

Kennedy NASA Procedural Requirements

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Responsible Office: Spaceport Integration and Services

SUPPLY AND EQUIPMENT PROGRAM MANUAL

National Aeronautics and
Space Administration

John F. Kennedy Space Center

Change Log

Date	Revision	Description
9/5/12	A	<ol style="list-style-type: none"> 1. The document has been revised to reflect current processes in place at KSC for Supply and Equipment Management. 2. Captures the changes applicable to the Agency's (NASA) Property, Plant & Equipment (PP&E) Management system (SAP/N-PROP). 3. Provides guidance for the implementation of NASA Headquarters Institutional Supply and Equipment policies. 4. The size of the document was reduced from 166 to 47 pages. A 28 page user guide containing detailed instructions has been created as a companion document. 5. All illustrations and forms were removed from this document. 6. Electronic links have been created within it to referenced regulations and guidance.
5/1/17	A-1	<p>This document has been administratively changed to extend the expiration date due to an extensive review and rewrite to align with the NPD/NPR and to comply with NPR 1400.1, NASA Directives and Charters Procedural Requirements. This will allow for a longer review cycle due to the significance of the revision and to allow adequate time for all stakeholders to review the significant changes. Responsible office title changed from Center Operations to Spaceport Integration and Services.</p>
5/2/18	B	<p>This document has been extensively changed and rewritten with significant changes to align with applicable NPDs/NPRs and to comply with NPR 1400.1, NASA Directives and Charters Procedural Requirements.</p> <ol style="list-style-type: none"> 1. P.3 Authority section – added: The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113; Kennedy NASA Procedural Requirements (KNPR) 8500.1., KSC Environmental Requirements; NASA Procedural Requirement (NPR) 4100.1, NASA Materials Inventory Management Manual; NPR 8715.3, NASA General Safety Program Requirements; NPR 8735.1, Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories <p>Deleted – NPR 4200.2, Equipment Management Manual for Property Custodians</p> <ol style="list-style-type: none"> 2. Chapter 1. Responsibilities: changed from KNPR 4000.1 Rev. A, Chapter 1, Material Inventory Management 3. Chapter 2. Acquisition and Requisitions: changed from KNPR 4000.1 Rev A, Cataloging 4. Chapter 3, Cataloging: changed from KNPR 4000.1 Rev A, Requisitions 5. Chapter 4, Supply Support and Material Management: changed from KNPR 4000.1 Rev A, Equipment Management 6. Chapter 5, Equipment Management: changed from KNPR 4000.1 Rev A, Bench Stock Support

		<p>7. Chapter 6, Equipment Physical Inventory: changed from KNPR 4000.1 Rev A, Turn-In Procedures</p> <p>8. Chapter 7, Disposal Processes and Turn-In Procedures: changed from KNPR 4000.1 Rev A, Physical Inventory</p>
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TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

CHAPTER 1. RESPONSIBILITIES

- 1.1 The Center Director
- 1.2 The Chief, Logistics Branch
- 1.3 The Supply and Equipment Management Officer
- 1.4 The Supply Officer
- 1.5 The Equipment Manager
- 1.6 The Property Disposal Officer
- 1.7 The Cataloger
- 1.8 The Loan Manager
- 1.9 The Survey Manager
- 1.10 The Inventory Adjustment Officer
- 1.11 The Activity Address Code Coordinator
- 1.12 The Precious Metals Monitor
- 1.13 The Survey Review Board Officer
- 1.14 The Survey Review Board Chairperson
- 1.15 The Survey Review Board Member
- 1.16 The Division Chief
- 1.17 The Property Custodian

CHAPTER 2. ACQUISITION AND REQUISITIONS

- 2.1 Acquiring New Property
- 2.2 Reutilizing Excess Property
- 2.3 Exchanges and Trade-Ins

CHAPTER 3. CATALOGING

- 3.1 The Cataloging Process
- 3.2 The Cataloger

CHAPTER 4. SUPPLY SUPPORT AND MATERIAL MANAGEMENT

- 4.1. Supply and Material Management
- 4.2 Supply and Material Physical Inventory
- 4.3 Special Interest

CHAPTER 5. EQUIPMENT MANAGEMENT

- 5.1 Equipment Classification and Control
- 5.2 Loans
- 5.3 Equipment Removal
- 5.4 Cannibalization and Modification
- 5.5 Lost, Damaged, Destroyed, or Stolen Property

CHAPTER 6. EQUIPMENT PHYSICAL INVENTORY

- 6.1 Equipment Physical Inventories
- 6.2 Equipment Inventories That Are Mandatory
- 6.3 Special Inventories
- 6.4 Equipment Manager Duties
- 6.5 Pre-Inventory Activities
- 6.6 Annual Inventory Activities
- 6.7 Annual Inventory Results

