigned user retains one copy and gives the Property Manager one copy. When the repairman returns the item, the assigned user verifies the MSFC identification number against data on NASA Form 892 and forwards a copy to the Property Manager acknowledging return of the item.

(2) Removal of MSFC-owned Equipment by an MSFC or Contractor Employee for Official Purposes in Connection with Job Requirements:

***(a)** MSFC employees may remove tagged equipment from the Center upon obtaining an approved NASA Form 892. The owning Property Manager should prepare and sign NASA Form 892, in triplicate, which will show the name of the borrower, organizational code, the purpose for -temporary removal of the equipment, the period of required use and what specific date the official temporary use will be completed, and an explanation of why the official use cannot be accomplished on-site during normal business hours.

The Property Manager must obtain signatures of the borrower and the laboratory/office director. The Property Manager then gives the original to the requester, sends one copy to the Security Division, and retains one copy. ***Changed by this revision**

Property Removal - Handcarries (Cont'd) *

For controlled equipment, the Property Manager should annotate his copy of the NASA Form 892 to reflect the temporary use of the equipment. Any use approved beyond 30 calendar days will be revalidated every 30 calendar days by the Property Manager and annotated on the NASA Form 892. The equipment will be returned by the date shown on the NASA Form 892. Extensions beyond the original approved period will be authorized in writing by the laboratory/office director.

*(b) Contractor employees may remove MSFC-owned property from the Center by completing a NASA Form 892, as stated above for MSFC employees, in triplicate and obtaining the approvals of the owning Property Manager who signs in the custodian block and the laboratory/office director who signs in the division chief block. The Contracting Officer's Representative (COR) will indicate approval by affixing his initials in the left corner of the division chief block. The initiator retains one copy, furnishes one to the Property Manager, and forwards the remaining copy to the Security Division to be kept until the property is returned.

Note: If equipment is to be located at the contractor's off-site facility for an extended period of time (over 30 days), it must be transferred (GFE) to the contractor using an MSFC Form 57, Shipping Document. Return of the equipment will be made on a DD Form 1149.

(c) The USAMICOM/MSFC Agreement gives the Provost Marshall the authority to conduct inspections of incoming and outgoing vehicles. They are authorized to check the authority for removal and take other action as required by MICOM regulations.

(3) Removal of MSFC-owned Equipment by Inhouse Maintenance Repair Contractors:

*If equipment must be taken off-Center to the contractor's facility because it cannot be repaired inhouse, it is treated as a "One-Time Repair" and governed by procedures set forth in NHB 4200.2, except for those M&R contracts which provide for removal and return of property via NASA Form 892 through the supporting IMSC, Activity Supply Office.

*Changed by this revision 604-3

BORROWS (LOANS) AND TRANSFERS OF PROPERTY BETWEEN PROPERTY MANAGERS**a. General**

The practice of obtaining property resources by loan or borrows between property manager accounts is encouraged to prevent the procurement of new items of equipment when existing equipment is available. However, borrows of property must be properly documented and controlled through annotating on NASA Form 1602 all transactions.

b. Procedure**(1) Borrows Between Property Managers:**

- (a) Borrows between Property Managers for less than 60 days may be controlled by annotating the NASA Form 1602 or the semiannual account listing showing the new user, location, date borrowed, and date due back.
- (b) Borrows over 60 days will be processed through Property Management Division, NEMS Control.

(2) Transfers Between Property Managers:

- (a) IMSC, Activity Supply Office will receive NASA Form 1602 from the losing Property Manager ensuring they are properly annotated and signed by losing and gaining Property Managers.
- (b) Enter the required data to update the NEMS record and forward original NASA Form 1602 to Property Management Division, NEMS Control for processing.
- (c) Property Management Division, NEMS Control will forward the resultant NASA Form 1602 to the gaining Property Manager.

605-1-H

PERSONALLY-OWNED AND CORPORATE-OWNED PROPERTY

a. Definition

- (1) Personally-owned property - property of any type located on Center that belongs to an individual and not the Government.
- (2) Corporate-owned property - property of any type located on Center that belongs to contractors and not to the Government.

b. Example of Applicable Items:

Electronic test equipment (oscilloscopes, analyzers, power supplies, etc.)
Fans, heaters, microwave ovens, refrigerators, radios.
Office furniture, personal computers (with accessories).

c. Policy

- (1) All personally-owned or corporate-owned property entering MSFC will be processed through Receiving, Building 4471.
- (2) The Government reserves the right to provide necessary property to accomplish its assigned missions.

d. General

With the current widespread personal use of computers, printers, typewriters, and other related equipment, MSFC employees frequently bring personally-owned equipment on Center for temporary use, resulting in unidentified equipment items located during inventories, walk-through inspections, etc. Also contributing to this situation is untagged corporate-owned equipment located on Center. Further complicating the matter is the use of personally-owned and corporate-owned furniture on the Center. To enable Property Management Division to distinguish government-owned property from all other property, the following procedure has been implemented.

e. Procedure

- (1) MSFC or contractor employee will: Process property through Receiving, Building 4471, for the application of MSFC Label 40, complete MSFC Form 3933, Non-Controlled/Non-Sensitive Input.

606-1-D

Personally-Owned and Corporate-Owned Property (Cont'd)

(2) IMSC, Receiving will: Provide MSFC Label 40 identifying personal or corporate owned property and ensure application of the label to appropriate personally-owned and corporate-owned property. Forward completed MSFC Form 3933 to IMSC, Cataloging.

(3) IMSC, Cataloging will:

(a) Develop and maintain ADP records for all such property used on Center.

(b) Delete from ADP records when such property is permanently removed from Center.

(4) All personally-owned or corporate-owned property being permanently removed from MSFC should be processed through IMSC, Cataloging to remove the record from the non-controlled/non-sensitive data base.

606-2-Z

CUSTODIAL STORAGE

*a. Policy

Due to the nature of MSFC operations, a Custodial Storage service is provided to Center elements for retaining equipment, not in current use, for a firm future requirement and for a specified time.

b. Procedure

(1) Property Manager will:

(a) Ensure that MSFC personal property which changes from an active to an inactive status is properly screened against potential requirements and, upon appropriate justification, is identified and transferred to custodial storage for retention. Continuously review the status of all items for which responsible and report to the Supply and Equipment Management Officer (SEMO) any equipment which will be inactive for 12 months or longer and which meets one of the following conditions:

1-A firm future requirement exists or is expected to exist.

2-The equipment is so specialized in nature that continued temporary retention is justified even though a firm future requirement does not exist.

3-Equipment is designated as emergency standby or as a replacement item.

(b) Annotate the NASA Form 1602 with the specific project/program for which this equipment is being retained.

*(c) Obtain approval of the Laboratory/Office Director of the owning organization to place an item in custodial storage.

(d) Retain one copy of actioned NASA Form 1602 and forward remaining copies to appropriate IMSC ASO.

*Changed by this revision 607-1

Custodial Storage (Cont'd)

(e) Review all inactive equipment annually to determine the need to retain or turn-in to excess and:

1-Identify NASA 1602 for item(s) to be turned in to excess and forward to the IMSC ASO.

2-Identify NASA Form 1602 for item(s) to be retained and obtain rejustification for each, approved by the Laboratory/Office Director and forward to IMSC ASO.

*(f) Complete and return the notification to rejustify custodial storage items to the Property Management Division (PMD), through the appropriate IMSC Activity Supply Office (ASO), within 30 days.

(2) IMSC ASO, in support of PMD will:

(a) Receive NASA Form 1602 from the Property Manager with justification for retention annotated and proper signatures affixed.

(b) Forward copy of NASA Form 1602 to the IMSC Property Warehousing Supervisor, in support of PMD, for pick up and storage of equipment.

(c) Upon receipt of actioned documentation from PMD forward to appropriate Property Manager.

(d) Upon receipt of NASA Form 1602 from Property Manager annotated to remove items from custodial storage, follow established procedure to accomplish.

(3) IMSC Property and Warehousing, in support of PMD will:

(a) Receive annotated and signed NASA Form 1602 authorizing pick up and storage of equipment.

(b) Annotate location of equipment on all copies of NASA Form 1602.

(c) Forward original copy of NASA Form 1602 to PMD NEMS Control for updating the records.

* Changed by this revision 607-2-F

EQUIPMENT POOL

a. General

The equipment pool consists of certain types of MSFC-owned equipment such as typewriters, calculators, etc. having a high frequency of use, high density, and ease of transporting, which are held in inventory quantities sufficient to provide assistance during peak work periods or to provide an immediate temporary replacement for like equipment being repaired.

b. Policy

Equipment pool items will be loaned for a period of not more than 90 days.

c. Procedure

(1) Requesting organization will:

(a) Forward request approved by the Division Chief to Property Management Division, Chief, Equipment Branch.

(b) Upon notification from Property Management Division, pick up equipment and sign NASA Form 1602.

(c) Return equipment to Property Management Division within 90 days or if one extension is needed, submit written request to PMD.

(2) IMSC, Equipment Pool, in support of Property Management Division will:

(a) Maintain an inventory of available office machines in the equipment pool.

(b) Receive approved request from Chief, Equipment Branch, review for validity.

(c) Issue equipment to requesting organization and maintain a suspense file.

(d) If equipment is not returned in 90 days, follow up to ensure return.

608-1-H

LEASE AND RENTAL PROPERTY

a. Definitions

- (1) For the purpose of this Manual, rental equipment includes all types of equipment that will be required on a rental basis, in support of the missions of this Center.
- (2) Leased equipment is equipment that has been contractually conveyed by NASA, or to NASA, for a certain time period in consideration of payment of a rental fee.

b. Responsibilities

- (1) The individuals responsible for the approval/disapproval of requests for rental of office machines and equipment are as indicated by MMI 5101.5.
- (2) Management Operations Office, Resources and Operations Support Division, is responsible for initiating procurement requests, and monitoring equipment rental contracts for chemical toilets and all office machines, except reproduction, photographic, and ADP equipment.
- (3) Financial Management Office is responsible for the programmatic review and fiscal processing of requests for equipment rentals.
- (4) Each Laboratory and Office is responsible for developing its requirements for equipment rental and informing the appropriate activity.
- (5) Property Management Division is responsible for establishing controls to ensure proper accountability of leased equipment during lease/rental period, and subsequent to purchase, if the government elects to exercise its option to purchase leased equipment.
- (6) The Procurement Office is responsible for processing requests for equipment rentals and initiating a funded order if the government elects to exercise its option to purchase the equipment.

c. Procedure

- (1) Basic organizations requiring equipment on a rental basis will:

609-1

Lease and Rental Property (Cont'd)

(a) Submit their requirements, by letter (S&E will use MSFC Form 424) through channels to the appropriate office per MMI 5101.5. Each requirement submitted will include the following:

- 1 -Description of proposed rental equipment.
- 2 -Explanation of the workload, including projected utilization of the equipment and reasons why existing Center equipment cannot be used.
- 3 -Estimated cost of equipment (purchase price) and rental cost information.
- 4 -Proposed exchange of equipment, if applicable, to show increase in minimum rental costs and benefits to accrue from proposed exchange.
- 5 -Required acquisition date and duration of rental.

(b) Maintain control of equipment assigned, keeping minimum records consistent with good property management.

(c) Upon request, submit to Management Operations Office, Resources and Operations Support Division, a certificate of service for equipment as required under provisions of various contracts.

(2) Management Operations Office, Resources and Operations Support Division will:

- (a) Review requests, confirm or revise, and prepare complete package for the procurement of equipment rentals on MSFC Form 404 (Procurement Request). Obtain proper approvals and submit to Financial Management Office for programmatic review and funding.
- (b) Monitor the contract and provide monthly certification of performance (MSFC Form 1575) to Financial Management Office.
- (c) Maintain inventory and rental cost records.

(3) Financial Management Office will: Process action in conformance with the provisions of MMI 5101.5. 609-2

Lease and Rental Property (Cont'd)

(4) Procurement Office will:

(a) Process rental action in conformance with the provisions of FAR and NASA FAR Supplement.

(b) Upon notification from the requesting organization, initiate a funded order to exercise the government's option to purchase or recapture the equipment which has been released and forward a copy to the requesting organization, who, in turn, will forward a copy of the funded order along with an MSFC Form 55 listing the equipment acquired, to the Property Management Division.

(5) IMSC, Receiving, in support of Property Management Division will:

(a) Upon receipt of the MSFC Form 55 for purchase, prepare MSFC Form 71, Materials Inspection and Receiving Report, referencing both DCN's.

(b) If the item meets controlled requirements, tag with an equipment control number and forward documentation to Property Management Division, NEMS Control for processing.

Note: S&E laboratories requesting residual or excess property will process MSFC Form 424 and forward to the appropriate IMSC, Activity Supply Office for action.

609-3-J

LOANS OF MSFC PERSONAL PROPERTY

a. Policy

- (1) Equipment loaned to profit making organizations, private individuals, corporations or other like entities must be authorized and approved by the Center Director as specified by the Space Act.
- (2) Equipment will not be held or acquired by MSFC solely for the purpose of loans.
- (3) For loans to other NASA installations, if equipment is required for more than one year, it should be transferred if no requirement exists at MSFC.
- (4) Loans solely for exhibit purposes are exempt from this Manual and are the responsibility of the Public Affairs Office.

b. General

- (1) Before equipment may be loaned outside a laboratory/office or external to MSFC, or a previous loan extended, the Laboratory/Office Director must certify that the item can be loaned without adversely affecting assigned programs.
- (2) Requests for loan of MSFC property should be made far in advance to permit orderly review and approval of the requests. The MSFC Supply and Equipment Management Officer is responsible for coordinating all requests received by MSFC employees, including contacting the affected organization to determine whether or not the use of the property at MSFC is more essential than the use for which the loan is being requested.
- (3) Loans are made normally not to exceed one year. A loan agreement approved for more than one year, or one-year loans that may be extended, will contain a provision whereby the borrower will report and certify to the Supply and Equipment Management Officer, on the anniversary date of the loan, a statement which contains the identification number assigned to the equipment, its name, location, current use, and validation of the requirement for continuation of the loan. Rejustification for loan recertification letter will also include a statement of when the item will be needed back and why the item is not excess.

Loans of MSFC Personal Property (Cont'd)

(4) A case file containing copies of all supporting documentation, and a suspense file to ensure return of the equipment within the scheduled time or an extension processed, will be established by the MSFC Supply and Equipment Management Officer.

c. Loan Categories and Additional Approvals

(1) NASA Installations

- (a) Concurrence of Laboratory/Office Director of loaning organization.
- (b) Approval and implementation by MSFC Supply and Equipment Management Officer.

(2) Other Government Agencies

- (a) Consultation and coordination with Office of Chief Counsel.
- (b) Concurrence of Laboratory/Office Director of loaning organization.
- (c) Approval and implementation by MSFC Supply and Equipment Management Officer.

(3) Educational Institutions

- (a) Approval and implementation by University Affairs.
- (b) Concurrence of Laboratory/Office Director of loaning organization.
- (c) Concurrence of MSFC Supply and Equipment Management Officer.

(4) Profit-Making Organizations

- (a) Approved by the Center Director. No delegation of authority is authorized.
- (b) Review and concurrence of the MSFC Supply and Equipment Management Officer.
- (c) Concurrence of Office of Chief Counsel.

(5) Foreign Governments

610-2-T

Loans of MSFC Personal Property (Cont'd)

If a loan is to be effected with any foreign government or organization, in addition to all local approvals and guidelines, it will be approved by the International Relations Division, (Code XI) NASA Headquarters.

(6) State and Local Governments During Major Disasters Approval of the Center Director or designee.

(7) For Exhibit Purposes Governed by provisions of NMI 1387.1, NASA Exhibits Program.

(8) Incoming Loans MSFC Supply and Equipment Management Officer will, upon receipt, establish adequate controls and ensure the loaning installation's accountability during the loan period.

d. Procedure for Loaning MSFC Equipment

(1) MSFC organizations will:

(a) Obtain formal request from loanee.

(b) Prepare Form 424 (if S&E organization) or memorandum (other than S&E) and obtain approval of Laboratory/Office Director of the loaning organization.

(c) Forward documentation (MSFC 424 or memorandum) to appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office, in support of Property Management Division will:

(a) Prepare MSFC Form 55 from loan documentation.

(b) Forward MSFC Form 55, and NASA Form 1602 (if applicable) with all loan documentation and appropriate backup to MSFC Supply and Equipment Management Officer.

(c) Prepare MSFC Form 57, Shipping Document, when approval of loan is received.

(3) MSFC Supply and Equipment Management Officer will:

610-3-N

Loans of MSFC Personal Property (Cont'd)

- (a) Coordinate loan with the loaning organization at MSFC and the appropriate official at the borrowing organization.
- (b) If to an educational institution, coordinate with University Affairs, who has responsibility for implementation of the loan.
- (c) Forward loan documentation to Director, Administrative Operations Office for approval.
- (d) Obtain additional concurrences as required.
- (e) Ensure controls are established and accountability is maintained while property is in possession of the borrower.

e. Restrictions

Methods other than those furnished herein, or which are specified by NHB 4200.1, for the loaning or providing of MSFC equipment outside the agency are neither recognized nor authorized.

f. Procedure for Incoming Loans

(1) MSFC Requesting Organizations will:

- (a) Prepare an MSFC Form 424 (if S&E) or memorandum (offices other than S&E) documenting the request. Request should include justification for the loan, a description of the equipment, and the name of the agency and individual responsible for the property being requested.
- (b) Obtain approval of Laboratory/Office Director and forward request to the appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will: Prepare MSFC Form 55 from data on the MSFC Form 424 or memorandum request, attach all appropriate backup to the Form 55, and forward to the MSFC Supply and Equipment Management Officer.

(3) MSFC Supply and Equipment Management Officer will:

610-4-B

Loans of MSFC Personal Property (Cont'd)

- (a) Review the request and, upon determination that requirement cannot be satisfied by existing MSFC assets, approve the request.
 - (b) Coordinate the loan of the property with the responsible property officer of the lending agency.
 - (c) Establish necessary controls to ensure accountability and responsibility for the equipment during the loan agreement.
 - (d) Ensure the return of the property according to the terms of the loan agreement.
- (4) IMSC, Receiving, in support of Property Management Division will: Upon receipt of the item ensure a label is affixed to identify it from MSFC-owned property.
- (5) Property Management Division, Equipment Branch will:
- (a) Maintain a current list of all property on loan to MSFC.
 - (b) Establish and maintain a case file containing all backup documentation on each item on loan.
 - (c) Maintain a suspense file on each item to ensure the timely disposition of the loaned property.

610-5-V

CONTROLLED PROPERTY INCORPORATED INTO OR SEPARATED FROM A MAJOR ITEM

a. Procedure

(1) Property Manager will:

- (a) Prepare MSFC Form 424, if for an S&E organization or an MSFC Form 55, if other than S&E, and obtain Laboratory/Office Director approval for reclassification action.
- (b) Forward completed MSFC Form 424, or MSFC Form 55 and/or NASA Form 1602 to appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

- (a) Prepare Request for Cannibalization/Modification, NASA Form 1617, to change accountability or adjust the price of the item(s) on the NEMS.
- (b) Contact Property Management Division for removal or addition of the equipment control number (ECN).
- (c) Annotate on the face of the NASA Form 1617 that a NASA Form 1602 is attached and/or other pertinent data required.
- (d) Forward one copy of approved and processed NASA Form 1617 to the Property Manager.

(3) Property Manager will retain one copy of NASA Form 1617 and assure that the change is reflected on the appropriate property accountability records.

611-1-N

CONTROLLED PROPERTY EXPENDED INTO A SPACE VEHICLE OR CONSUMED IN RESEARCH AND DEVELOPMENT**a. Procedure****(1) Property Managers will:**

- (a) Prepare MSFC Form 424, if for S&E organization, or MSFC Form 55, if for other than S&E, and obtain Laboratory/Office Director approval for reclassification action.**
- (b) Forward approved MSFC Form 424 or MSFC Form 55 and NASA Form 1602, if applicable, to appropriate IMSC, Activity Supply Office for processing.**

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

- (a) Prepare Request for Cannibalization/Modification, NASA Form 1617, and show the name and title of the project officer in the certifying signature block.**
- (b) Annotate on the face of the NASA Form 1617 that a NASA Form 1602 is attached, if applicable, and/or other pertinent data required.**
- (c) Contact Property Management Division for removal of the NEMS control tag from the accountable property records.**
- (d) Forward one copy of approved and processed NASA Form 1617 to Property Manager to assure that the change is reflected on the appropriate property accountability record.**

612-1-L

CONTROLLED PROPERTY EXPENDED INTO APPROVED PROJECTS

a. Authority

This Paragraph is the authority for the expenditure of controlled property to approved projects.

b. Procedure

(1) Property Managers will:

- (a) Prepare MSFC Form 424, if S&E, MSFC Form 55 if other than S&E, and NASA Form 1602. Add the price of the item(s) being dropped from the controlled property record to the price of the approved project.
- (b) Forward MSFC Form 424, MSFC Form 55 and NASA Form 1602, if applicable, to the appropriate IMSC, Activity Supply Office for preparation of NASA Form 1617.

(2) IMSC, Activity Supply Office will:

- (a) Prepare original and three copies of NASA Form 1617, transpose pertinent information contained in MSFC Form 424, MSFC Form 55 and NASA Form 1602.
- (b) Add the price of the items being dropped from accountable records to the price of the approved project, if appropriate.
- (c) Obtain signature of the Property Manager and Laboratory/Office Director.
- (d) Forward original and two copies of NASA Form 1617 to Property Management Division, with copy of MSFC Form 424, MSFC Form 55 and/or NASA Form 1602 attached.

(3) Property Management Division will:

- (a) Receive NASA Form 1617 and other pertinent documentation and review for completeness.
- (b) Obtain approval of the MSFC Supply and Equipment Management Officer.
- (c) Coordinate with Property Manager, if required, and process necessary transactions to update records.

613-1-H

Controlled Property Expended into Approved Projects (Cont'd)

- (d) Arrange for removal of NEMS control tags from the equipment being expended.
- (e) Forward two copies of NASA Form 1617 and other pertinent documentation to the IMSC, Activity Supply Office who will forward one copy to the Property Manager.
- (f) Forward one copy of NASA Form 1617 to Financial Management Office for appropriate adjustment of the controlled equipment records.

EXPENDITURE OF CONTROLLED ITEMS

a. General

- (1) Property Managers will not expend items which are issued by Property Management Division as controlled, except as prescribed in this instruction.
- (2) Irregularities and abuses of the authority granted hereby will be brought to the attention of Laboratory/Office Directors through the Office of the Inspector General.
- (3) Nothing contained herein shall be construed as obviating the need for a Survey Report for the loss, destruction, or damage of government property.

b. Procedure

- (1) Assigned Property Managers will:
Contact the Property Management Division on matters dealing with the expenditure of controlled items.
- (2) Property Management Division will:
 - (a) Be responsible for changing the classification on the original request document before physical delivery is made to the requesting organization.
 - (b) If an item is procured as controlled equipment, but is determined upon receipt as being non-controlled, the receipt document will be stamped "non-controlled" to inform the Property Manager and Financial Management Office that this property has been classified expendable.
 - (c) If an item is procured as expendable or non-controlled, but is determined upon receipt as being controlled, it will be tagged with an NEMS control number. The receipt document will be stamped "controlled" to inform the Property Manager and the Financial Management Officer that the item will be entered on the accountable property records.
 - (d) Be authorized to remove NEMS control tags from items which have been expended, incorporated into or separated from a major item, or installed in real property.

INSTALLED PROPERTY

a. Authority

This Paragraph is the authority for the control and disposition of installed property.

b. Definition

Installed Type Property -All items of equipment that are affixed and will become a functional part of the building or facility such as: fixed overhead cranes, elevators, condensers, compressors, etc.

c. Procedure

(1) Installed property to be expended to a real property facility

(a) Property Manager will:

1 -Pull the appropriate NASA Form 1602, sign block 31.

2 -Enter the following information in block 33 of the NASA Form 1602: Installed in building (No.); Work Order (No.).

3 -Forward the NASA Form 1602 to the Real Property Officer.

(b) Real Property Officer will:

1 -Upon receipt of NASA Form 1602, approve or disapprove the action.

2 -If approved, process necessary action to update real property records.

3 -Forward approved NASA Form 1602 to the appropriate IMSC, Activity Supply Office.

4 -If disapproved, return NASA Form 1602 to the responsible Property Manager with statement of cause for disapproval.

(c) IMSC, Activity Supply Office will:

1 -After receipt of approved NASA Form 1602 from the Real Property Officer, remove the NEMS tag from the equipment.

615-1-P

Installed Property (Cont'd)

2 -Forward the NEMS tag, along with the NASA Form 1602, to Property Management Division.

(d) Property Management Division will: Upon receipt of approved NASA Form 1602 and NEMS tag, process necessary transaction to drop the item from the property manager's account.

(2) Installed property to be removed from a real property facility

(a) Real Property Officer will:

1 -Inventory all installed property to be removed from the real property facility.

2 -Report all removed material to the appropriate IMSC, Activity Supply Office.

(b) IMSC, Activity Supply Office will:

1 -Prepare NASA Form 1617 listing items of installed property which have been removed from the real property facility. Obtain signatures of the gaining Property Manager and the Laboratory/Office Director.

2 -Forward the NASA Form 1617 to Property Management Division.

3 -Furnish a copy of the NASA Form 1617 to the Real Property Officer.

(c) Property Management Division will:

1 -Obtain approval of the Supply and Equipment Management Officer.

2 -Affix NEMS tag to the equipment meeting controlled equipment criteria.

3 -Process necessary transaction to add equipment to appropriate Property Manager's account.

615-2-N

Installed Property (Cont'd)

d. Restriction and Limitation

Installed type property will be restricted and limited to property that will become a functional part of the building or facility. Additions and deletions of equipment to real property facilities, accomplished by particular work orders and contracts will be coordinated between the Operations and Maintenance Division, Contracting Officer Representative, and the Real Property Officer.

EQUIPMENT FOUND ON STATION

a. General

Found on Station refers to any equipment meeting the criteria for control for which formal accountability has not been established. Immediate action will be taken to establish control and accountability of the equipment. The Supply and Equipment Management Officer is responsible for ensuring that a documented investigation is conducted for each discovery.

b. Procedure

(1) Property Manager will:

(a) Collect data and hold equipment reported.

(b) Prepare NASA Form 1618 for item(s), including complete description, estimated cost, and a written determination as to the reason why control was not established at the time of receipt and corrective action taken to prevent recurrence.

(c) Obtain Laboratory/Office Director's signature.

(d) Forward NASA Form 1618 to appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office will:

(a) Receive NASA Form 1618 and written determination ensuring that appropriate Laboratory/Office Directors signature is affixed.

(b) Coordinate with Property Management Division for review and tagging of item, if appropriate.

(c) Forward NASA Form 1618 to Property Management Division.

(3) Property Management Division will:

(a) Review the validity of the written determination and recommend further corrective action, as deemed appropriate.

(b) Accomplish the necessary transactions to properly record item(s) to be retained.

616-1-J

Equipment Found on Station (Cont'd)

(c) Provide the appropriate IMSC, Activity Supply Office with copies of completed processing documentation including NASA Form 1602, who will retain one copy and forward one copy to the Property Manager.

(d) Forward one copy to Financial Management Office for adjustment of controlled property accounts.

616-2-b

EQUIPMENT CANNIBALIZATION/MODIFICATION

a. Policy

It is MSFC policy to fully utilize controlled cannibalization/modification to satisfy critical requirements for parts, components, and assemblies temporarily or permanently unavailable.

b. General

(1) As used in this instruction, cannibalization/ modification refers to the removal of servicable parts, components, or assemblies from one piece of equipment to be used as a replacement in other equipment or to fabricate another item. Cannibalization/modification is permissible only when it serves the best interest of the U.S. Government and is properly authorized and recorded.

(2) Even though an item of property may be considered obsolete to the original purpose for which it was acquired or fabricated, or considered inoperable or unusable because of natural wear, or inactive and considered excess, such property will not automatically be cannibalized for parts or components. Such property may still be operable or usable or may be rendered so through economical repair or reclamation by MSFC, other NASA Centers, or other government agencies. Therefore, established requirements governing redistribution, utilization, and disposal must be complied with before any cannibalization/modification is permitted.

(3) When an item has been cannibalized/modified and continues to function, and only the value changes, the new value will be reported to the MSFC Supply and Equipment Management Officer. An adjustment to the record is required when the modification cost exceeds \$1,000.

(4) Equipment available from other NASA Centers, contractors, or other government agencies will not be acquired solely for cannibalization/modification. Exceptions will require directorate level approval. This approval will be maintained by the Supply and Equipment Management Officer in the equipment control file.

c. Procedure

(1) Property Manager requiring cannibalization/modification will:

617-1

Equipment Cannibalization/Modification (Cont'd)

- (a) Prepare NASA Form 1617.
 - (b) Annotate NASA Form 1602, if applicable.
 - (c) Assure description, NEMS control number, model, serial number, location of property, and the property record dollar value are shown.
 - (d) Give justification for cannibalization/modification in accordance with NHB 4200.1
 - (e) Obtain appropriate Laboratory/Office Director approval.
 - (f) S&E - Forward completed NASA Form 1617 and NASA Form 1602 through appropriate EM colocated Laboratory Support Branch to the appropriate IMSC, Activity Supply Office.
 - (g) Other MSFC Offices - Forward completed NASA Form 1617 and NASA Form 1602 directly to the appropriate Activity Supply Office.
 - (h) Identify any residual unused material to the IMSC, Activity Supply Office for turn in.
- (2) IMSC, Activity Supply Office, in support of Property Management Division, will:
- a) Receive NASA Form 1617 and NASA Form 1602. Review for completeness.
 - (b) Assign DCN to NASA Form 1617 and forward with NASA Form 1602 to Property Management Division.
- (3) Property Management Division will:
- (a) Receive NASA Form 1617 and NASA Form 1602, obtain approval of Supply and Equipment Management Officer (SEMO).
 - (b) Property Management Division, NEMS Control will ensure appropriate adjustment of the equipment control record, securing the approval of the SEMO.
 - (c) When cannibalized equipment is removed from the NEMS data base, the SEMO will ensure submission of necessary data to Financial Management Office.

617-2-H

FABRICATED EQUIPMENT

a. General

Equipment items fabricated at MSFC, which meet capitalization criteria, will be sufficiently identified to assure the assignment of the appropriate Federal Supply Classification and accountability. Descriptive data, documentation, regarding the fabricated items will be furnished to the Supply and Equipment Management Officer (SEMO) for recording in the NEMS system when identified and cost data are confirmed.

b. Procedure

(1) Property Manager will:

(a) Coordinate delivery requirements, schedules, costing, etc., with the manufacturing organization for required services.

(b) Except in those instances where requesting organization performed its own fabrication, prepare MSFC Form 3751, Work Order Request, for fabrication services and forward through the Planning and Control Branch for cost code verification to Fabrication Division.

*(c) When performing its own fabrication, furnish complete description of fabricated item and accumulated cost of material and labor on all items with a fabricated value exceeding \$1000 to the Property Management Division for accountability tagging and control determination.

(2) Fabrication Division will:

(a) Receive MSFC Form 3751 and ensure all required information and signatures are included.

(b) Use guidelines listed on MSFC Form 3751 to determine hardware "make or buy."

*(c) If determination is made to "make" provide approved MSFC Form 3751 to the Property Management Division (PMD) after article has been fabricated.

*(d) If determination is made to "buy," return Form 3751 to the initiating organization for preparation of MSFC Form 424 which should be processed as any other request for procurement.

* Changed by this revision 618-1

Fabricated Equipment (Cont'd)

(3) PMD will:

(a) Receive MSFC Form 3751 from manufacturing organization or Fabrication Division.

(b) Review MSFC Form 3751 for determinations regarding physical control and capitalization. If the item to be fabricated meets capital criteria:

1-Prepare NASA Form 1617, Request for Cannibalization/Modification.

2-Assign appropriate Federal Supply Classification.

3-Attach NEMS control number (tag) and record in the controlled property records.

4-Provide appropriate Property Manager with copy of receipt documentation.

5-Coordinate with the Financial Management Office, as necessary, in determining pricing.

(c) If the item to be fabricated does not meet capital criteria, retain one copy and return the original Form 3751 to manufacturing organization or Fabrication Division without further action.

(d) Identify areas and organizations having fabricating equipment and review such areas at least annually to ensure establishment of equipment control.

618-2-R

EXPERIMENTAL EQUIPMENT

a. General

An experimental type item will be considered as test hardware and will not be accounted for as controlled equipment if the experimentation results in frequent equipment configuration change. If, subsequent to experimental use, the configuration and use of an item becomes stable and otherwise meets the criteria for controlled equipment, the item will be added to the controlled equipment records.

b. Procedure

(1) The Property Manager will periodically review all experimental equipment in their area. When it is determined that the configuration and use of an item has become stable and may meet the criteria for controlled equipment, the Property Manager will:

(a)-Prepare a draft NASA Form 1617, fully describe the item to be reclassified, including year of manufacture, approximate cost, and location of the item.

(b)-Forward to the appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

(a)-Prepare the NASA Form 1617 and assign a document control number. (b)-Obtain Laboratory/Office Director approval for reclassification action.

(c)-Forward to Property Management Division, Equipment Branch.

(3) The Property Management Division, Equipment Branch will:

(a)-Validate the NASA Form 1617 and forward to the MSFC Supply and Equipment Management Officer for approval or disapproval.

(b)-Inspect the item and apply NEMS control tag, if appropriate.

(c)-Process documentation to update NEMS records and generate a NASA Form 1602.

(d)-Forward two copies of documentation to IMSC, Activity Supply Office, one to retain and the other for the appropriate Property Manager.

UNIQUE EQUIPMENT

a. -Policy

Specialized equipment items or equipment systems generally not commercially available which, by design or function, may be subsequently redistributed and used for other purposes will be designated as unique equipment at the time the unique equipment becomes inactive. The determination should be made by the cognizant Laboratory/Office Director in conjunction with the NEMS Reutilization Coordinator.

b. -General

(1) The utilization review of MSFC unique equipment is conducted by using NASA Form 1577. As with NEMS items, the minimum period for this review is 90 calendar days. Redistribution of unique equipment will be reported through NEMS following applicable NEMS procedures.

(2) For control purposes and to interrelate in the NEMS, a unique equipment number will be assigned by the NEMS Reutilization Coordinator to each NASA Form 1577 when it is prepared.

c. -Procedure

(1) Property Manager will:

(a)-Indicate on the turn-in document, MSFC Form 55 or NASA Form 1602, that the item is potentially unique equipment.

(b)-Forward documentation to Property Management Division.

(2) IMSC, in support of Property Management Division, will:

(a)-When notified that a particular item of unique equipment has become inactive, prepare a NASA Form 1577, NASA Unique Equipment Utilization Review.

(b)-Coordinate with the technical user to (1) prepare a short narrative of the intended use of the item to be entered in Part III; (2) prepare a short technical description of specifications and significant characteristics of the equipment to be entered in Part IV; and (3) furnish a brief description of other available data, i.e., as built drawings, maintenance records, detail performance specifications for Part V.

(c)-Screen item for a minimum of 90 calendar days. Distribute sufficient copies of NASA Form 1577, including a photograph of the equipment, to all other NASA NEMS Reutilization Coordinators to ensure a complete redistribution review is conducted.

(d)-At the expiration of 90 calendar days, if there are no requirements, item will be considered excess and dispositioned through standard disposal methods.

620-2-J

ACCOUNTABILITY AND CONTROL OF COMPUTER SYSTEMS

a. -Definition

CMIS - is an acronym for Computer Management Information System. The CMIS was developed to provide a common data base for all ADPE to satisfy multiple requirements; i.e., Information Systems Office Inventory Control System, Computer Utilization Planning Inventory, and the Facilities Equipment Capabilities Catalog. The CMIS format reflects the total system asset value in addition to individual component identification and value. All components of a system are identified with a 5- or 6-digit MSFC controlled property number in accordance with NHB 4200.1, are recorded by Property Management Division, within the MSFC controlled personal property asset records, and are identified to a specific ADPE system within the CMIS.

b. -General

(1) The validity of information reflected in CMIS is essential to the development of a common data base for all Information Systems Office (ISO) accountability or reporting requirements.

(2) The responsibility for CMIS update is equally shared by the Property Management Division, the Information Systems Office, and the individual Property Manager.

c. -Procedure

(1) IMSC, Receiving, in support of Property Management Division will:

(a)-Upon receipt of a new ADPE system or individual components for an existing system, initiate action to process receipt documentation necessary to reflect the additional equipment within the NASA Equipment Management System at the component level and affix NEMS tags.

(b)-If NEMS tags cannot be affixed at the receiving point, (e.g. "DO NOT OPEN") the appropriate Property Manager will be contacted. The items will be opened and tagged in the presence of the Property Manager and a representative from the Contractor.

(2) Property Manager will:

(a)-Perform receipt and accept formal accountability for new acquisitions.

(b)-When an ADPE system or individual ADPE components are to be transferred (User or Property Manager change), annotate on the NASA Form 1602 for that item and forward to the appropriate Activity Supply Office.

(c)-When an ADPE system or individual ADPE components are to be turned in to excess annotate on the affected NASA Form 1602 and forward to the appropriate IMSC, Activity Supply Office. All ADPE items, with a condition code of 6 will be screened for reutilization for 90 calendar days prior to being declared excess. In addition, the Federal Property Management Regulations (FPMR) require that ADPE be reported to GSA at least 90 calendar days in advance of the anticipated release date. The FPMR further requires the using agency to report such ADPE as excess while it is in use and under maintenance to permit relocation between Federal agencies without a lapse in contractual maintenance coverage.

(d)-When ADPE components are transferred to another ADPE system within the same Property Manager account, notify the Information Systems Office representative who will make appropriate adjustments within the CMIS.

EQUIPMENT REUTILIZATION SCREENING (NEMS)

a. -Procedure

(1) Screening New Procurements

Before new items of equipment are procured, the NASA Equipment Management System (NEMS) must be screened to determine if the desired item or an acceptable substitute is available.

(2) Informal Review of Item Availability

(a)-MSFC, in establishing NEMS, made provisions for informal screening. This capability is designed to permit technical users of equipment to rapidly determine the availability of particular types of equipment to fulfill requirements prior to the initiation of a procurement request. This informal review permits a user to quickly examine several makes and types of equipment which may meet their requirements.

(b)-The informal screening will be accomplished using procedures most suitable to MSFC. Generally, a telephone service or form, developed by the Center's Reutilization Coordinator, is adequate to accomplish this requirement.

(c)-If time permits, equipment items should be screened through the Defense Industrial Plant Equipment Center (DIPEC). The NEMS will coordinate DIPEC screening with the procurement request originator.

(3) NEMS Status Codes

*(a)_-Equipment valued at \$1000 and above which is owned by MSFC will be listed in the NEMS and classified in one of the following four categories reflecting its degree of availability:

#A - Active Assigned

#B - Inactive Assigned

#C - Inactive Unassigned

#D - Excess_

(b)-Accuracy of status code classification is necessary for effective redistribution decisions.

(c)-NEMS Report 720 will be utilized.

*Changed by this revision 622-1

SURVEY REPORTS

a. -General

(1) When Government controlled property has been lost, damaged, or destroyed, the individual who had possession of the property at the time of the incident must satisfactorily explain the circumstances surrounding the loss in order to secure relief from responsibility. When explanation for property loss is not accepted, the responsible individual may be disciplined. Taking disciplinary action does not prevent the Government in appropriate situations, from enforcing other remedies which may be available, such as asserting a claim against the employee. If such action is warranted, the installation Chief Counsel will provide guidance. If disciplinary action is recommended, the matter will be referred to the employee's supervisor who should contact the Personnel Officer for guidance. An employee will not be held liable for the loss, damage or destruction of property resulting from the employee's performing, or failing to perform, an action because of a reasonable error in judgment or because of a physical limitation.

(2) When the loss, theft, damage, or destruction of two or more items is the result of a single event or discovery, one Survey Report will be prepared. Preparation of separate Survey Reports for individual items would be considered circumvention because it is necessary to determine the overall causes and recommend actions to prevent recurrence of such cases.

(3) All instances of missing controlled property will be promptly reported to the Chief, Security Division.

(4) Instances of lost, damaged, or stolen controlled property will be reported to the appropriate Activity Supply Office.

(5) All instances of the loss, damage or theft of CLASSIFIED material or equipment must be reported to the Chief, Security Division regardless of "value" to the Government or evidence of willful intent.

Survey Reports (Cont'd)

(6) The Chief, Property Management Division and the Chief, Security Division will coordinate in matters of vandalism.

(a)-Extreme caution must be exercised in preserving all evidence found on or near the scene of theft. Nothing will be disturbed by anyone other than the authorized investigators. If the property is not located within a reasonable time through investigations by the Security Division, they will furnish a certificate to the appropriate IMSC, Activity Supply Office to the effect that the property has not been recovered up to the time that the survey was initiated. This certificate must be appended to the Survey Report as an exhibit or reasons for failure to comply with these instructions fully explained in an affidavit.

(b)-The Incident Report, signed by the Chief, Security Division, may be used in lieu of a certificate, when appropriate.

b. Procedure

(1) Individual responsible for controlled property will:

(a) Promptly notify Security Division by telephone of any missing personal property and follow with a written report to Security Division.

(b) Promptly notify the appropriate Property Manager.

(c) Initiate a Survey Report by completing the blocks in Part I of NASA Form 598. This will include a copy of the Security Report, documentation to support searches made and statement of personnel interviewed within their management area.

(d) Forward Survey Report to Laboratory/Office Director in sufficient time to meet the 30 workday deadline.

(2) Laboratory/Office Director or Deputy will:

(a) Receive Survey Report. Review and complete Part II of the report. Provide any additional findings, state what corrective action is proposed, or has been taken to prevent recurrence. Sign Part II of Survey Report.

Survey Reports (Cont'd)

(b) Forward to appropriate IMSC Activity Supply Office. Survey Reports must be submitted within 30 workdays after discovery of property lost, damaged, or destroyed. Action on the Survey will be completed within 90 working days of the Laboratory/Office Director submittal.

(c) Retain one copy of Survey Report.

(3) Supply and Equipment Management Officer will:

(a) Assign survey number from Survey Report Register.

(b) Refer Survey Reports to the Property Survey Board for investigation, findings, and recommendation if the loss, damage, or destruction of property exceeds \$1,000 total in acquisition value. Regardless of the dollar value of a survey document, the Property Survey Officer may request action by the Property Survey Board when their assistance is desirable.

(c) Forward all other Survey Reports to the Property Survey Officer. If the Property Survey Officer determines that an investigation should be conducted, they may investigate the report or refer such Survey Reports to the Property Survey Board. Provide the Survey Board/Officer any specific directive requirements associated with certain equipment.

(d) Adjust property accountability records to reflect the loss of property as appropriate.

e) Equipment items surveyed as lost, but later found will be physically sighted with date found, location and individual sighting the item annotated on the source document that authorizes reentry into NEMS.

(4) Property Survey Officer or Property Survey Board will:

(a) Investigate and make findings concerning the loss, damage, or destruction of property and the extent or absence of personal responsibility for such loss, damage, or destruction in accordance with NHB 4200.1. The Board will prepare written minutes covering the proceedings of each required meeting. An annual report to the MSFC Director, through official channels, will be prepared by the Property Survey Officer to include summary data on the status of recommendations, e.g. number opened, closed, cancelled, and remaining open. Also will include significant actions, problems, or other survey related matters.

(b) Separately document any recommendations applicable to more than one organization to specifically identify each action required by each organization and forward the documentation to the Supply and Equipment Management Officer.

1 -All concerned be relieved from accountability and responsibility for the loss, damage, or destruction; or

2 -That individuals involved should be disciplined.

(c) Forward the specific findings and recommendations to the MSFC Supply and Equipment Management Officer. Enumerate each recommendation to ensure proper follow-up.

(d) Emphasize to Laboratory/Office Directors when they have failed to meet the 30 workday time frame.

(e) Refer indications of illegal or unethical conduct to the Inspector General in accordance with NMI 9950.1, NASA Investigations Program.

(5) MSFC Supply and Equipment Management Officer will:

(a) Receive completed Survey Report from Property Survey Officer.

(b) Ensure surveillance over Survey Report until final resolution is obtained and all corrective actions associated with the Survey Officer's/Board's findings and recommendations have been implemented.

(6) Laboratory or Office will:

Survey Reports (Cont'd)

- (a) Implement the recommendations of the Survey Officer or Board, as appropriate.
- (b) Take appropriate disciplinary action if required after consultation with Chief Counsel's Office and Personnel Office.
- c. Reporting of Vehicle Accidents: All vehicle accidents will be reported on Standard Form 91A and will be investigated by the Security Division. When damage meets or exceeds \$250.00, the SF 91A will be processed to the Supply and Equipment Management Officer through the Laboratory or Office Director. A copy of the SF 91A will be submitted to the Transportation Motor Vehicle Operations Office.
- d. Reporting of Damage or Destruction to Aircraft: Damage or destruction to aircraft is reported on the following forms, as appropriate: NASA Form 1388, Mishap Report Table of Contents; NASA Form 1389, Mishap Report; NASA Form 1391, Aircraft Flight Mishap Report. A copy is provided to the Supply and Equipment Management Officer for adjustments to the property records and notifying the Financial Management Office for adjustment to the financial records (in the cases of destruction). If aircraft is damaged and fully repaired, cost will not be adjusted; however, copies of the mishap reports will remain on file in Property Management Division.
- e. Property Management Division will: Provide one copy of annual report of the Property Survey Officer to the MSFC Director, copy of NASA Form 598 Survey Report, copy of NASA Form 1602, and any documentation cancelling the survey report to M-DI for reporting to the National Crime Information Center (lost property only).
- f. Security Division will: Perform an annual trend analysis of property losses and provide the results to the Property Management Division.

ANNUAL WALK-THROUGH INSPECTION OF EQUIPMENT

a. General

Walk-through inspections are required by FPMR Subchapter E, Section 101-25.1, and will be performed annually by each Laboratory/Office Director, accompanied by the appropriate Property Manager.

b. Procedure

(1) Property Management Division will:

(a) Notify all Laboratory/Office Directors, by memorandum, of the requirement to perform the annual walk-through inspection.

(b) Provide, with the memorandum of notification, a listing of all controlled property assigned to that organization and a memorandum for record on which the Laboratory/Office Director will document the results of the walk-through inspection.

(2) Laboratory/Office Director will:

(a) Perform an annual walk-through inspection of all offices, laboratories, and/or shops within their responsible management areas, to accomplish the following:

1 -Identify to the Supply and Equipment Management Officer, equipment which may be inactive, underutilized, or no longer required. Identified equipment will be turned in to custodial storage for future use, or to excess for disposition. Those items turned in to custodial storage require updating the NEMS database. NEMS status codes are as follows:

-A #Active: In use and required in performance of an approved project.

-B #Inactive Assigned: Being held in reserve or retained for an approved project.

-C#Inactive Unassigned: Available on demand for redistribution.

Annual Walk-Through Inspection of Equipment (Cont'd)

- 2 -Identify equipment which is expected to become inactive in the near future. This determination should be based on the Laboratory/Office Director's knowledge of future programs.
 - 3 -Inspect assigned equipment to ensure scheduled maintenance is being performed as required, and calibration is currently in compliance with established performance standards.
 - (b) Complete the memorandum for record documenting the walk-through inspection results, and provide the appropriate Property Manager with a copy for retention.
 - (c) Forward original to the Supply and Equipment Management Officer.
- 3) Supply and Equipment Management Officer will summarize results and prepare a comprehensive report for the Center Director, before each March 31, describing the previous calendar year walk-through program and results.

624-2-P

MAINTENANCE AND REPAIR OF EQUIPMENT (INCLUDING OFF-CENTER AND WARRANTY REPAIR)

a. Reference (Only applicable parts of most recent edition apply.)

MMI 1490.1 b. General

* (1) Management Operations Office, through its Institutional Mission Services Contractor, will provide for repair of reproduction, copying and photographic equipment (Reference MMI 1490.1).

(2) Information Systems Office will provide for maintenance and repair of data processing (computer) equipment, and any equipment with memory except for computer equipment that, because of its unique program related function, is maintained by the using organization.

(3) Management Operations Office, Property Management Division, will record warranty data into the NASA Equipment Management System (NEMS) upon receipt of equipment.

(4) Other organizations having charter responsibility for maintenance of unique equipment not included in paragraphs (1) and (2) inclusively will follow the prescribed procedures.

*(5) Procurement Office will include warranty data in the contractual document and/or require vendors to include warranty information with delivery of newly acquired equipment and materials. Upon request, Procurement Office will also, through use of a data retrieval system, provide warranty information on GSA schedule procured items.

(6) Each Property Manager/User of equipment, prior to requesting maintenance or repair of any equipment, will ascertain warranty applicability and provide warranty information to the appropriate maintenance organization with other pertinent data as requested. The use of available warranties should always be explored before resorting to other means of maintenance or repair. Use or non-use of the warranty should be determined based on mission schedules, cost of warranty as opposed to other means of service, and other pertinent organizational requirements.

* Changed by this revision 625-1-0

Maintenance and Repair of Equipment (Including off-Center and Warranty Repair) (Cont'd)

c. Procedure

(1) Using organization will:

(a) Include special warranty requirements in purchase requests. Assure that upon receipt, all warranty cards are completed and returned as specified by the manufacturer and assure that all persons requesting maintenance or repair services are aware that warranty benefits should be examined for appropriateness based on mission schedules or other internal requirements before other sources for maintenance are utilized.

* (b) If warranty repair is deemed appropriate, follow the prescribed procedure.

(c) Use care in operating and handling equipment; prevent unauthorized use or tampering; defer use of improperly operating machines pending inspection by service representative; and train new employees in the operation of equipment.

* (d) Ensure that all service manuals, wiring diagrams, spare parts lists, and any other data provided with equipment is provided to the M&R organization.

(e) Perform routine operator-maintenance services as prescribed by equipment manufacturer.

(f) Request repair services in accordance with the following:

*1-For office machines - call Institution Mission Services contractor, work control, 544-1831, provide type of machine, manufacturer, and model, NEMS control tag number, location of equipment, and nature of problem.

*2-For photographic, reproduction, copying, and miscellaneous type equipment - call Institutional Mission Services Contractor, Work Control, 544-4447, provide the type, brand name and model of item, NEMS control tag number, location of equipment, and nature of problem. Requests for maintenance and repair of copying equipment should be coordinated with the designated key operator or alternate appointed for the machines not having an assigned operator (Reference MMI 1490.1).

* Changed by this revision 625-2-4

Maintenance and Repair of Equipment (Including off-Center and Warranty Repair) (Cont'd)

*3-For RDT&E equipment, call Institutional Mission Services Contractor, Work Control, 544-1831, and provide type of equipment, manufacturer, and model, NEMS control tag number, location of equipment, and nature of problem.

NOTE: In all cases, determine if the item is in warranty and so state when requesting service.

*(g) On completion of repair service, assure that item is working satisfactorily and check service ticket for correct description, item identification and NEMS control tag number before signing. Retain your copy of the signed service ticket to become a permanent part of the machine's record. If the machine is still under warranty, ensure the service representative cites this on the ticket before signing.

*(h) The Property Manager will sign the NASA Form 892, Property Pass Request and Removal Permit, if the equipment must be removed from the Center for repair. The Property Manager will also complete a NASA Form 1602 and submit to Property Management Division.

(i) When there is evidence that repair is required because of neglect, abuse, or misuse of equipment, the Property Manager should follow the provisions of this manual regarding establishment of liability and preparation of a Survey Report, NASA Form 598, prior to requesting repair service.

(2) Responsible Maintenance and Repair Organization will:

(a) Upon receipt of request for maintenance, confirm the warranty status of item needing service through the NASA Equipment Management System (NEMS).

*(b) Coordinate with the requesting activity to determine appropriate method of obtaining required service, i.e., warranty, in-house technicians, Original Equipment Manufacturer (OEM).

(c) If the warranty is found not to be beneficial, document the rationale for the method used to provide service.

* Changed by this revision 625-3-2

Maintenance and Repair of Equipment (Including off-Center and Warranty Repair) (Cont'd)

(3) Property Management Division will:

Enter date of receipt and warranty data (if known) into the NEMS upon receipt of new capital, controlled, and sensitive equipment (including ADP and computer equipment.)

625-4-d

REPLACEMENT OF LOST, DAMAGED, OR DETACHED NEMS TAGS

a. Procedure

- (1) Assigned Property Manager will: Upon discovery of missing tag, reference NEMS provided printout to identify appropriate NASA Form 1602. Annotate the NASA Form 1602 and forward to the appropriate IMSC, Activity Supply Office.
- (2) IMSC, Activity Supply Office will:
 - (a) Receive annotated NASA Form 1602 from the Property Manager.
 - (b) Ensure the NASA Form 1602 is in order and forward to Property Management Division, NEMS Control.
- (3) Property Management Division, NEMS Control will: Receive NASA Form 1602, verify the equipment record and forward to Property Management Division, Equipment Specialist.
- (4) Property Management Division, Equipment Specialist will:
 - (a) Arrange for retagging of items.
 - (b) Inspect the equipment, compare with description on NASA Form 1602.
 - (c) Discuss circumstances with Property Manager to avoid similar recurrence.
 - (d) Enter new tag number in "Remarks" block of NASA Form 1602.
 - (e) Forward to PMD, NEMS Control.
- (5) Property Management Division, NEMS Control will:
 - (a) Take required action to delete old tag number and add new tag number to generate a new NASA Form 1602.
 - (b) Forward new NASA Form 1602 through appropriate IMSC, Activity Supply Office to the Property Manager.

626-1-P__

CHAPTER 7 - RECEIPTS AND SHIPMENTS

PARAGRAPH -	SUBJECT	PAGE	
*PARAGRAPH 701	General	701-1	
*PARAGRAPH 702	Receipts	702-1	
PARAGRAPH 703	Receipt of Property from Non- Government Sources	703-1	
PARAGRAPH 704	Inspection and Acceptance of Materials and Equipment	704-1	
PARAGRAPH 705	Returning Material and Equipment Vendor	705-1	to
PARAGRAPH 706	Initiation of Expediting Actions	706-1	
PARAGRAPH 707	Shipments	707-1	
*PARAGRAPH 708	Reporting Inferior Quality GSA/DOD Products	708-1	
PARAGRAPH 709	Receipt and Control of Capital Sensitive Property	709-1	and
PARAGRAPH 710	Shipment (Transfer) to a NASA Installation	710-1	
PARAGRAPH 711	Shipment to MSFC Employees	711-1	
PARAGRAPH 712	Shipment of Government Furnished Equipment (GFE) to a Contractor	712-1	

* Changed by this revision 700-1

GENERAL

a. Receiving and Shipping

This chapter sets forth specific policies for receipts and shipments of material and equipment.

*b. Policy

Normally, material and equipment being received and shipped at MSFC will be processed through IMSC Receiving and IMSC Shipping in Building 4471.

*c. MSFC Receipts: Receipts of material and equipment will be received against the accompanying shipping documentation.

*d. Contractor Receipts: Onsite and local offsite contractors that purchase under the terms of the contract and transfer accountability to the Government must complete a DD Form 1149 or DD 250 for receipt of equipment. Equipment delivered on a DD Form 1149 or DD 250 will be fully priced and listed at the independent component level, and have the gaining property manager's signature, the contract number, the purchase order, the screened purchase request (if applicable), and a packing slip.

*e. Shipments: (1) Equipment to be hand-carried or shipped will be documented and coordinated with the Supply and Equipment Management Officer (SEMO) or designee prior to the physical movement of the equipment in order to ensure the appropriate actions and adjustments are made.

*(2) Equipment shipped to a contractor as Government- Furnished Equipment (GFE) will retain equipment control number tags if valued at over \$1,000.

(3) When an item of noncontrolled equipment is disposed of or transferred from NASA, all NASA identification will be removed or obliterated.

* Changed by this revision 701-1-D

RECEIPTS

a. Reference (Only applicable parts of most recent edition apply.) MMI 6400.2

b. Policy

Normally, material and equipment will be processed through IMSC Receiving, Building 4471. This includes material and equipment acquired by any means - purchase, rental, lease or loan.

c. General

*(1) Normally, all shipments received will be off-loaded from carriers at the receiving dock, Building 4471; but on occasion, material and equipment may be off-loaded and tallied in other areas (only when approved by the SEMO). Tally documents prepared at other areas (including onsite contractor receipts) will be forwarded, together with the freight bill and packing list, to IMSC Receiving, Building 4471, for processing immediately. Users will receive materials and equipment for their in-house use only after such property has been tagged (if appropriate) and vouchered through IMSC Receiving, Property Management Division (PMD).

(2) Raw materials will be received, tallied, and inspected at Building 8023.

(3) Program Critical Hardware will be documented, received, tallied and inspected in accordance with procedures outlined in MMI 6400.2, "Packaging, Handling, and Moving of Program Critical Hardware."

d. Procedure

IMSC Receiving, in support of PMD, will:

(1) Offload material or equipment checking the number of containers against the freight bill to determine that receipt is in proper order. When receipt is in proper order, sign freight bill, retain a copy of freight bill, and release carrier. Retain a copy of freight bill and forward original to Management Operations Office, Transportation Management Division.

* Changed by this revision 702-1

Receipts (Cont'd)

- (2) When there is a shortage or damage incident, including damage to packing or crating, notify the Management Operations Office, Passenger and Traffic Management Branch, immediately. Complete MSFC Form 2373, Report of Loss and Damage, with pertinent data and forward a copy to the Management Operations Office, Transportation Management Division. Assure all copies of the carrier's freight bill are annotated to describe the shortage or damage and obtain carrier's signature to acknowledge the discrepancy. File a copy of MSFC Form 2373 in the suspense file and DCN folder.
- (3) When damage or shortage is discovered after carrier's driver has departed, notify the Management Operations Office, Passenger and Traffic Management Branch. Prepare MSFC Form 2373, preserve packing material and containers for inspection by carrier, if deemed appropriate by the Management Operations Office, Passenger and Traffic Management Branch.
- (4) Prepare an Inbound Discrepancy Report (IDR), MSFC Form 46, on receipts of overshipments, damage, incorrect items, and duplicate items.
- (5) Initiate an MSFC Form 1048-1, Inspection and Acceptance Request (IAR), upon receipt of material that contains a quality inspection clause in the purchase order or contract.
- (6) Deliver material to storage or user and obtain signature for receipt of material. Material will be drayed to the user when one of the following conditions exists:
 - (a) When the shipment received is addressed to the other agencies on Redstone Arsenal.
 - (b) Classified shipments containing drawings, maps, blueprints, publications, books, data reports, progress reports, specifications, etc., will be drayed to the Management Operations Office, Mail and Messenger Branch. Any classified material held overnight in Building 4471 will be stored in a secure area.

(c) Shipments that require protective signature service or armed guard service will be received and delivered the same as classified shipments even though the material may not be classified. If any of these shipments remain in Building 4471 for an extended time, the material will be held in a secure area. All deliveries will be made by individuals having a proper security clearance.

(d) Subscriptions, periodicals, magazines, papers, etc., citing an individual's name.

(e) Material shipped from a contractor to a contractor.

(7) All personal items addressed to an individual will be returned to sender.

702-3-Z

RECEIPT OF PROPERTY FROM NON-GOVERNMENT SOURCES

a. Reference

(Only applicable parts of most recent edition apply.) MMI 5101.5

b. Policy

It is MSFC policy that Procurement Office will make necessary arrangements to obtain property from non-Government sources for utilization at the Center.

c. General

MSFC employees may not officially request or accept property on a free-loan basis on behalf of the Government; only the Procurement Office has that authority. Unless the individual arranging for the receipt of such property is a contracting officer, the Government normally would not be responsible for any claim the owner may make with respect to the transaction. CAUTION: The Government is not responsible for any claim the owner may make for such unofficial loans, and the individual arranging such loans may be personally liable to a claim. Such claims could involve possible liability for transportation charges, loss, damage, or destruction of the property, misuse of proprietary data, etc.

d. Procedure

MSFC Laboratory or Office will:

- (1) Prepare MSFC Form 55 or MSFC Form 424, as appropriate.
- (2) Process documentation in accordance with MMI 5101.5.

703-1-R

INSPECTION AND ACCEPTANCE OF MATERIALS AND EQUIPMENT

a. Reference

(Only applicable parts of most recent edition apply.) MMI 5150.2

b. Definitions

(1) Non-quality Sensitive Hardware - Equipment, hardware, or material not directly related to flight systems (e.g., mock-up, industrial machinery, office equipment, documentation.)

(2) Quality Sensitive Hardware - All items in the area of flight hardware and flight associated ground support equipment, including items to be assembled into a launch vehicle and associated equipment for testing, handling, launching, and maintaining vehicles in space.

c. Procedure

(1) Initiator of procurement requests will include one of the following acceptance clauses:

(a) For Quality Sensitive Hardware: Item(s) specified herein will be subject to inspection by the Quality Assurance Office for compliance to specifications and/or description as stated. Up to 30 days shall be allowed for acceptance inspection at destination and the discount period, if applicable, shall not begin until after such allowed time.

(b) For Non-Quality Sensitive Hardware: 1 -R&QA Receiving Inspection required. 2 -R&QA Receiving Inspection not required.

(c) For Delivery Orders Under Charge Account Type Contracts: If Block "C" is checked under "Quality and Reliability Assurance" of MSFC Form 3075, Quality Receiving Inspection is required.

(2) Purchase orders or contracts must incorporate one of the above inspection acceptance time clauses, and in addition, a statement "Intended for flight use," if applicable. 704-1-J

CHAPTER 7 704 Inspection and Acceptance of Materials and Equipment (Cont'd)

(3) Purchase requests for program stocks requiring quality inspection must contain provisions for inspection at source or upon receipt and prior to placing in storage.

(4) For items requiring quality inspection and acceptance, coordination between the user and representative of the Quality Assurance Office will be accomplished prior to initiating the procurement request. This coordination is to ascertain any special and peculiar inspections required, special tests to be made, and the availability of supportive equipment required so that a determination can be made as to whether the inspection point will be at MSFC or the contractor's plant.

(5) Using Organization or IMSC, Activity Supply Office, as appropriate will:

(a) Prepare MSFC Form 424 and/or MSFC Form 55 procurement requests for items of material and equipment.

(b) Include one of the statements concerning inspection on all procurement requests.

(c) Coordinate with representatives of Quality Assurance Office on items requiring special testing equipment to ascertain testing point and facility provisions for inclusion in the purchase request and/or contract.

(d) Upon receipt of material to be inspected by the laboratory, have material inspected in accordance with the terms of the contract and action-in quantity accepted and/or rejected on MSFC Form 1048-1 and return to Receiving, Property Management Division.

(6) IMSC, Receiving, in support of Property Management Division will:

(a) Initiate MSFC Form 1048-1 upon receipt of material and equipment, provided there is a quality inspection clause on purchase order or contract.

(b) Take necessary action to have technical inspection performed.

CHAPTER 7

MM 4000.1C 704 Inspection and Acceptance of Materials and Equipment (Cont'd)

- (c) Maintain necessary controls on inspection and acceptance request to ensure accomplishment of valid receiving reports prior to suspense date established as a result of the inspection and acceptance clause in the purchase order or contract.
- (d) Upon receipt of the original and copy 2 of the MSFC Form 1048-1 from the using laboratory or Quality Assurance Office, take necessary action as indicated on MSFC Form 1048-1 to receive or reject items involved.
- (e) Deliver acceptable equipment and acceptable expendable materials to the user after inspection by the Quality Assurance Office.

704-3

RETURNING MATERIAL AND EQUIPMENT TO VENDOR

a. General

Material and equipment can be returned to the vendor as a result of latent defects, not conforming to specifications, damage during shipping, improper receipts, or becoming inoperative during warranty period.

b. Procedure

(1) Laboratory/Office initiator will: (

a) Accept material as is or prepare MSFC Form 47, Inspection Rejection Report (IRR), in six copies.

(b) Forward original and four copies of MSFC Form 47 to appropriate IMSC, Activity Supply Office. If S&E organization, forward MSFC Form 47 through the appropriate co-located EM Laboratory Support Branch for application of funding code, then to appropriate IMSC, Activity Supply Office.

(2) IMSC, Activity Supply Office, in support of Property Management Division will:

(a) Receive MSFC Form 47 from initiator, or if S&E, from the appropriate co-located EM Laboratory Support Branch, and complete Blocks 3 and 29 of MSFC Form 47.

(b) Forward MSFC Form 47 to the Procurement Office.

(c) Upon receipt of MSFC Form 47 from Procurement Office, prepare MSFC Form 57, Shipping Document, if material is to be returned for replacement, credit, or repair. (d) Forward MSFC Form 57 and one copy of MSFC Form 47 to Property Management Division.

(3) Procurement Office will:

(a) Receive MSFC Form 47 from IMSC, Activity Supply Office and review the discrepancies and recommendations.

(b) Take appropriate action to accomplish the method of repair which would be in the best interest of the Government.

(c) Complete Block 31 on MSFC Form 47 and return the original and two copies to the IMSC, Activity Supply Office.

Returning Material and Equipment to Vendor (Cont'd)

(4) IMSC, Shipping, in support of Property Management Division will:

- (a) Receive MSFC Form 57 and one copy of MSFC Form 47 from the IMSC, Activity Supply Office.
- (b) Arrange for pick up of material, establish file, and forward necessary copies of MSFC Form 57 to Transportation Management Division for shipment.
- (c) Upon receipt of repaired or replaced material, utilize a copy of MSFC Form 57, on which outgoing shipment was documented, to receive and deliver item to the appropriate IMSC, Activity Supply Office.

705-2

INITIATION OF EXPEDITING ACTIONS

a. General

- (1) IMSC, Activity Supply Offices, or other personnel in the organization they support, will not contact a vendor to expedite a delivery.
- (2) The Expeditor will contact the Procurement Office, only after assuring the material/equipment has not been received.

b. Procedure

- (1) Using organizations will contact the appropriate IMSC, Activity Supply Officer to initiate expediting action.
- (2) IMSC, Activity Supply Officer in support of Property Management Division, will:
 - (a) Initiate expediting actions by contacting Expeditors in Receiving and furnishing the following information:
 - 1-The document control number assigned.
 - 2-The date the item is actually needed.
 - (b) Inform the Expeditor that one of the following circumstances exists:
 - 1-Material is required immediately.
 - 2-Material is not required immediately, but the requester needs to know the status of a due-out or purchase order.
 - 3-Material is not required immediately, but the requester desires a verification from Procurement Office of the expected delivery date.

706-1-P

SHIPMENTS

a. References

(Only applicable parts of most recent edition apply.)

- (1) NHB 6000.1
- (2) MMI 6400.1
- (3) MMI 6540.1

b. General

(1) The Property Management Division's responsibility for shipment begins upon receipt of a request for shipment to the IMSC, Activity Supply Office. All requests for shipments provided to the IMSC, Activity Supply Office will contain necessary approvals. The IMSC, Activity Supply Office will then prepare the prescribed shipping document, MSFC Form 57. Edit, review, and final approval of the MSFC Form 57 are the responsibility of Property Management Division, Equipment Branch.

(2) Categories of Shipments:

(a) Between MSFC and property officers of other NASA Installations and other Government agencies - Approval authority will be at the Laboratory/Office Director or Program Office level.

(b) Between MSFC and contractors - Approval authority will be the Contracting Officer or his designated representative.

(c) Between MSFC and any international consignee - Approval authority will be the Directorate or Program Office level.

(d) MSFC employees requiring items be shipped to an off-Center destination for temporary use will be responsible for the item at the destination point and assure its return shipment to MSFC. The request for shipment will indicate the estimated return date. Approval authority will be at the Laboratory/Office Director or Program Office level with concurrence of the Property Manager. If an extension is required, or if the item will be used by other MSFC personnel or employees at shipping destination, the responsible MSFC employee will forward a memorandum to the Property Management Division indicating the new return date and responsible individual. Approval or concurrence will be the same as the initial request for shipment.

707-1-6

Shipments (Cont'd)

(e) MSFC on-site contractors shipping off-Center government-owned/contractor-held property (accountability being maintained by the contractor) or contractor-owned property in accordance with contractual provisions will prepare a DD Form 1149 and route to Property Management Division. If shipment is after hours, Security Division, through its security guards, will assist Property Management Division by extracting a copy of the DD Form 1149 and forwarding to Property Management Division the next work day.

(3) Shipping Requirements:

- (a) Unless otherwise indicated, the shipment will be made by the least expensive mode consistent with the known characteristics of the freight. As space permits, a shipment may be held up to four days awaiting an opportunity for consolidation.
- (b) IMSC, Shipping, will preserve, pack, package, mark, and handle items for shipment.
- (c) The Transportation Management Division will execute shipments in accordance with established MSFC policy.
- (d) The applicable program funding code will appear on the MSFC Form 57, to assign transportation cost to the appropriate program.

(4) Special Instructions Pertaining to Government Air Cargo Shipments: Laboratories, program offices, and others having authority over shipments will contact Passenger and Traffic Management Branch and initiate arrangements for air shipments, and concurrently provide this information to the appropriate ASO for advance planning, coordination, and preparation of shipping document, MSFC Form 57. Traffic Management Branch will review requirements to determine if shipment can be made by commercial air. If not, Traffic Management Branch will contact Air Operations for scheduling Government aircraft. Laboratory, program office, or others will forward applicable justification for use of aircraft as directed by MMI 6540.1.

REPORTING INFERIOR QUALITY GSA/DOD PRODUCTS

a. Reference

(Only applicable parts of most recent edition apply.)

FPMR, Subpart 101-26.107

b. Definition Quality Deficiency - Any imperfection which prevents an item from fulfilling its intended mission, due to the quality of the manufacturing process or through the use of inferior materials.

*c. General

The Federal Property Management Regulations (FPMR), with certain exceptions (reference Paragraph 201a.(4)(d) of this Manual), require all Federal agencies to procure available supplies through GSA or DOD supply sources as a first choice. In adhering to these directives, the Property Management Division (PMD) screens all proposed MSFC procurements to direct applicable purchases to these Federal sources. Occasionally, an item purchased from a Federal source will have a quality deficiency. Standard Form 368 (available in the building 4200 administrative supply annex) is the proper vehicle for reporting a deficiency, and the following procedure instructs the user on action to take when this situation occurs.

d. Procedure

(1) Upon receipt of an item with a quality deficiency, the user will:

(a) Report the deficiency regardless of the dollar amount involved, by completing the Standard Form 368, Quality Deficiency Report (Category II).

1-Complete Section I if the information is applicable and available. PMD will ensure that applicable items not completed by the originating point are completed to the maximum extent possible before the form is submitted to the appropriate agency.

* Changed by this revision

Reporting Inferior Quality GSA/DOD Products (Cont'd)

2-Complete all items on the form when the deficiency involves items other than motor vehicles or components. When the deficiency involves motor vehicles or components, including tires, tubes, and batteries, complete only items 1, 4, 6 through 13, 15d, 16, 19, 21 and 22.

(b) Submit questions regarding completion of the form, and completed SF 368's to PMD.

(2) PMD will:

(a) Receive all SF 368's from originating activity and review to ensure that applicable items are completed to the maximum extent possible.

(b) Submit to the appropriate agency.

(c) Maintain a suspense file and perform follow-up action until completed.

708-2-X

RECEIPT AND CONTROL OF CAPITAL AND SENSITIVE PROPERTY

a. Definitions

(1) Capital Equipment - An item of equipment with an acquisition cost of \$5000 or more, that has an estimated service life of two years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

(2) Sensitive Item - An item of equipment designated by the Supply and Equipment Management Officer which, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control.

b. Procedure

(1) IMSC, in support of Property Management Division, will:

(a) When property is off-loaded, locate packing slip or other identifying documents.

(b) Review property for capitalization criteria.

(c) If an item meets capitalization criteria, assign a NEMS number, affix NEMS tag to equipment, annotate NEMS number on all copies of receiving documentation.

(d) Forward copies of receiving report as follows:

1 -Original and one copy and packing slip to Financial Management Office for payment.

2-Three copies and green D-voucher, along with the item, to the appropriate user/Property Manager.

3-One copy to Procurement Office.

4-If item is for an S&E organization, one copy to EM12, for all other offices, one copy to the appropriate IMSC, Activity Supply Office.

5-The last copy with the blue D-voucher is placed in the receiving folder and retained until purchase order or contract is completed.

(e) Deliver item to appropriate user/Property Manager, obtaining signature of the user/Property Manager.

(f) Maintain completed files

(g) Provide the Property Manager with a NASA Form 1602 for all property received.

(2) The Property Manager will:

(a) Sign copy of receiving report at time of delivery.

(b) Receive NASA Form 1602 for property received and maintain in accordance with Paragraph 602.

SHIPMENT (TRANSFER) TO A NASA INSTALLATION

a. General

This procedure is not to be confused with the borrow-out method of equipment being shipped to another NASA Installation. For shipment of material not classified as controlled equipment, reference Paragraph 707.

b. Procedure

(1) Requesting Organization will: Forward request for shipment either as a letter or an MSFC Form 424 (if for S&E), and the NASA Form 1602 to the appropriate IMSC, Activity Supply Officer.

(2) IMSC, in support of Property Management Division, will:

(a) Receiving initiator's request; prepare MSFC Form 57, attach supporting documentation, ensure proper approvals are included in accordance with Paragraph 707, and obtain signature of the Supply and Equipment Management Officer, or designee.

(b) Arrange for equipment to be picked up.

(c) Coordinate with Safety, Reliability, Maintainability, and Quality Assurance Office and the Passenger and Traffic Management Branch of Management Operations Office, as required.

(d) Forward the original processing shipping document and the NASA Form 1602 to Property Management Division, NEMS Control.

(e) Accomplish the shipment.

(3) Property Management Division, NEMS Control will:

(a) Receive MSFC Form 57, supporting documentation and NASA Form 1602.

(b) Update the NEMS to transfer the items from the MSFC NEMS database to the new accountable installation.

(c) Forward annotated copy of the MSFC Form 57 to Financial Management Office.

(d) Provide the Property Manager a copy of the monthly transaction listing indicating the deletion.

SHIPMENT TO MSFC EMPLOYEES

a. General

This paragraph covers instances when material or equipment must be shipped to an MSFC employee for use at an off-site location. Reference Paragraph 707 for general information regarding types of shipment.

b. Procedure

(1) Requesting individual will: Request shipment via memorandum or MSFC Form 424 (if S&E employee). Ensure that approvals are included as referenced in Paragraph 707 of this manual.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

(a) Receive MSFC Form 424 or memorandum. (The responsible Property Manager maintains the NASA Form 1602, since controlled equipment will remain within the custodian's account.)

(b) Review documentation for completeness, required approvals, addressee, and the individual's name who will accompany and return the item, return date, and adequate justification.

(c) If handcarried, prepare NASA Form 892.

1 -Assure signatures of Laboratory/Office Director, Property Manager (if applicable), and Borrower are affixed as well as purpose for removal, identity of the property and period of time required.

2 -Hold one copy in suspense, forward one copy to the appropriate Property Manager (if applicable) to retain until return of property has been verified. 3 -Forward one copy to Security Division.

(d) Prepare MSFC Form 57, if item is to be processed through Shipping.

(e) Attach memorandum or MSFC Form 424 to MSFC Form 57, and obtain approval of Property Management Division, Equipment Branch (if equipment).

(f) Forward documentation to IMSC Shipping Operation.

(3) Property Management Division, Equipment Branch will: For equipment items being shipped, approve shipping documentation and process location change in the NEMS.

Shipment to MSFC Employees (Cont'd)

(4) IMSC, Shipping, in support of Property Management Division will:

- (a) Receive MSFC Form 424 or memorandum and MSFC Form 57.
- (b) Log in and arrange for property to be picked up,
- (c) Forward documentation to Packing and Crating for preparation of shipment.
- (d) Coordinate shipment with Safety, Reliability, Maintainability, and Quality Assurance Office and Traffic Management Branch, Management Operations Office, as required.
- (e) Forward one copy of documentation to IMSC Receiving.

(5) IMSC, Receiving, in support of Property Management Division will:

- (a) Establish a suspense file to ensure return of equipment on designated date.
- (b) Upon return of equipment, ensure that receipt agrees with shipping document.
- (c) Forward annotated documentation to Property Management Division, NEMS Control.

(6) Property Management Division, NEMS Control will: (a) Receive folder and process T-voucher to show equipment has been returned.

(7) Requesting organization will notify the IMSC, Activity Supply Officer when items handcarried via NASA Form 892 have been returned to close out suspense.

711-2-N

SHIPMENT OF GOVERNMENT FURNISHED EQUIPMENT (GFE) TO A CONTRACTOR

a. Procedure

(1) Requesting Property Manager will: Forward NASA Form 1602 and memorandum or MSFC Form 424 (for S&E requests) to the appropriate IMSC, Activity Supply Officer.

(2) IMSC, Activity Supply Office, in support of Property Management Division will:

(a) Receive NASA Form 1602 and MSFC Form 424, or memorandum from the Property Manager.

(b) Review the NASA Form 1602 and/or Form 424 or memorandum to verify that proper signature approvals appear and transaction 67 has been checked.

(c) Prepare MSFC Form 57 and obtain necessary approvals if not on NASA Form 1602; then forward to Contracting Officer for signature.

(d) Establish and maintain a suspense file on all shipments.

(e) When approved documentation is returned by Contracting Officer, update suspense file and obtain approval from Property Management Division, Equipment Branch.

(f) Forward documentation to IMSC Shipping.

(3) IMSC, Shipping, in support of Property Management Division, will:

(a) Receive NASA Form 1602 and MSFC Form 57.

(b) Log appropriate information in register, arrange for equipment to be picked up.

(c) Package item in accordance with mode of transportation. Do not remove NEMS tag.

(d) Coordinate with Passenger and Traffic Management as required.

(e) Forward NASA Form 1602 and original copy of MSFC Form 57 to Property Management Division, NEMS Control.

(4) PMD NEMS Control will:

(a) Receive NASA Form 1602 and MSFC Form 57 and enter the data required to update the NEMS database.

(b) Forward one copy to Financial Management Office.

(c) Forward one copy to Industrial Property for the contract property file.

(5) Contracting Officer will: Approve all shipments of government furnished equipment to contractor.

712-1-H__

CHAPTER 8

MM 4000.1C

CHAPTER 8 - STORAGE

PARAGRAPH	SUBJECT	PAGE
PARAGRAPH 801	General	801-1
PARAGRAPH 802	Tool Crib Operations	802-1
PARAGRAPH 803	Controlled Access Storage System	803-1

800-1__

GENERAL

a. Property Management Division will provide storage for all assets managed by Property Management Division such as:

- (1)Stores Stock;
- (2)Program Stock;
- (3)Standby Stock;
- (4)Custodial Storage;
- (5)Environmentally Controlled Storage.

b. Organizations requesting Property Management Division to store items must first transfer accountability of such items to Property Management Division.

c. Organizations requiring more information may contact the Supply and Equipment Management Officer (Chief, Property Management Division), or the Chief, Supply Branch, Property Management Division.

801-1

TOOL CRIB OPERATIONS

a.-Definitions

For the purpose of this paragraph, the following definitions apply:

- (1) Tool Crib: A supply point for special type and/or general purpose items, acquired by direct procurement or issue from stores stock, held at or near the point of use for day-to-day operational support.
- (2) Tool: Any hand tool, motorized or manual, used by an individual in the shop(s) serviced by the crib.
- (3) Tooling: A jig, fixture, or an item which may be used independently and/or with larger tools or machines to do a specific job.
- (4) Consumable Items: An expendable item which is consumed or rendered useless when used for the task for which it was intended. Examples: sandpaper, glue, fasteners, oil, etc.
- (5) Tool Crib Custodian: Personnel assigned the operation and maintenance responsibility of a tool crib.

b. General

- (1) The establishment of crib-type facilities for the control of items applicable to this paragraph of the Property Management Manual will be subject to the approval of the Director, S&E for cribs located in S&E and the Director, Management Operations Office for all other cribs.
- (2) Organizations having a need for establishing a crib-type facility will forward a written request, with a copy of the proposed operating procedure, to the proper approving official, referencing this paragraph of the Property Management Manual. The approving authority will approve or disapprove the request and notify the requestor.
- (3) Crib-type facilities will be established in order to provide direct onsite support of the mission activity at the laboratory/office when it is justified by the number of items to be controlled and/or held for short issue.
- (4) Controlled noncapital equipment and all hand tools will be identified by marking with the letters "NASA" unless the marking would impair the utility of the item. Consumable items will not be marked.

CHAPTER 8 802 Tool Crib Operations (Cont'd)

- (5) Organizations having items subject to tool crib control, and where tool crib establishment is not feasible, will control all tool crib type items by use of hand receipts.
- (6) Sensitive items may be controlled by the crib. This will enable organizations to avoid setting up more than one security area.
- (7) Consumable items may be held by the crib (in bench stock quantities only) for issue, provided the distance to the nearest substore makes it impractical for each individual to go to the substore for supplies or when the nature of the item and the manner in which it is normally issued makes it impractical or uneconomical for each individual to draw it. Consumable items issued by the tool crib shall not be controlled by hand receipt nor shall they be controlled by any ADP system to maintain stock levels, inventory, or issue records.

c.-Procedure

1) The laboratory/office establishing or operating a tool crib will:

- (a) Be responsible for stocking the crib in accordance with Chapter 2, Paragraph 201, of this Man
- (b) Designate all personnel who are authorized admittance to the crib.
- (c) Designate all personnel who are authorized to withdraw items from the crib.
- (d) Prepare and enforce internal operating procedures for the crib. These procedures shall include, but are not limited to, methods of receipt, storage, issue, locator system, and maintenance of stock levels.
- (e) Turn-in excess items for redistribution by forwarding a completed MSFC Form 55 to the Property Management Division.
- (f) Submit a report to the Supply and Equipment Management Officer annually by September 30 giving location of tool crib, estimated number of line items, and estimated dollar value. This report will be signed by the Laboratory/Office Director.

802-2-8__

Tool Crib Operations (Cont'd)

(2) Tool Crib Custodian will:

- a) Receive, store, issue, and maintain tool crib items in accordance with internal operating procedures
- b) Assure that security protection is afforded at all times to safeguard the tool crib items.
- (c) Maintain all tool crib items in a clean and serviceable condition. Assure that all electrically powered tools/equipment are in a safe operating condition prior to issue, and calibrated in accordance with established procedures.

(3) Users of tool crib will:

- (a) Assure that items drawn are serviceable and free from hazardous defects.
- (b) Return items to the crib when task for which they were drawn has been accomplished.

CONTROLLED ACCESS STORAGE SYSTEM

a.-Policy

Items are placed in controlled access storage to prevent the unauthorized assembly, disassembly, or operation, and the loss, misuse, contamination, or other degradation of flight/ flight associated hardware and experiments, including spares and GSE.

b.-References (Only applicable parts of most recent edition apply.)

- (1) MMI 1700.11
- (2) MMI 5150.2
- (3) MMI 6400.1
- 4) MMI 6400.2

c.-Definition

Controlled Access Storage Area: Area designated for the storage, protection, and control of flight/flight associated hardware and experiments, including spares and GSE, where integrity and quality are to be maintained during periods of non-use, in order for the hardware and experiments to meet usable conditions when required.

d.-Responsibilities

(1) Program/Project Office will:

- (a) Identify hardware and experiments requiring controlled access storage.
- (b) Identify engineering requirements for the integrity, quality, and protection of the hardware and experiments, including required acceptance tests, inspections, environmental and safety controls.

2) Property Management Division will:

- (a) Provide facilities for use as controlled access storage areas.
- (b) Provide operation readiness of controlled access storage areas, including the establishment and performance of required facilities engineering for environmental and safety controls and storage capacities.

803-1-L

Controlled Access Storage System (Cont'd)

- (c) Provide an IMSC, Activity Supply Officer to accomplish required action/liaison in support of the using organization in the receipt, transfer, turn-in, or accountability of the hardware and experiments.
 - (d) Provide the MSFC basic organizations, as requested, with a report by organizational elements of the hardware and experiments in controlled access storage.
 - (e) Establish, operate, and manage the controlled access storage areas.
 - (f) Ensure that adequate facilities and records are maintained for proper identification, segregation, and storage of hardware and experiments to preserve their integrity, quality, and safety.
 - (g) Ensure that all items submitted for controlled storage are properly identified and accompanied with proper documentation and instructions.
 - (h) Secure controlled access storage areas during off-duty periods when unattended.
- (3) Using Organizations will:
- (a) Identify specific items to be stored, including item description, drawing number, quantities, applicable project and value.
 - (b) Provide packaging, handling, shipping, and storage requirements, including shelf-life, retest cycle, and environmental requirements.
 - (c) Initiate proper documentation to request controlled access storage services (MSFC Form 424, 55, 362 or 1368, as applicable).
 - (d) Submit all items which have undergone all acceptance tests and inspections to the appropriate controlled access storage area.
 - (e) Arrange for transportation of the items to the appropriate receiving area (through Property Management Division).
- (4) Safety, Reliability, Maintainability and Quality Assurance Office will:
- (a) Perform periodic surveys, as requested by Property Management Division, to verify that items are being properly maintained to preclude contamination or damage.
 - (b) Coordinate discrepancies noted with Property Management Division.
 - (c) Upon request by Property Management Division, inspect items immediately prior to being placed in storage to determine if items are adequately packaged, identified, and are accompanied by proper documentation and complete instructions.

THIS CHAPTER CANCELED BY MWI 4300.1 DATED 4/10/2000

CHAPTER 9

MM 4000.1C

CHAPTER 9 - PROPERTY DISPOSAL AND REUTILIZATION

PARAGRAPH	SUBJECT	PAGE	
PARAGRAPH 901	General	901-1	
PARAGRAPH 902	Optimum Utilization of MSFC's	902-1	Program/Project
Hardware and Equipment			
PARAGRAPH 903	Turn In of Materials and Equipment	903-1	
PARAGRAPH 904	Determination of MSFC Excess	904-1	Personal
Property			
PARAGRAPH 905	Screening of MSFC Excess	905-1	Personal
Property			
PARAGRAPH 906	Screening of Other Government	906-1	Excess
Personal Property			
PARAGRAPH 907	Screening of Contractor Inventory	907-1	Excess
Personal Property			
PARAGRAPH 908	Purchase of Government-Owned	908-1	Surplus
Personal Property by			NASA Personnel
PARAGRAPH 909	Exchange or Sale of Property	909-1	for
Replacement			
PARAGRAPH 910	Issue of Controlled Property	910-1	from Excess
PARAGRAPH 911	Issue of Expendable Material	911-1	from
Excess			
900-1			

GENERAL

a. Property Disposal

MSFC will maintain an effective program for timely disposal of property no longer required. Disposal will be accomplished in accordance with the requirements set forth in NHB 4300.1, NASA Personal Property Disposal Manual, and this manual. Also, in the case of contractor-held property, in accordance with the requirements of the Federal Acquisition Regulation (FAR) and the NASA/FAR Supplement Part 18-45.6.

b. NEMS Screening

(1) NEMS screening capabilities can assure optimum visibility is provided for screening equipment before declared excess. All items with Condition Codes 1-7 will be reported as Status Code C for 90 calendar days before being declared excess.

(2) NASA is authorized by FIRMR par. 201-33.003 to conduct concurrent screening of all excess ADPE, except auxiliary or accessorial ADPE with an original cost of \$1,500 or less. This excess ADPE will be reported to NEMS for screening at least 60 days before the NASA release date.

(3) Other reporting and screening actions required by the property disposal regulations will be accomplished for NEMS items in accordance with NHB 4300.1. Specifically, see Chapter 9, Paragraph 909, for screening requirements of Status Code C inactive NEMS equipment items qualifying for exchange/sale.

c. Space Property

(1) MSFC will ensure that physical and financial accountability for space property which will not be expended in flight and which meets the criteria for controlled equipment is established.

(2) Any space property whether or not acquired for flight, which is used for engineering, test, displays, exhibits, or similar purposes will be accounted for as controlled equipment.

(3) When delivered, contractor categorized special test equipment (STE) and ground support equipment (GSE) will be capitalized and accounted for as controlled equipment. Also, reusable space property, e.g. shuttle orbiters, payloads, GSE, and airborne equipment, will be capitalized and accounted for as controlled equipment.

(4) Nonreusable flight space property will be controlled and accounted for in accordance with NHB 4100.1, NASA Materials Inventory Management Manual.

OPTIMUM UTILIZATION OF MSFC'S PROGRAM/PROJECT HARDWARE AND EQUIPMENT

a. General

This instruction pertains to all flight and non-flight program/project hardware and equipment (i.e., deliverable launch vehicles, stages, GSE consoles, engines, stage transporters, mockups, test units, oscilloscopes, power supplies, amplifiers, lathes, dozers, cranes, etc.) and is applicable to all MSFC offices and directorates.

b. Definitions

(1) Control Authority - That authority vested in cognizant individuals for controlling the utilization of program hardware and equipment from the time of materials and parts acquisition until reported as excess.

(2) Artifacts - Space related hardware and technical equipment declared surplus by the cognizant program or project manager which portrays the development of MSFC programs for museum, education, historical or exhibit purposes.

(3) NASA Equipment Management System (NEMS) - A computerized equipment visibility system which affords increased visibility for improving management of Government-owned equipment resources both in the hands of contractors and at MSFC. NEMS provides detailed information about suitability of using currently held items in lieu of purchasing new items.

c. Policy

(1) Utilize program/project hardware and equipment to the maximum extent and dispose of it expeditiously when no longer essential to current and anticipated Center assignments.

(2) Require written concurrence of the responsible program or project manager prior to movement, utilization, or disposal of hardware or equipment.

(3) Report artifacts by Center program/project offices directly to Headquarters program/project offices. (4) Require each employee to use NEMS prior to preparing a procurement request.

CHAPTER 9 902 Optimum Utilization of MSFC's Program/Project Hardware and Equipment (Cont'd)

d. Responsibilities

- (1) MSFC Program/Project Managers are assigned control authority (which may be redelegated) over their respective hardware and are responsible for:
 - (a) Timely reporting of artifacts to Headquarters program offices.
 - (b) Maintaining current hardware listings.
 - (c) Releasing to Property Management Division all inactive hardware.
 - (d) Reviewing other listings for possible use in lieu of new procurement. Submit MSFC Form 55, Request for Issue, Procurement, Transfer or Turn-in.

- (2) Procurement Office is responsible for:
 - (a) Collaborating with all other outside agencies (e.g., DCAS, A.F., etc.) in preparing listing for all MSFC major contracts.
 - (b) Impressing on contractors to report all excess Government-owned hardware in their possession, and provide data for input into the NEMS.
 - (c) Furnishing initial listings to MSFC program or project managers and the Property Management Division. Listing should be updated semiannually.
 - (d) Screening excessed hardware for reutilization within the time frame cited in NHB 4300.1.
 - (e) Processing requests (MSFC Form 55).
 - (f) Providing shipping and/or disposition instructions for excessed items upon completion of required screening.

- (3) Property Management Division is responsible for:
 - (a) Screening all excess lists held by MSFC and other NASA agencies, or sent to MSFC from outside sources and distributing as appropriate.
 - (b) Ascertaining further reutilization and final disposition of excess items. Process requests.
 - (c) Processing laboratory turn-ins for inactive hardware and maintaining an inventory.
 - (d) Referring all requests for contractor-held excess to the Procurement Office.

TURN-IN OF MATERIALS AND EQUIPMENT

a.General

- (1) Users/Property Managers having excess or idle materials and supplies will prepare MSFC Form 55 listing those items to be turned in as excess. For controlled equipment items, the appropriate NASA Form 1602 will be annotated as a turn in and will serve as the turn in documentation.
- (2) Signature approval levels for turn in are the same levels as required for acquisition of like or similar items as specified in MMI 5101.5.
- (3) Complete descriptions are required: Noun, manufacturer, model, serial number, specifications, acquisition cost and condition code. Hazardous materials and property containing precious metals must be identified.
- (4) When using organizations decide to turn in a "lot" of materials/spare parts, the IMSC, Activity Supply Office will notify IMSC, Disposal prior to preparing the documentation. A "lot" consists of a large quantity (several line items) of low-cost miscellaneous items of material. Property Management Division will dispatch representatives to screen items to determine the correct routing of material and documentation required.
- (5) Each item will be inspected for calibration stickers. If a calibration sticker is found on an item, the serial number will be recorded and this information furnished, quarterly, to the Facilities Calibration Office.
- (6) Each item will also be inspected for a Preventive Maintenance number. If found on the item, it will be recorded and this information furnished, quarterly, to the Facilities Office.
- (7) Property Managers will:
 - (a) Assure that all controlled equipment being turned in has operating manuals, maintenance manuals, and warranty cards attached. Such documentation is of prime importance to the reutilization of equipment and every effort should be made to locate and attach this documentation to each piece of equipment. Assure that all parts and accessories belonging to the item of equipment are turned in at the same time. The turn-in document will list all accessories retained and will contain a statement justifying the reason for retention and period of time to be retained.

CHAPTER 9 903 Turn-In of Materials and Equipment (Cont'd)

- (b) Prepare and process the necessary documentation to have the equipment disconnected electrically or mechanically, if applicable.
- (c) Clean or make arrangements for the cleaning of the basic machine or equipment and all parts and accessories. Lightly oil all machine surfaces and cover equipment with plastic to prevent dust and other matter from accumulating.
- (d) Attach the combination key to security containers. Caution: All containers will be cleared of classified material prior to turn-in.
- (e) Provide assistance in identification of equipment when requested.
- (f) Process the approved turn-in to the laboratory/ office co-located Activity Supply Office.

b. Procedure

(1) IMSC, Activity Supply Office, in support of Property Management Division, will:

- (a) Receive turn in documentation from the Requesting Organization and verify completeness.
- (b) Inspect items for possible facility modifications and heavy equipment requirements and coordinate as necessary.
- (c) Determine if turn in contains chemicals and requires special procedures (see special instructions on chemical disposal at the end of this paragraph).
- (d) If equipment is ADP, maintain operational for a 120-day screening period. (See special instructions pertaining to ADP equipment at the end of this paragraph.)
- (e) Forward copy of NEMS equipment record to Information Services Office (if ADPE).
- (f) Attach a copy of NASA Form 1602 to equipment items.
- (g) Forward completed turn in documentation (MSFC Form 55, or MSFC Form 1602) to the Property Disposal Officer.

Turn-In of Materials and Equipment (Cont'd)

(2) Property Disposal Officer will:

(a) Receiving turn in documentation from IMSC, Activity Supply Office.

(b) Review for exchange/sale applicability.

(c) If installed, determine cost of removal versus impact of screening in place.

(d) Forward turn in documentation for typewriters and calculators to Resources and Contract Management Branch, Management Operations Office, for evaluation.

(e) Forward completed turn in documentation to IMSC, Distribution, for pickup.

(3) IMSC, Distribution, in support of Property Management Division, will: (a) Receive copies of turn in documentation from Property Disposal Officer and determine what will be required to accomplish move and delivery to disposal area.

(b) Submit work order to Operations and Maintenance Division, Facilities Office, to accomplish move if applicable.

(c) Annotate documentation with date work order was called in and name of person contacted.

(d) Forward documentation to IMSC, Disposal, for receipt processing.

(4) IMSC, Disposal, in support of Property Management Division will:

(a) Receiving copies of turn in documentation and establish suspense file.

(b) Visually inspect, and if item is damaged or incomplete, the request for turn in will be suspended and the Property Disposal Officer notified.

(c) If necessary, the appropriate IMSC, Activity Supply Office will coordinate to resolve discrepancies.

Turn-In of Materials and Equipment (Cont'd)

- (d) For materials and supplies, process disposal and complete suspense file.
- (e) For equipment, annotate new location on the NASA Form 1602, complete suspense file, retain copy for file and forward remaining copy to Property Management Division, NEMS Control, for processing.
- (f) If equipment has been identified for exchange/sale, it will be transferred directly, regardless of condition code, to disposal account.

c. Special Procedures Pertaining to Automatic Data Processing Equipment (ADPE)

- (1) All equipment items, having an acquisition value of \$500 or more, whose operational condition code is 1 through 7 will be screened for reutilization for 90 calendar days prior to being declared excess. In addition, FPMR 101-32.4702 requires that ADPE be reported to GSA at least 90 calendar days in advance of the anticipated release date. Further, the FPMR has been revised to require the using agency to report such ADPE as excess while in use and under maintenance to permit relocation between Federal agencies without a lapse in contractual maintenance coverage. In order to comply with these requirements, Property Management Division will conduct the screening process to permit concurrent GSA screening during the last 60 calendar days of the 90 calendar day NASA screening cycle.
 - (2) MSFC Property Managers with ADPE to be turned in for disposal will:
 - (a) Receive MSFC Form 55 or annotated NASA Form 1602, at least 90 calendar days prior to the expected date that such equipment is to be disconnected and prepared for shipment.
 - (b) Ensure that ADPE to be turned in to excess is maintained operational until the date established above.
 - (c) A listing of condition codes and definitions is included in Appendix D.
- d. Special Procedures Pertaining to the Disposal of Chemicals

- (1) -Identifiable MSFC Property Managers will:

Turn-In of Materials and Property (Cont'd)

Initiate an MSFC Form 55 containing a complete description of the chemical, size and type of container, actual or estimated cost and hazard involved in handling chemicals such as: Avoid contact with skin, avoid prolonged breathing of the vapors, toxic, flammable, etc. also advise when special handling for transporting is required.

(2) Unidentifiable

MSFC Property Managers will: Initiate an MSFC Form 55 indicating that the chemical(s) cannot be identified, the quantity on hand, etc. All such chemicals should be placed in a plastic bag, then in a cardboard or wooden carton (box) of appropriate size to ensure safe handling and/or transportation.

903-5-X

DETERMINATION OF MSFC EXCESS PERSONAL PROPERTY

a. General

- (1) The flow of MSFC excess personal property through normal supply and/or disposal channels should be expedited in order to free valuable storage space and to eliminate the expense of accounting for and inventorying such property.
- (2) Determination of MSFC excess personal property in stores stock will be made using the criteria set forth in the NASA Economic Order Quantity Table. Items to be eliminated will be flagged and no further stock replenishment action taken. Users will be notified of items to be deleted and on-hand stock will be depleted through issue of excess as appropriate.
- (3) The Property Disposal Review Board will act upon proposed disposal actions presented by the Property Disposal Officer.

b. Procedure

- (1) The Property Disposal Officer will submit a monthly report to the Financial Management Officer detailing what additions and deletions are made for the month. Annually, on September 30, the Financial Management Officer and the Property Disposal Officer will reconcile their records.
- (2) After material or equipment is determined to be excess, all lists are circulated, and final utilization and disposal are accomplished. IMSC, Disposal, in support of Property Disposal Officer will prepare NASA Form 623, Annual Report of Utilization and Disposal of Excess and Surplus Personal Property. The report will be signed by the approving official and submitted annually to Director, Supply and Equipment Management Office, Code NIE, NASA Headquarters.
- (3) An annual report of personal property provided to non-Federal organizations will be submitted to the Director, Supply and Equipment Management Office, Code NIE, NASA Headquarters, no later than 30 calendar days after the close of each fiscal year. Negative reports are required. The report will be in letter form showing:
 - (a) The name and address of each recipient of property.
 - (b) The status of each recipient, i.e., cost reimbursement contractor, fixed-price type contract, project grantee, etc.

Determination of MSFC Excess Personal Property (Cont'd)

- (c) The original acquisition cost of all property furnished to each recipient totaled by federal supply classification group.
- (4) The activity case files will be closed with one of the following documents:
 - (a)-A signed receipt for the property.
 - (b)-GSA Notice of Award Sales document.
 - (c)-Approved NASA Form 811, Determination for Classification of Property as Scrap or Salvage.
 - (d)-A copy of the shipping document showing date of shipment, bill of lading number, and mode of shipment.
 - (e)-Approved NASA Form 812, Determination and Authorization to Abandon or Destroy Surplus Property.
- (5) At least once every three years, a physical inventory will be completed of all property charged to account 1800. This requires a total "wall-to-wall, floor-to-ceiling" sighting and recoding of all items. The inventory will be reconciled against case files and adjustments made to the financial account to bring the two into agreement with the results of the inventory. Reconciliations and adjustments must be accomplished within 60 calendar days from the completion of the physical inventory. All reconciliations and adjustments to the inventory will be supported by documentation. (6) NASA Economic Order Quantity (EOQ) Table Items will be retained in stock only if they meet the stockage criteria as stated in the following EOQ Table:

904-2-D__

Determination of MSFC Excess Personal Property (Cont'd)

Months of Supply 217 Minimum Annual 6K If Under EOQ 217 Demands Required 6K

SCREENING OF MSFC EXCESS PERSONAL PROPERTY

a. General

(1) Upon determination that material and/or equipment is excess to MSFC requirements, Property Management Division will take action to circulate excess property screening lists. The lists will be distributed to MSFC laboratories and offices concurrently with distribution to other NASA Centers. MSFC has priority for requesting excess items for the first 10 days, then requests will be filled on a first-come, first-served basis.

(2) The purpose of this circulation to MSFC organizations is to verify that such items are not required for known or planned Center projects. It is specifically cautioned that MSFC organizations must not request items without firmly established requirements or projects for which planning has been approved by the Center Director.

b. Procedure

(1) Property Management Division will: Forward excess listings by letter of transmittal to all MSFC Laboratories and Offices and all other NASA Centers. (2) Laboratories and Offices will:

(a) Receive excess listings from Property Management Division.

(b) Coordinate with planners and review excess listings.

(c) S&E Laboratories will prepare MSFC Form 424 for those items required for approved programs or projects and forward to EM co-located Laboratory Support Branch for further approval. EM will obtain other required approvals and forward approved MSFC Form 424, together with excess lists, to the appropriate IMSC, Activity Supply Office for review and preparation of MSFC Form 55. Forward copy of MSFC Form 55 to EM.

(d) Other Center's offices will review excess property listings and forward all requirements to the appropriate IMSC, Activity Supply Office for preparation of MSFC Form 55.

Screening of MSFC Excess Personal Property (Cont'd)

(3) Property Management Division will: Receive MSFC Form 55 and remove requested items from excess listings and deliver item(s) to requestor or place in stores or program stock, as appropriate.

NOTE: Excess property listing for ADP equipment will be forwarded from PMD to Information Systems Office and, in turn, to MSFC organizations. Listings for distribution to S&E elements will be forwarded to the appropriate functions for distribution.

(4) After NASA screening is completed, report all reportable property to GSA for Federal screening. Concurrent NASA/GSA screening of ADPE is authorized.

(5) Expeditiously make arrangements to pack and ship any excess or surplus property that was approved by GSA for transfer or donation. (6) Notify GSA on SF 126, Report of Personal Property for Sale, of property available for sale.

905-2-V

SCREENING OF OTHER GOVERNMENT EXCESS PERSONAL PROPERTY

a. Reference (Only applicable parts of most recent edition apply.)
MMI 5101.5

b. General

This paragraph provides information regarding utilization of property which has been declared excess to the needs of other government agencies in lieu of new procurement.

c. Procedure

(1) IMSC, NEMS/EVS, in support of Property Management Division, will:

- (a) Receive excess lists from other installations.
- (b) Forward listings to all MSFC Laboratories and Offices.
- (c) Forward a copy to IMSC, Disposal for display in the disposal warehouse.

(2) S&E Laboratories and Offices will:

- (a) Coordinate with planners and review the excess listings.
- (b) Contact IMSC, NEMS/EVS to determine if material is still available.
- (c) Prepare MSFC Form 424 for those items required for approved programs or projects.
- (d) Obtain approvals as required in MMI 5101.5.
- (e) Forward approved MSFC Form 424, together with excess lists, to the appropriate IMSC, Activity Supply Office for review and preparation of MSFC Form 55.

(3) Other Center Offices will: Review excess property listings and forward all requirement requests to the appropriate IMSC, Activity Supply Office.

(4) IMSC, Activity Supply Office, in support of Property Management Division, will:

906-1-T

Screening of Other Government Excess Personal Property (Cont'd)

- (a) Receive requirements list, together with excess list, from laboratories and offices.
- (b) Prepare MSFC Form 55 for requested material, and furnish a copy to the requesting office.
- (c) Forward MSFC Form 55, together with the excess list, to Property Management Division.

(5) IMSC, NEMS/EVS, in support of Property Management Division, will:

- (a) Initiate freeze actions on all items requested by MSFC.
- (b) Requisition, receive, and issue material and equipment as requested.

906-2

SCREENING OF CONTRACTOR INVENTORY EXCESS PERSONAL PROPERTY

a. Reference (Only applicable parts of most recent edition apply.) MMI 5101.5

b. General

MSFC organizational elements requesting excess equipment and/or materials must have an approved program or firm planned requirement for utilization of such items.

c. Procedure

(1) MSFC Contracting Officers will:

(a) Submit approved contractor inventory excess lists and schedules to Property Management Division for review against stock requirements and distribution to MSFC Laboratories and Offices and other NASA Centers.

(b) Assure that all requisitions for parts and components from contractor inventory excess lists and schedules are forwarded through the MSFC Supply and Equipment Management Officer.

(2) S&E Laboratories and Offices will:

(a) Coordinate with planners and review the excess lists.

(b) Prepare MSFC Form 424 for those items required for approved programs or projects.

(c) Obtain approvals as required in MMI 5101.5.

(d) Forward approved MSFC Form 424, together with excess lists, to the appropriate IMSC, Activity Supply Office for review and preparation of MSFC Form 55.

(3) Other Center Offices will: Review excess property listings and forward all requirement requests to the appropriate IMSC, Activity Supply Office.

(4) IMSC, Activity Supply Office, in support of Property Management Division, will:

Screening of Contractor Inventory Excess Personal Property (Cont'd)

- (a) Prepare MSFC Form 55
 - (b) Annotate on MSFC Form 55 the contract number and list or schedule number.
 - (c) Attach copy of approved MSFC Form 424 and forward MSFC Form 55 to Property Management Division and furnish a copy to the requesting office.
- (5) IMSC, Cataloging, in support of Property Management Division will:
- (a) Initiate freeze actions on all items required by MSFC.
 - (b) Requisition, receive, and issue material and equipment as requested.

907-2

PURCHASE OF GOVERNMENT-OWNED SURPLUS PERSONAL PROPERTY BY NASA PERSONNEL

a. General

- (1) When sale of surplus personal property is conducted by a selling activity of any Federal Agency other than NASA, purchase of such property by NASA personnel is authorized.
- (2) When a GSA authorized sale is conducted by MSFC, all personnel whose duties include any functional or supervisory responsibilities for or within the MSFC Property Disposal Program and their agents, employees and immediate members of their households are not authorized to purchase the offered property. Personnel having functional or supervisory responsibilities are those personnel assigned to the Property Disposal organization including all personnel responsible for sales contracting and all supervisory personnel responsible for directing, operating, or controlling the MSFC Property Disposal Program, provided that such sales are conducted on a competitive bid basis and are advertised as prescribed in FPMR, Subchapter H, Part 101-45.
- (3) The MSFC Property Disposal Officer will assure that all prospective purchasers, both MSFC personnel and the public at large, are afforded an equal and simultaneous opportunity to purchase.
- (4) When sale of surplus personal property which has been generated under a NASA contract is to be conducted by the contractor, MSFC employees are eligible to purchase such property, except those who have been or are engaged in the administrative or termination of the contract under which the surplus property was generated.

EXCHANGE OR SALE OF PROPERTY FOR REPLACEMENT

a. Policy

To fully utilize MSFC's authority to sell or exchange personal property for which a replacement is deemed necessary and to apply proceeds of sale or exchange allowance for acquisition of replacement property.

b. General

Property Management Division is the Center organization responsible for monitoring the exchange/sale program. Financial Management Office is responsible for accountability of funds received under exchange/sale programs.

c. Procedure

(1) Laboratories and offices owning personal property items which are programmed for replacement, in order to conduct MSFC approved programs, may offer such items for exchange in acquiring their replacements. Items offered for exchange will be indicated on the request for replacement, MSFC Form 55, as follows: "Item requested is required in the accomplishment of an approved MSFC program and is a replacement for (item, serial number/MSFC number) which is offered for exchange."

(2) Laboratories and offices owning personal property items, which are due for replacement to conduct MSFC approved programs, may turn-in such items to Property Management Division for sale prior to or after acquisition of replacements. Items turned-in for sale will contain an appropriate statement, as follows: "This property is offered as exchange/sale in accordance with the provisions of the Federal Property Management Regulations, Subchapter H, paragraph 101-46."

(3) Property Management Division will prepare a summary report in letter form of any personal property that was exchanged or sold for replacement purposes. The report will segregate domestic and foreign actions and will clearly identify the types of property exchanged or sold by the two-digit Federal Supply Group giving the total acquisition cost per group. The report will be submitted to the Director, Supply and Equipment Management Office, NASA Headquarters, Code NIE no later than 30 calendar days after the close of the fiscal year. Negative reports are required.

ISSUE OF CONTROLLED PROPERTY FROM EXCESS

a. Procedure

(1) Requesting organization will submit a request to the appropriate IMSC Activity Supply Office via memorandum, MSFC Form 55, or MSFC Form 424 (for S&E) that a requirement exists for an equipment item which has been turned in to excess.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

(a) Receive request for equipment to be issued from excess.

(b) Prepare documentation, if necessary, obtain required signatures on requesting documentation.

Note: Approval to issue is the same level as approval to procure.

(c) Forward to Property Disposal Officer.

(3) Property Disposal Officer will: Review signature levels. Forward documentation to Disposal.

(4) IMSC, Disposal, in support of Property Management Division will:

(a) Receive request for issue from Property Disposal Officer.

(b) Retrieve NASA Form 1602 suspense copy from file, verify nomenclature on MSFC Form 55 is correct, and all required data elements appear.

(c) Verify the item has equipment tag.

(5) Property Disposal Officer will:

(a) Enter DCN and sign MSFC Form 55, retain copy for suspense purposes.

(b) Attach MSFC Form 55 to equipment and notify Distribution to deliver to requester.

(6) IMSC, Distribution, in support of Property Management Division, will: Deliver equipment to requesting organization, obtain signature of requester. Leave one copy of documentation with requester and forward remaining to Disposal.

910-1-L

Issue of Controlled Property From Excess (Cont'd)

(7) IMSC, Disposal, in support of Property Management Division, will:

- (a) Assure documentation contains signature of receiving Property Manager.
- (b) Retain copy and forward original and remaining copies to ISC, Inventory Analysis.

(8) ISC, Inventory Analysis, in support of Property Management Division, will:

- (a) Receive issue documentation from Disposal.
- (b) Process necessary transaction to delete equipment from inventory as an issue.
- (c) Forward copy of issue document to Equipment Classification.

(9) IMSC, Equipment Classification, in support of Property Management Division, will:

- (a) Receive processed documentation from Inventory Analysis.
- (b) Transpose the data from the issue document to the NEMS input sheet and submit to PMD, NEMS Control.

(10) Property Management Division, NEMS Control will:

- (a) Receive documentation and process the necessary transaction to reenter equipment item in the NASA Equipment Management System.
- (b) Forward resultant NASA Form 1602 through appropriate IMSC, Activity Supply Office to gaining Property Manager.

(11) Property Manager will:

- (a) Sign for equipment received at time of delivery.
- (b) Receive copy of NASA Form 1602 and maintain in official equipment control files.

910-2-P__

ISSUE OF EXPENDABLE MATERIAL FROM EXCESS

a. Procedure

- (1) Requesting organization will submit a request to the appropriate IMSC Activity Supply Office via memorandum, MSFC Form 55, or MSFC Form 424 (for S&E) that a requirement exists for material which has been turned in to excess.
- (2) IMSC, Activity Supply Office, in support of Property Management Division, will:
 - (a) Receive request for material to be issued from excess.
 - (b) Prepare documentation, if necessary, obtain required signatures on requesting documentation. Note: Approval to issue is the same level as approval to procure.
 - (c) Forward to Property Disposal Officer.
- (3) Property Disposal Officer will: Review signature levels. Forward documentation to Disposal.
- (4) IMSC, Disposal, in support of Property Management Division will:
 - (a) Receive request for issue from Property Disposal Officer.
 - (b) Retrieve suspense copy of turn in documentation from file, verify nomenclature on MSFC Form 55 is correct, and all required data elements appear.
- (5) Property Disposal Officer will:
 - (a) Enter DCN and sign MSFC Form 55, retain copy for suspense purposes.
 - (b) Attach MSFC Form 55 to material and notify Distribution to deliver to requester.
- (6) IMSC, Distribution, in support of Property Management Division, will: Deliver material to requesting organization, obtain signature of requester. Leave one copy of issue documentation with requester and forward remaining to Disposal.
- (7) IMSC, Disposal, in support of Property Management Division, will:
 - (a) Assure documentation contains signature of requester.
 - (b) Retain copy and forward original and remaining copies to ISC, Inventory Analysis.
- (8) ISC, Inventory Analysis, in support of Property Management Division, will:
 - (a) Receive issue documentation from Disposal.
 - (b) Process necessary transaction to delete material from disposal inventory as an issue.

911-1-J__

CHAPTER 10

MM 4000.1C, Change 3 *

CHAPTER 10 RESERVED FOR FUTURE USE

* Changed by this revision

1000-1__

CHAPTER 11 - INVENTORIES

PARAGRAPH	SUBJECT	PAGE	
PARAGRAPH 1101	General	1101-1	
PARAGRAPH 1102	Annual Sensitive Item Inventory	1102-1	
PARAGRAPH 1103	20-Percent Annual Inventory	1103-1	of
	Sensitive Items		
PARAGRAPH 1104	Triennial Inventory of MSFC	1104-1	Controlled Personal
	Property		
PARAGRAPH 1105	Change of Property Manager	1105-1	Inventory
*PARAGRAPH 1106	Deleted		

* Changed by this revision

1100-1____

GENERAL**a. Inventories**

The following responsibilities and objectives are an outline of the various types of inventories performed at MSFC and to provide general information about each.

b. Responsibility

The Supply and Equipment Management Officer is responsible for:

- (1) Accomplishing an inventory of all MSFC controlled personal property at least once in every three years.
- (2) Directing unannounced annual inventories of 20-percent or more of the Center's sensitive items. The findings will be documented and filed.
- (3) Performing special annual inventories of sensitive items as may be necessary to ensure the integrity of Property Manager records and verify compliance with these procedures.
- (4) Performing a change of property manager inventory, when appropriate. This is required when there is a change of property managers on an account.

c. Objectives

- (1) Verify recorded property on hand.
- (2) Confirm or determine current locations and custodial responsibility of property.
- (3) Identify and record property that qualifies for control and is currently unrecorded.
- (4) Locate, investigate, and identify missing property.
- (5) Identify unused or under utilized property.
- (6) Identify property in need of repair or rehabilitation.

1101-1-R__

ANNUAL SENSITIVE ITEM INVENTORY

a. Authority

NHB 4200.1 requires that each Property Manager perform an annual physical inventory of assigned sensitive items and verify that special controls have been established for sensitive items and that all sensitive items are accounted for.

b. Procedure

(1) Property Management Division will:

(a) Prepare and furnish each Property Manager two copies of all sensitive items assigned their account. The listing identifies the sensitive items by the designators "N" as non-controlled sensitive equipment under \$500 and "P" as controlled sensitive equipment over \$500.

(b) Assist the Property Manager, if requested, in locating the sensitive items.

(c) Maintain a file of sensitive item listings which have been signed by the Property Managers.

(2) MSFC Property Managers will:

(a) Perform physical count of all sensitive items which appear on their listing.

(b) Sign and return one copy of the sensitive item listing to Property Management Division.

(c) Prepare and submit a Survey Report for any items that cannot be located.

1102-1-P__

20-PERCENT ANNUAL INVENTORY OF SENSITIVE ITEMS

a. Authority

NHB 4200.1 requires that annually unannounced inventories of 20 percent or more of the Center's sensitive items be inventoried, unless those accounts are undergoing the triennial inventory during the same year. If a scheduled triennial inventory slips and is rescheduled to another year, then the 20 percent sample sensitive item inventory must be conducted.

b. Procedure

(1) Property Management Division will:

(a) Randomly select and furnish a listing of 20-percent of sensitive items by property manager account.

(b) Forward listing to appropriate IMSC, Activity Supply Office with instructions for conducting the inventory.

(c) Establish a master suspense file and followup through completion of inventory.

(d) Receive verification from each IMSC, Activity Supply Office that inventory has been performed and all items located.

(2) IMSC, Activity Supply Office, in support of Property Management Division, will:

(a) Upon receipt of sensitive item listing, physically locate each item on the list, enlisting assistance from the Property Manager, as necessary.

(b) Conduct a 100 percent inventory if all items are not located, or documented as being on loan, within 24 hours.

(c) Upon completion of inventory, sign listing, indicating completion date, and return to Property Management Division.

(3) The assigned Property Manager will:

(a) Accompany the IMSC, Activity Supply Office personnel during the conduct of the inventory in their property management area.

(b) Notify the appropriate IMSC, Activity Supply Office of any items found subsequent to the initial inventory.

(c) Assist the IMSC, Activity Supply Office personnel in reconciling all overages and shortages discovered during the inventory, including the submission of Survey Reports for all unresolved shortages as detailed in Paragraph 623.

(d) If corrective actions and Survey Reports require additional time beyond 30 days, a request for extension will be submitted to the Supply and Equipment Management Officer.

TRIENNIAL INVENTORY OF MSFC CONTROLLED PERSONAL PROPERTY

a. Authority

NHB 4200.1 requires a complete physical inventory of controlled equipment be taken at each Center at least once every 3 years.

b. General

Calendar years will be used as the basis for scheduling, planning, and conducting complete triennial physical inventories. In order to assist in Agency wide reporting and surveillance, a uniform 3-year cycle, with approximately one-third of the inventory being completed each year, is prescribed for all Centers.

c. Procedure

(1) Property Management Division will:

- (a) Notify the Laboratory/Office Director and the Property Managers within each property management area, in writing of the planned inventory and furnish instructions for preliminary actions at least 30 days prior to beginning the inventory.
- (b) Provide a current listing of property charged to each Property Manager prior to inventorying their account.
- (c) Ensure that the inventory team systematically inventories each location within the property management area accompanied by the assigned Property Manager.
- (d) Equipment found on station (FOS) during the inventory, which meets the criteria for control, will be identified to the using organization, tagged, and manually recorded during the inventory.
- (e) All unlocated items found subsequent to the initial inventory will be verified by the inventory team member and the verification documented in the inventory file with date found, location, and individual sighting the item.

Triennial Inventory of MSFC Controlled Personal Property (Cont'd)

(f) Furnish the Property Manager and appropriate Laboratory or Office Director/Manager with the results of the inventory in each property management area within 30 days for correction of any discrepancies and submission of survey reports as appropriate. Also included is an analysis of the results of this inventory versus the previous triennial inventory. If corrective action and survey reports require additional time beyond 30 days, a request for an extension will be requested by the Property Manager to the Supply and Equipment Management Officer.

(2) The assigned Property Manager will:

(a) Receive preliminary instructions from Property Management Division. Complete all actions necessary to prepare for the pending inventory.

(b) Accompany the inventory team during the conduct of inventory in their property management area.

(c) Notify Property Management Division of any items found subsequent to the initial inventory.

(d) Assist Property Management Division in reconciling all overages and shortages discovered during the inventory, including the submission of Survey Reports for all unresolved shortages as detailed in Paragraph 623.

(e) If corrective actions and survey reports require additional time beyond 30 days, a request for extension will be submitted to the Supply and Equipment Management Officer.

(3) The Supply and Equipment Management Officer will:

a) Provide the Center Director and NASA Headquarters a report of the results of the physical inventory during the preceding calendar year, prior to April 1 of each year. The final report for each triennial cycle will be accompanied by a summary, analysis, and specific conclusions of results of the 3-year period. Report will include reasons for large increases or decreases in adjustments, adds, or surveys.

CHANGE OF PROPERTY MANAGER INVENTORY

a. Authority

NHB 4200.1 requires that when a newly assigned Property Manager change occurs, a 100 percent inventory of the property management area will be conducted by the losing and gaining Property Managers.

b. Procedure

(1) Property Management Division will:

(a) Provide an inventory listing of the controlled property charged to the departing Property Manager, if requested.

(b) Relieve the departing Property Manager of his responsibilities only after the new Property Manager has been properly appointed and has formally accepted the account and signed for all inventory.

(c) Produce an updated listing from the NEMS and forward the resultant NASA Forms 1602 to the gaining Property Manager.

(2) Property Managers (departing and new) will:

(a) Jointly, perform the physical identification and count of all controlled property assigned to the property management area affected.

(b) Reconcile the inventory against the NASA Forms 1602 assigned to the Property Manager. Any overages or shortages will be accounted for or adjusted within acceptable limitations.

(c) Upon completion of the reconciliation and resulting adjustments (if any), sign the NASA Forms 1602 indicating acceptance of the inventory.

APPENDICES - ADMINISTRATIVE IN-FORMATION

PARAGRAPH	SUBJECT	PAGE
*APPENDIX A	Definition of Terms	A-1
*APPENDIX B	Units of Issue	B-1
*APPENDIX C	Inventory Classification Codes	C-1
APPENDIX D	Supply and Disposal Condition Codes	D-1
*APPENDIX E	Activity Supply Officers and Ownerships	E-1
APPENDIX F	MSFC Stock Catalogs	F-1
*APPENDIX G	Sensitive Items	G-1
APPENDIX H	Forms and Examples	H-1
APPENDIX I	Issuance Transmittal Sheets	I-1

* Changed by this revision

DEFINITION OF TERMS

For the purposes of this manual, the following definitions will apply:

Accountability: The obligation of an individual, officially designated with respect to a specified activity, to maintain records of item balances and dollar values in accordance with a prescribed system, showing credits, debits, and balances on-hand or in use by such activity. These records, so maintained, will be referred to in general as "Records of Accountability." These records may be formal or informal according to prescribed standards as follows:

a. **Formal Accountability:** The obligation to maintain formal records.

b. **Informal Accountability:** The obligation to maintain informal records, other than a stock record account, of certain classes of property under conditions specified in regulations or specific instructions of the National Aeronautics and Space Administration.

-Activity: A group of associated functions within an organizational element of MSFC to which the Director thereof has been designated as a major supply control point within the MSFC Supply System.

-Activity Supply Officer: An employee who is responsible for maintaining interface with the organizational element and other property personnel for user supply requirements and related actions.

-Adjustments: Transactions which reflect changes in stock numbers, nomenclature, units of measure, unit prices, and balances.

-Administrative Supplies: Expendable supplies normally found in use in an office in support of administrative functions and which are dropped from accountability upon issue. Examples: paper products, blank forms, pencils, etc.

-Annual Inventory: Capital sensitive and noncapital sensitive equipment must be inventoried by Property Managers on an annual basis.

-Approving Authority: An individual appointed to approve supply actions. The appointing order will specify the maximum amount which the representative is authorized to approve.

Definition of Terms (Cont'd)

-Artifacts: Surplus space-related hardware and technical equipment which helps to portray the development of MSFC programs for historical, museum, educational, or public affairs purposes (e.g., items range from complete launch vehicles, spacecraft, and ground equipment installations to specialized systems, components, and related display materials).

-Assembly: An assembly is a group of two or more connected or related parts which are capable of disassembly.

-Automatic Release Date (ARD): The date established by MSFC to indicate the completion of a utilization screening period. Property not required for utilization purposes in the absence of a transfer order or requisition from other NASA Centers or GSA becomes available following the ARD for donation, public sale, or other authorized disposal.

-Average Monthly Demand: The average monthly quantity demanded for an item of supply.

-Average Monthly Usage: The average monthly quantity used for an item of supply.

*-Bench Stock: Stocks consisting of low cost, repetitively-used, consumption-type items located at or near points of use to ensure continuous and uninterrupted operations. Tools or tooling do not fall within the definition of bench stock.

-Capital Equipment: All items of equipment with an acquisition cost of \$5000 or more, that have an estimated service life of two years or more, which will not be consumed in an experiment, and which can be identified as an independently operable item.

-Capital Property Accountability Record: A consolidated record of balances reflecting the formal accountability of all MSFC property books.

-Capital Sensitive Equipment: An item of equipment which costs over \$5,000 but due to its pilferable nature or the possibility of its being a hazard, requires a more stringent degree of control than capital equipment.

-Common Hardware: Expendable hardware items having multiple applications (e.g., nuts, bolts, screws, washers, pins, etc.).

* Changed by this revision

Definition of Terms (Cont'd)

Component Equipment Item: An item of equipment which is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

Consumable Item: An expendable item which is consumed or rendered useless when used for the task for which it was intended. Examples: sandpaper, glue, fasteners, oil, etc.

Contract: An agreement entered into between the Procurement Office or Institutional Mission Services Contractor and commercial or industrial contractors for the procurement of materials, equipment, and services in support of MSFC programs.

Contractor Inventory: Any property acquired by and in possession of a contractor or subcontractor (including Government-furnished property) under a contract pursuant to the terms of which title is vested in the Government, and any property which the Government is obligated or has an option to take over under any type of contract as a result of any changes in the specifications or plans thereunder or of the termination of such contract (or subcontract thereunder), prior to completion of the work, for the convenience or at the option of the Government.

Controlled Access Storage Area: Area designated for the storage, protection, and control of flight/flight associated hardware and experiments, including spares and GSE, where integrity and quality are to be maintained during periods of nonuse, in order for the hardware and experiments to meet usable conditions when required.

***Controlled Equipment:** All items of equipment with an acquisition cost of \$1,000 or more that have an estimated service life of 1 year or more and will not be consumed or expended in an experiment and selected items of equipment designated and identified as sensitive.

Controlled Space Vehicle Stocks: Items peculiar to the Space Vehicle System which have been received, inspected, and accepted as suitable for space vehicle use and returned for storage. Normal accountability is assumed upon turn-in.

Corporate-Owned Property: Property of any type located on Center that belongs to contractors and not to the Government.

Custodial Records: Written memoranda or identifying checks of any description or type used to control items of equipment, such as requisitions, NASA Form 1602, hand-receipts, tool checks, stock record books, machine records, etc.

* Changed by this revision

Definition of Terms (Cont'd)

Custodial Stock: Any item of personal property for which Property Management Division has been requested to provide temporary custody and care. Note: Custodial storage is authorized for only capital and noncapital sensitive equipment.

Custodial Storage: Storage service provided to customers by Property Management Division to store inactive capital and noncapital sensitive equipment being retained for future use. **Data Pack:** The original documentation developed with the end item.

Disposal: The process of transferring NASA excess personal property to another Federal agency, or donating, selling, abandoning, or destroying surplus personal property.

Document Control Number (DCN): A 12-digit number assigned to all procurement requests (and supplements thereto) and later referenced on related documents as a means of providing ready and uniform identification and control over individual procurement requests and for facilitating the processing of the same.

Due-In: Quantities of stock scheduled to be received as a result of purchase requests submitted to vendors.

Due-Out: That portion of stock requisitioned which was not immediately available for issue upon request, but which is recorded as a commitment for future issue.

Economic Order Quantity (EOQ): The quantity of a stores stock item to be procured for inventory expressed in terms of months' supply and determined by use of an appropriate EOQ cost ration table.

Educational Institution: Any tax-supported school system, college, university, or any other nonprofit school which has been held exempt from taxation by the Internal Revenue Code and any State Department of Education or other State agency designated by state law to receive property for and distribute it to such tax supported and nonprofit school systems, colleges, or universities within the state.

Emergency: An MSFC priority classification used herein to identify a request for an item of supply which will be handled, processed, expedited, and given precedence over all others.

Definition of Terms (Cont'd)

End Item: A combination of components, assemblies, and parts that are ready for their intended use.

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

Equipment: An item of real or personal property in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$50, which may perform a function independently or in conjunction with other equipment or components.

Equipment Acquisition Document: NASA Form 1511, to be completed and forwarded for NASA Headquarters approval when an item of equipment valued at \$250,000 or more, or a group of items valued at \$1 million or more for the same purpose, is proposed to be acquired with R&D or SFC&DC funds for use at MSFC.

Equipment Control Number: The identification number assigned and affixed to each item of equipment for control purposes (tag/decal number).

Equipment Found On Station: Any equipment 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 Reutilization Screening: The examination of existing equipment documentation for the purpose of fulfilling equipment requirement through reassignment.

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

Excess: Personal property which is determined to be unnecessary to the needs and discharge of the responsibilities of Marshall Space Flight Center.

Excess Listing: Consolidated listing of excess personal property as prepared by MSFC, GSA, or other Government agencies.

Expendable Supplies: Supplies which are consumed or lose their identity through operational use.

Fabricated Item: Personal property which is manufactured for, or constructed by, the using organization. Fabricated items meeting the controlled equipment criteria will be controlled as set forth in NHB 4200.1.

APPENDIX A

MM 4000.1C, Change 3 Definition of Terms (Cont'd)

***Federal Supply Classification:** The Federal Supply Classification is the system developed in the Federal Catalog System for use in classifying an item of supply. The structure of the Federal Supply Classification consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities in respect to their physical or performance characteristics, or in the respect that the items included therein are usually requisitioned or issued simultaneously.

File Equipment: All file equipment, whether standard, nonstandard, or fabricated.

Government-Owned Returnable Containers: Any carboy, dewar, cylinder, drum, reel, or other container which is designed to hold materials or products and which is government property and is utilized for the purchase, transportation, storage, and issue of certain materials and which is required to be returned to the appropriate Government agency.

Government-Furnished Property: Property in the possession of/or acquired directly by the Government and delivered or made available to the contractor in accordance with the terms of the contract.

Installed Property: All items of accessory equipment and furnishings, including materials for the installation thereof, which are required for operations and are affixed as part of the building or facility such as: fixed overhead crane runways, elevators, lavatories, plumbing, etc.

Line Item Number: A number consecutively assigned to each item represented by separate stock number and nomenclature on an issue document, requisition, purchase order, etc., and indicating the relative position of the item.

MSFC Work Order Coding Structure: A specified number of digits coded and placed on all supply transaction demands to show the work order and account number prescribed by MSFC regulations.

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

* Changed by this revision MM 4000.1C, Change 3

APPENDIX A

Definition of Terms (Cont'd)

National Item Identification Number (NIIN): A 9-digit number is assigned to each approved National Item Identification as the National Item Identification Number (NIIN) for that item. The NIIN differentiates, concisely and permanently, each individual supply item from all other supply items and the same number does not appear in more than one Federal Supply Classification. The NIIN fixes the identity of the individual item but does not determine its position in relation to other items.

National Stock Number: The National Stock Number (NSN) for an item of supply consists of the applicable four digit Federal Supply Classification (FSC) code number plus the 9-digit National Item Identification Number (NIIN), which identifies an item of supply within the FSC.

NEMS (NASA Equipment Management System): A computerized equipment visibility system which affords increased visibility for improving management of Government-owned equipment resources both in the hands of contractors and at MSFC. NEMS provides detailed information about suitability of using currently held items in lieu of purchasing new items.

NEMS Cataloger: The Agencywide individual(s) responsible for ensuring that all equipment item names, manufacturer codes, model numbers, and Federal Supply Groups are kept standard within NEMS.

***NEMS Central Data Base (CDB):** Provides equipment visibility for screening and redistributing NASA equipment valued at \$1,000 or more and locates specific equipment items or data for managerial purposes. The NEMS CDB is comprised of each installation's NEMS data base. Installations submit NEMS transactions processed on a daily basis to the NEMS CDB for update. The NEMS CDB tracks transfers, provides screening and ad hoc inquiry functions, and produces management reports as requested.

NEMS Control: That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports.

NEMS Equipment Manager: The key individual(s) within the equipment management organization interfacing with the property custodians and equipment users. Maintains and controls equipment records, and assists custodians and users in property procedures for, and documentation of, equipment actions.

* Changed by this revision

Definition of Terms (Cont'd)

NASA Metrology Information System (NMIS): Provides a data base whereby installation instrument calibration and maintenance functions can maintain current historical data on each item of equipment that is repaired and/or calibrated. NMIS will track costs (labor and parts), staff hours expended, equipment condition when received for service, and work performed for each item in the data base, as well as other metrology-related data.

Nice-To-Have Items: Items having cosmetic or decorative appeal and which are not specifically necessary to perform normal office or shop functions. **No Substitute Justification:** Justification used when procurement of a particular model or style is desired based on the individual application to programs or projects.

***Noncapital Equipment:** Item of equipment costing less than \$5,000 which otherwise meets the criteria specified for capital equipment.

***Noncontrolled Equipment:** Items of equipment costing less than \$1000 that are not capital or sensitive equipment and are not signed for by the Property Managers and no formal records maintained.

Nonexpendable Supplies/Equipment: Supplies and equipment which are not consumed or which do not lose their identity through operational use.

Nonquality Sensitive Hardware: Equipment, hardware or material not directly related to flight systems (e.g., mockup, industrial machinery, office equipment, documentation.)

Nonrecurring Supplies: Items of supply which by definition are expendable but whose usage is not sufficient to justify stockage.

Nonreportable Property: MSFC excess personal property which is not required to be reported to other NASA Centers or GSA for screening prior to disposal. **Office Machines:** Machines used in the performance of administrative or clerical functions (excluding printing, photographic, and automatic data processing) such as typewriters, adding machines, calculators, dictating and transcribing machines, etc.

* Changed by this revision

Definition of Terms (Cont'd)

Ownership Number: An identifying number assigned to each major laboratory or office responsible for the preparation of requests, turn-ins, and adjustment documents for supplies, materials, and equipment.

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

Personally Owned Property: Property of any type located on Center that belongs to an individual and not the Government.

Photo (Audio Visual) Equipment: Any photographic equipment (excluding that which is printing equipment) required in taking still or motion pictures, processing film, and projecting the film.

Plant Clearance: All actions related to the screening, redistribution, and disposal of contractor inventory from a contractor's plant or work site (contractor's plant includes a government facility when contractor operated).

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 manufacture of supplies or 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.)

Production Scrap: Material generated as scrap in the usual production processing having only a remelting or reprocessing value such as: metal clippings, shavings, borings, turnings, textile or scrap and similar kinds of material.

Program Stock: Items which are required for special projects and which do not experience a regular (recurring) demand. Generally, these items are nonrecurring and are used only for one major program or project. Formal accountability and storage is maintained by Property Management Division or using organization until the material is issued or otherwise dispositioned.

Property Administrator: An individual duly designated by appropriate authority to administer contract requirements and obligations relative to Government property. The Property Administrator is an authorized representative of the Contracting Officer.

Property Disposal Officer: A person designated to receive and dispose of property at Center level through due process and existing laws and regulations.

Definition of Terms (Cont'd)

Property Manager: An individual organizationally responsible for all controlled equipment assigned to a designated property management area.

Property Management Area: An area of property management responsibility by organization or segment thereof, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a Property Manager for property control.

Property Survey Board: Composed of two or more members (with alternates as appropriate) and a chairperson which will investigate and make recommendations concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value. The Property Survey Officer, Supply and Equipment Management Officer, or individuals involved in the maintenance of official property records will not be designated to serve on the Board.

Purchase Request/Purchase Order: A document utilized to state requirements for, and to authorize purchase of, goods and services. **Quality Deficiency:** Any imperfection which prevents an item from fulfilling its intended mission, due to the quality of the manufacturing process or through the use of inferior materials.

Quality Inspection: A technical inspection performed to ensure compliance with contractual provisions.

Quality Sensitive Hardware: All items in the area of flight hardware and flight associated ground support equipment including items to be assembled into a launch vehicle and associated equipment for testing, handling, launching, and maintaining vehicles in space.

Real Property: An interest in land, buildings, or structures owned or controlled by the Federal Government.

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

Relocatable Buildings: Buildings or other enclosed structures used as working space, shelter, or to store equipment and other personal property which are designed to be easily erected, dismantled, moved and reused.

Reportable Property: Excess personal property that meets the requirements specified in Appendix D (Disposal Condition Codes) and NHB 4300.1.

Definition of Terms (Cont'd)

Reproduction Equipment: Reproduction equipment such as photo- offset, diazo, hectograph, stencil, office duplicator, multilith made directly from paper master, plates, binding equipment, varitypers, headliners, photo-composing machines, flex-o-writers, address-o-writers, address-o-graphs, and quick copy equipment.

Required Date: The date indicated on each request submitted by the Activity supply Officer by which the requested item will be required.

Responsibility: The obligation of an individual with respect to the proper custody, care, and safekeeping of Government property.

Routine Request: A request for an item of supply which does not require priority handling.

Sensitive Item: Item specially controlled due to its pilferable nature.

Sensitive Noncapital Equipment: Item of equipment costing less than \$5,000 which, due to its pilferable nature or the possibility of its being a hazard, requires a more stringent degree of control than capital equipment. Refer to Appendix G for a complete list of sensitive items.

Shelf-Life: The length of time an item may remain in stock and still be considered usable for its primary function.

Sole-Source Justification: Justification used when procurement is desired from a specific vendor or source. These documents do not go through normal competitive processing.

Space-Returned Hardware: Any visible or tangible object returned from a space flight or a suborbital flight.

***Standby Stock:** Items held in reserve for emergency purposes and for which there is no normal (recurring) demand.

Stockage Objective: The quantity of material authorized to be onhand to sustain current operations and to meet foreseeable requirements.

Stock Record Account: A formal record of property transactions subject to audit and maintained by the Supply and Equipment Management Officer.

Stores Stock: Materials and supplies carried in a stockroom inventory and ready for immediate issue. These materials and supplies are stocked based on recurring demand.

* Changed by this revision

Definition of Terms (Cont'd)

Substore Availability Balance Lists: A list of items authorized for stockage in the substore with current availability balance listed.

Supply and Equipment Management Officer (SEMO): An individual designated by the Center Director as the principal official responsible for the functional administration of supply and equipment management at MSFC.

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.

Thirty-Day Requirement: The amount of a supply item which represents an average 30-day consumption.

Tool Crib: An area for a selected stock of hand tools to be drawn and used by more than one person and controlled by the laboratory/office concerned.

Tool Crib Custodian: Employee assigned the operation and maintenance responsibility of a tool crib.

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

Triennial Inventory: A complete physical inventory of all items of MSFC personal property conducted once in every three years by Property Management Division with assistance of the responsible Property Managers.

Turn-In Document (MSFC Form 55): A multiple purpose form used to turn-in supplies to the Supply and Equipment Management Officer.

Unique Equipment: Specialized equipment items or equipment systems not commercially available that are identified as unique when the equipment becomes inactive.

Unit of Issue: The lowest integral amount of an item utilized for issue.

Vendor-Owned Returnable Containers: Drums, cylinders, reels or similar containers which are the property of the vendor and are utilized for the purchase, transportation, storage, and issue of certain materials and which are required to be emptied and returned to the vendor.

95 - This group will be requested and issued with the following units of issue: (1) Feet or tenths of feet (2)

Square feet or tenths of square feet (3)

The practice of providing exact dimensions for cuts in feet or inches and fractions may be continued at the discretion of the IMSC Activity Supply Officer/Property Manager. However, when exact sizes are requisitioned in this manner, the "quantity requested" column or block on the request document should be left blank. If the IMSC Activity Supply Officer or his authorized representative desires to fill in this column or block, units of issue as shown above are the only ones authorized. b. For units of issue other than Federal Supply Group 95, the following abbreviations will apply: BA = Ball , CF = Cubic Foot, BD = Bundle, CK = Cake, BC = Block, CL = Coil, BE = Bale, CN = Can, BF = Board Foot, CO = Container, BG = Bag, CS = Case, BL = Barrel, CT = Carton, BO = Bolt, CY = Cylinder, BR = Bar, DR = Drum, BT = Bottle, DZ = Dozen, BX = Box, EA = Each, CB = Carboy, EN = Envelope, CD = Card, FD = Fold, CE = Cone, FT = Foot.

* Units of Issue (Cont'd): GL = Gallon, QR = Quire, GM = Gram, QT = Quart, GR = Gross, RD = Rod, HD = Hundred, RL = Ree, HF = Hundred Feet, RO = Roll, HK = Hank, RM = Ream, IN = Inch, SA = Sack, JR = Jar, SD = Skid, KG = Keg, SE = Set, KT = Kit, SF = Square Foot, LB = Pound, SI = Square Inch, LF = Linear Foot, SH = Sheet, LG = Length, SK = Skein, OZ = Ounce, SL = Sleeve, PC = Piece, SP = Spool, PD = Pad, SY = Square Yard, PG = Package, TN = Ton, PK = Packs, TU = Tube, PL = Pail, YD = Yard, PR = Pair, XX = Ten, PT = Pint. XC = Hundred, XM = Thousand.

Recurring stock items are listed in Property Management Division Supply Catalogs. These catalogs must be used to identify stock material with correct item identification number. A list of inventory classification codes follows: COST SUB -ELEMENTi-LEDGERi-FEDERAL GROUPSi -DESCRIPTION *2611 1201 55, 56

Building Materials *2612 1202 68

Chemicals & Chemical Products *2613 1203 61, 62, 63

Electrical Materials *2614 1204 58, 59, 60

Electronic Materials *2615 1205 13, 91

Fuels & Lubricants *2616 1206 30, 31, 38, 39, 40, 41,

General Maintenance 43, 44, 45, 46, 49, 54

Materials *2617 1207 10, 11, 12, 32, 34, 51,

General Operating Materials 52, 80, 83, 93, 94 *2618 1208 35, 36, 37, 42, 65, 69,

General Service Materials 73, 77, 78, 79, 81, 84, 85, 87, 88, 89, 99 *2619 1209 53

Hardware *2621 1210 66

Instrumentation *2622 1211 95, 96

Metals *2623 1212 14, 15, 16, 17, 18, 19,

Missiles, Aircraft 20, 22, 23, 24, 25, 26,

Vehicles 28, 29 *2624 1213 72, 74, 75, 76

Office Supplies *2625 1214 67

Photographic Materials *2626 1215 47, 48

Pipes, Valves, & Fittings *2627 1213 71

Noncapitalized Furniture 2628 1213 70

Automated Data Processing

Supplies

Inventory Classification Codes (Cont'd) *3111 1551, 28, 30, 31, 35, 36, 37,
 Mechanical Equipment 38, 41, 42, 43, 44, 45, 46, 47, 48 *3112 1552, 65, 66, 88
 Laboratory Equipment *3113 1553, 32, 34, 49, 51, 52
 Shop Machinery & Equipment *3114 1554 67
 Photographic Equipment *3117 ,1555, 58, 59, 60, 61, 62, 63
 Electrical & Electronic Equipment *3118 1556, 69
 Training Equipment *3119 1557, 72, 74, 76 (Except 7420)
 Office Equipment *3129 1562, 10, 11, 12, 13, 29, 40,
 Miscellaneous Equipment 53, 54, 55, 56, 79, 80, 81, 83, 87, 91, 93, 94, 95, 96 *3115, 156
 Automatic Data Processing *3116 , 1563, 7420 Electrical
 Accounting Machines *3127 , 1557, 71
 Furniture *3126 ,1558, 19, 20, 22, 23, 24, 25,
 Motor Vehicles 26, 39
 Transportation Equipment *3121, 1559, 15, 16, 17 Aircraft *3122
 1560, 73, 77, 78, 84, 85, 89
 Personal Services Equipment *3123 1561, 14, 18
 Space Vehicles

SUPPLY AND DISPOSAL CONDITION CODES

The following is a table depicting supply condition codes:

SUPPLY CONDITION CODE	BRIEF DEFINITION	EXPANDED DEFINITION
A	Serviceable (issuable without qualification)	New, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months shelf-life remaining.
B	Serviceable (issuable with qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable for its intended purpose but is from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes material with 3 through 6 months shelf life remaining.
C	Serviceable (priority issue)	Items that are serviceable and issuable to selected customers, but must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf-life remaining.
D	Serviceable (test/modification)	Serviceable material that requires test, alteration, modification, conversion, or disassembly. (This does not include items that must be inspected or tested immediately before issue).
E	Unserviceable (limited restoration)	Material that involves only limited expense or effort to restore to serviceable condition and that is accomplished in the storage activity where the stock is located.

Supply and Disposal Condition Codes (Cont'd)

F	Unserviceable (repairable)	Economically repairable material that requires repair, overhaul, or reconditioning, including repairable items which are radioactively contaminated.
G	Unserviceable (incomplete)	Material requiring additional parts or components to complete the end item before issue.
H	Unserviceable (condemned)	Material that has been determined to be unserviceable and does not meet repair criteria, including condemned items that are radioactively contaminated.
S	Unserviceable (Scrap)	Material that has no value except for its basic material content. No stock will be recorded as on hand in condition Code S. This code is used only on transactions involving shipments to DPDO's. Material will not be transferred to Condition Code S before being turned in to PDO's. If material is recorded in Condition Code A through H at the time material is determined excess. Material identified by National Stock Number (NSN) will not be identified by this Condition Code.

Supply and Disposal Condition Codes (Cont'd)

The following is a table depicting disposal condition codes:

DISPOSAL CONDITION CODE	BRIEF DEFINITION	EXPANDED DEFINITION
1	Unused-Good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused-Fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused-Poor	Unused property that is usable without repairs, but is considerable deteriorated or damaged. Enough utility remains to classify the property better.
4	Repairs Required-Good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
5	Repairs Required-Fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
6	Repairs Required-Poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.
7	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
8	Scrap	Material that has no value except for its basic material content.

ACTIVITY SUPPLY OWNERSHIP ACCOUNTS: An Activity Supply Officer is an employee who is responsible for maintaining interface with the organizational element and other property personnel for user supply requirements and related actions. The ownership account number is a number assigned to each major laboratory or office responsible for the preparation of requests, turn-ins, and adjustment documents for supplies, materials, and equipment. The ownership account number is also the means of identifying program and standby stock accounts.

Ownership 01	Propulsion Laboratory, EP Building 4487, 544-9488 Attn: Contractor,
Room AB108	
Institutional Mission Services CN43	Ownership 02 Propulsion Laboratory, EP Building 4487, 544-9488 Attn: Contractor,
Room AB108	
Institutional Mission Services CN43	Ownership 03 MSFC Headquarters Area, CN Building 544-9490 Attn: Contractor,
4200, Room G-30	
Institutional Mission Services CN43 *	Ownership 04 Deleted * Property Management Support, Building 544-9484 Attn: Contractor,
05 CN, BF, AB 4471, Room 153	
Institutional Mission Services CN43 *	Ownership 06 Systems Analysis & Integration Laboratory, Building 544-9483 Attn: Contractor,
EL 4708, Room 122B	
Institutional Mission Services CN43	Ownership 07 MSFC Equipment Pool, CN Building 544-9484 Attn: Contractor,
4471, Room 153	
Institutional Mission Services CN43 * Changed by this revision	

Activity Supply Officers and Ownerships (Cont'd)
 Affairs (Exhibits), CA
 4471, Room 153

Institutional Mission Services
 CN43 Ownership 09
 Division, CN
 4471, Room 153

Institutional Mission Services
 CN43 * Ownership 10
 4708, Room 122B

Institutional Mission Services
 CN43 * Ownership 11
 AB
 4241, Room M101

Institutional Mission Services
 CN43 Ownership 12
 Division, CN
 4471, Room 153

Institutional Mission Services
 CN43 Ownership 13
 14

Lab, EO Building 4487, Room AB108
 544-9488
 Attn: Institutional Mission Services
 Ownership 15

Information
 & Electronic Systems Lab, EB Building 4487, Room AB108
 9488

Institutional Mission Services
 * Changed by this revision

Ownership 08 Public
 Building
 544-9484
 Attn:
 Contractor,
 Transportation Management
 Building
 544-9484
 Attn:
 Contractor,
 Space Science Laboratory, ES
 Building
 544-9483
 Attn:
 Contractor,
 Maintenance Supply Area,
 Building
 544-4782
 Attn:
 Contractor,
 Transportation Management
 Building
 544-9484
 Attn:
 Contractor,
 Deleted * Ownership
 Mission Operations

Contractor, CN43

544-

Attn:

Contractor, CN43

APPENDIX E
Activity Supply Officers and Ownerships (Cont'd)

MM 4000.1C, Change 3
Ownership 16

Structures & Dynamics Laboratory, ED Building 4487, Room AB108 544-9488		Attn:
Institutional Mission Services Ownership 17	Contractor, CN43 *	
Safety & Mission Assurance Ofc, CR Building 4200, Room G-30 544-949		
Attn: Institutional Mission Services	Contractor, CN43	
Materials & Processes Laboratory Program Stock, EH Building 4708, Room 122B 544-9483		
Attn: Institutional Mission Services Ownership 19	Contractor, CN43	
Spacelab Payload Instruments & Mission Peculiar Equipment (MPE), JA Building 4200, Room G-30		544-
9490		Attn:
Institutional Mission Services Ownership 20	Contractor, CN43	
Facilities Office Valves & Components, AB Building 4471, Room 153		544-
9484		Attn:
Institutional Mission Services Ownership 21	Contractor, CN43 *	
Materials and Processes Laboratory, EH Building 4708, Room 122B		544-
9483		
Attn: Institutional Mission Services Ownership 22	Contractor, CN43 *	
Information Systems Office, AI Building 4241, Room M101 544-4782		
Attn: Institutional Mission Services	Contractor, CN43	
Ownership 23 4471, Room A106		Building
Report of Discrepancy, CN 544-4789		
Attn: Institutional Mission Services	Contractor, CN43	

* Changed by this revision

Activity Supply Officers and Ownerships (Cont'd)

Ownership 24 4471, Room 153	Models & Exhibits, CN	Building 544-9484 Attn: Institutional Mission Contractor, CN43 *
Services		
Ownership 25	Deleted *	
Ownership 26 4471, Room C106	Potential Artifacts, CN 544-5675 Attn: Equipment Branch, CN43	Building
Ownership 27 4200, Room G-30	Memorabilia, CN 544-9490 Attn: Institutional Mission Services	Building Contractor, CN43 *
Ownership 28	Deleted	
Ownership 29	Exchange Sales (Capital Equipment), CN Building 4471, Room A114 544-5667 Attn: Equipment Branch, CN43 *	
Ownership 30 4471, Room A114	Expendable Excess, CN 544-5667 Attn: Equipment Branch, CN43	Building
Ownership 31	Deleted *	
Ownership 32	Deleted	
Ownership 33 4471, Room A114	Potential Excess, CN 544-5667 Attn: Equipment Branch, CN43 *	Building
Ownership 34 4200, Room G-30	Solid Rocket Booster, SA 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43		

* Changed by this revision

Activity Supply Officers and Ownerships (Cont'd)

Ownership 35 4200, Room G-30	DuPont Standby Parts, CN 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 36	Deleted	
Ownership 37	Deleted *	
Ownership 38 4471, Room 153	J2 Engines and Hardware, CN 544-9484 Attn: Institutional Mission Services	Building Contractor,
CN43		
Ownership 39	Deleted *	
Ownership 40 4471, Room 153	Skylab Space Returned Hardware, CN 544-9484 Attn: Institutional Mission Services Contractor, CN43 *	Building
Ownership 41 4471, Room 153	SPAR Space Returned Hardware, CN 544-9484 Attn: Institutional Mission Services Contractor, CN43 *	Building
Ownership 42 4471, Room 153	ASTP Material, CN 544-9484 Attn: Institutional Mission Services Contractor, CN43	Building
Ownership 43	Deleted	
Ownership 44 4471, Room 153	Quick Copier Drums, CN 544-9484 Attn: Institutional Mission Services	Building Contractor,
CN43		
Ownership 45	Deleted *	
Ownership 46	Deleted	

* Changed by this revision

Activity Supply Officers and Ownerships (Cont'd)

Ownership 47 4200, Room G-30	Solar Hardware, AB 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43		
Ownership 48 JA Room G-30	Solidification Experiment System 544-9490 Attn: Institutional Mission Services Contractor, CN43 *	Hardware, Building 4200,
Ownership 49 PS Room G-30	Tether Deployment Monitoring System 544-9490 Attn: Institutional Mission Services	Hardware, Building 4200, Contractor,
CN43 *		
Ownership 50 4200, room G-30	Aeroassist Flight Experiment Project, JA 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43		
Ownership 51 4200, Room G-30	Spacelab Program Hardware, JA 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 52 4241, Room M101	Facilities Office, Construction, AB 544-4782 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 53 4200, Room G-30	Microgravity Science & Applications Spares, JA 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43		

* Changed by this revision

APPENDIX E

MM 4000.1C, Change 3 Activity Supply Officers and Ownerships (Cont'd)

Ownership 54 4200, Room G-30	SADE Hardware, PS	Building
	544-9490	
CN43	Attn: Institutional Mission Services	Contractor,
Ownership 55 Container Hardware, TA Room G-30	Optical Telescope Assembly (OTA)	Shipping Building 4200,
	544-9490	
CN43	Attn: Institutional Mission Services	Contractor,
Ownership 56 4708, Room 122B	Standby Specialty Gases, EH	Building
	544-9483	
CN43 *	Attn: Institutional Mission Services	Contractor,
Ownership 57 4200, Room G-30	AXAF Hardware, TA	Building
	544-9490	
CN43 *	Attn: Institutional Mission Services	Contractor,
Ownership 58 4471, Room 183A & 183B	Hazardous Waste Program, AB	Building
	544-4787	
CN43	Attn: Institutional Mission Services	Contractor,
Ownership 59 4471, Room 153	Life Support Equipment, CN	Building
	544-9484	
CN43	Attn: Institutional Mission Services	Contractor,
Ownership 60 4471, Room 181	Explosives Inventory, CN	Building
	544-4772	
CN43 *	Attn: Institutional Mission Services	Contractor,

* Changed by this revision

MM 4000.1C, Change 3

APPENDIX E Activity Supply Officers and Ownerships

Ownership 61 CN43	Explosives/Dynamics Test Branch, ED 544-9483 Attn: Institutional Mission Services	Contractor,
Ownership 62 4487, Room AB108 CN43	Explosives/Component Test Branch, EP 544-9488 Attn: Institutional Mission Services	Building Contractor,
Ownership 63 4487, Room AB108 CN43 *	Explosives/Assembly Engineering and Design Branch, ED 544-9488 Attn: Institutional Mission Services	Building Contractor,
Ownership 64 CN43 *	Explosives/Cryogenic Physics Branch, ES Building 4708, Room 122B 544-9483 Attn: Institutional Mission Services	Contractor,
Ownership 65 4708, Room 122B CN43 *	Explosives/Space Sciences Lab, ES 544-9483 Attn: Institutional Mission Services	Building Contractor,
Ownership 66 4708, Room 122B CN43 *	Explosives/Lab Support Branch, EH 544-9483 Attn: Institutional Mission Services	Building Contractor,
Ownership 67 4708, Room 122B CN43 *	MMC Program Stock, EH 544-9483 Attn: Institutional Mission Services	Building Contractor,

* Changed by this revision

Change 3 Activity Supply Officers and Ownerships (Cont'd) *

Ownership 68	Deleted *	
Ownership 69 4200, Room G-30	ET/GRIT Residual Hardware, PS 544-9490 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 70 4471, Room 153	Valve Shop Program Stock, AB 544-9484 Attn: Institutional Mission Services	Building Contractor,
CN43		
Ownership 71 4471, Room 153	Nitrogen Plant/Facilities Program Stock, AB 544-9484 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 72 4200, Room G-30	Heavy Lift Launch Vehicle Program Stock, HA 544-9690 Attn: Institutional Mission Services	Building Contractor,
CN43 *		
Ownership 73 EO Room AB108	Experiment Ground Support Equipment (temporary account) 544-9488 Attn: Institutional Mission Services	Containers, Building 4487, Contractor,
CN43		

* Changed by this revision

APPENDIX F MSFC STOCK CATALOGS

The following catalogs are utilized by Property Management Division in the management and oversight of Center assets. Using organizations may request copies of these catalogs from Property Management Division.

MSFC STORES STOCK CATALOG

The MSFC Stores Stock Catalog, which lists all stores stock items carried in active (recurring) inventory, is published and provided to the using activities for ordering purposes. Users desiring to add new items to the stores stock inventory will submit their requirements on MSFC Form 3370 to the Supply Branch, Property Management Division per the procedure outlined in Chapter 3, Paragraph 302, of this manual. It is MSFC policy that items which are not contained in the catalog and which do not meet MSFC stockage criteria will be requisitioned through direct acquisition.

MSFC PROGRAM STOCK CATALOG

The MSFC Program Stock Catalog provides identification data by ownership account for program stock items which are stored and issued by Property Management Division. It serves as a management tool for using elements by providing essential information for control and utilization of Center assets.

MASTER CROSS-REFERENCE LISTING (MCRL) This publication is a master listing of all Manufacturer's Part or Reference Numbers recorded in the Marshall Space Flight Center Catalog System cross-referenced to the applicable National Stock Number(s) (NSN) or Local Stock Number(s) (LSN).

APPENDIX G*

-SENSITIVE ITEMS Effective September 1, 1991 Automated Data Processing Equipment (ADPE) Includes:

Disc Drives
Memory Expansion Units
Modems (If Accessible)
Monitors
Printers
Terminals
Computers, Personal
Laptops
Peripherals
Portables
Word Processors
Balance, Electronic
Bicycles
Binoculars
Calculators
Cameras (Movie, Still, and Television)
Chain Saws (Gasoline)
Descrambler, Satellite
Dictating and Transcribing Machines
Edger (Gasoline & Electric)
Environmentally Hazardous Devices (lasers, etc.)
Fans Flaps Generators (Portable)
Heaters (Portable)
Lasers
Lawn Mowers (Gasoline)
Microscopes
Microwave Ovens
Minibikes
Motorcycles
Oscilloscopes
Projectors
Radios, Receivers, Transmitters and Transceivers
Recorders, Audio and Video
Telescopes
Television Receivers (w/tuners)
Typewriters
Weapons (all types, regardless of cost)
Weedeaters

*This listing applies only to items with an acquisition value of \$100 or more, except for weapons, which will be controlled regardless of cost.

* Changed by this revision

APPENDIX

MM 4000.1C APPENDIX H-FORMS AND EXAMPLES

<u>EXHIBIT</u>	<u>FORM NUMBER</u>	<u>FORM TITLE</u>
1	MSFC Form 38	Materials Hand Receipt
2	MSFC Form 40	#Request for Stock Withdrawal Authorization
3	MSFC Form 46	Inbound Discrepancy Report (IDR)
4	MSFC Form 47	Inspection Rejection Report (IRR)
5	MSFC Form 55	#Request for Issue, Procurement, Transfer, or Turn-In
6	MSFC Form 57	Shipping Document
7	MSFC Form 71	#Materials Inspection and Receiving Report
8	Standard Form 91A	#Investigation Report of Motor Vehicle Accident_"K_
9	MSFC Form 113	Dray Ticket
10	Standard Form 126	Report of Personal Property for Sale
11	MSFC Form 128	#Persons to be Notified of Emergencies During Off-Duty Hours
12	MSFC Form 138	#Maintenance and Repair/Property Removal Permit
13	MSFC Form 362	#Packaging, Handling Transportation Record
14	Standard Form 368	Quality Deficiency Report
15	MSFC Form 404	Procurement Request
16	MSFC Form 424	#Project/institutional Requirements Sheet
17	NASA Form 598	Survey Report
18	NASA Form 623	#Annual Report of Utilization and Disposal of Excess and Surplus Personal Property
19	NASA Form 892	#Property Pass Request and Removal Permit
20	MSFC Form 915	Movement Request
21	MSFC Form 1048-1	Inspection and Acceptance Request
22	NASA Form 1256	Adjustment Record
23	MSFC Form 1376	Issuance Transmittal Sheet
24	NASA Form 1511	Equipment Acquisition Document
25	NASA Form 1577	#NASA Unique Equipment Utilization Review
26	NASA Form 1602	#NASA Equipment Management System (NEMS) Transaction Document
27	NASA Form 1617	#Request for Cannibalization/Modification of Controlled Equipment
28	NASA Form 1618	#Found on Station (FOS) Equipment Investigation
29	MSFC Form 3370	#Request for Adding Item to Stores Stock
30	MSFC Form 3751	#Fabrication Division Work Order Request
31	MSFC Form 3891	#Returnable/Hazardous Material Container Control
32	MSFC Form 3892	#Request for Office Machine Replacement

Exhibits 1-32 are available in hard copy form from the MSFC Central Repository.

MM 4000.1C

APPENDIX I – ISSUANCE TRANSMITTAL SHEET

Transmittal sheets for revisions to this manual should be filed immediately following this page. Transmittal sheets will be serially numbered and should be filed in serial number sequence. Each transmittal sheet will make reference to the paragraph which is being revised. Revisions should be placed in the manual as soon as received and the superseded pages removed and destroyed immediately.