CHAPTER 7. DISPOSAL PROCESSES AND TURN-IN PROCEDURES

- 7.1 Turn-In of materials and Equipment
- 7.2 Exchange Sale of Controlled Property for Replacement Purposes
- 7.3 Equipment Exchange/Trade-In
- 7.4 Turn-in of Hazardous Property
- 7.5 Salvage and Scrap Material

APPENDIX A Definition of Terms

APPENDIX B. Acronym List

APPENDIX C. NASA Minimum Standard, Sensitive Items List

APPENDIX D. Condition Codes and Definitions

APPENDIX E. Property Ineligible for Exchange Sale Program

PREFACE

P.1 PURPOSE

This directive details responsibilities for the management and utilization of the Kennedy Space Center (KSC) Property Management Program, which is supported by multiple KSC contractors. It incorporates by reference and implements National Aeronautics and Space Administration (NASA) Headquarters (HQ) and KSC Management Directives in the 4000 series and addresses applicable interfaces with KSC and other NASA Centers' management directives.

P.2 APPLICABILITY

- a. This directive applies to all NASA KSC organizations that govern or utilize the KSC Supply and Equipment Program for obtaining supplies, material, equipment, maintenance, or repair to support KSC operations.
- b. Some KSC contractors are self-supporting in that they obtain their own supply support and do not obtain support from the Government. Those contractors are covered under the Federal Acquisition Regulation (FAR) in their respective contracts and are responsible for their own procedures. Therefore, in those instances, this directive has limited applicability and when applicable it is clearly defined in this document.
- c. The provisions of this manual do not apply to controlled substances (e.g., narcotic and sedative drugs), ordnance, propellants, or unmanned vehicle-peculiar spare parts and equipment.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall". The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. The National Aeronautics and Space Act, as amended, 51 United States Code (U.S.C.) § 20113
- b. NASA Policy Directive (NPD) 4100.1, Supply Support and Material Management Policy
- c. NPD 4200.1, Equipment Management
- d. NPD 4300.1, NASA Personal Property Disposal Policy
- e. NASA Procedural Requirement (NPR) 4100.1, NASA Supply Support and Material Management
- f. NPR 4200.1, NASA Equipment Management Procedural Requirements
- g. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements

- h. NPR 4310.1, Artifact Identification and Disposition
- i. Kennedy NASA Procedural Requirements (KNPR) 8500.1, KSC Environmental Requirements

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Code of Federal Regulations (CFR) - Federal Property Management Regulations, 41 CFR 101-43
- b. FAR 45 - Management of Government Property in the Possession of Contractors, Subpart 45.5
- c. NASA FAR Supplement - Subchapter G - Contract Management, Part 1845 - Government Property
- d. NASA FAR Supplement - Subchapter H - Clauses and Forms, Part 1852 - Solicitation Provisions and Contract Clauses
- e. Department of Defense (DoD) 4140.26M, Executive Services Directorate, dated May 16, 1997, Appendix E, DoD Issuances
- f. NPR 8715.3, NASA General Safety Program Requirements
- g. NPR 8735.1, Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP)
- h. NASA 9250.1, Property, Plant, and Equipment, and Operating Materials and Supplies
- i. NASA Form (NF) 598, Property Survey Report
- j. NF892, Employee Property Pass/Loan Agreement and Removal Permit
- k. NF893, Loan of NASA Equipment
- l. NF894, Property Accountability Transfer Form
- m. NF1617, Request for Cannibalization/Modification of Controlled Equipment
- n. NF1618, Found On Station (FOS) Equipment Investigation
- o. KSC Form (KSC)7-49, Purchase Request (Supplies/Equipment or Property Turn-In)
- p. KSC31-239, Kennedy Space Center Designation of Property Custodian
- q. KSC50-20, Card, Virtual Tag
- r. KSC50-146, Bottled Water Approval/Disapproval
- s. KSC50-296, KSC Annual Equipment Walk-Through

t. KSC50-352, Request for Self Storage

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION

This revision cancels KNPR 4000.1, Rev. A-1, Supply and Equipment System Manual, and KSC-UG-4000.1, Rev. Basic-1, KSC Property User Guide.

/original signed by/

Nancy P. Bray
Director, Spaceport Integration and Services

Distribution: TechDoc Library

CHAPTER 1. RESPONSIBILITIES

This chapter outlines the roles and responsibilities of all personal required to develop, manage, and implement the Supply and Equipment Management Program at KSC.

1.1 The Center Director

The Center Director shall:

- a. Ensure policies and procedures conform to the requirements set forth in the NPDs and NPRs found in P.3 Authority.
- b. Appoint a Supply and Equipment Management Officer (SEMO) to implement an effective Supply and Equipment Management Program at KSC in accordance with NPR 4200.1.
- c. Appoint a Property Disposal Officer (PDO) to implement an effective disposal management program at KSC in accordance with NPR 4200.1.
- d. Appoint an Inventory Adjustment Officer (IAO) to fulfill inventory adjustment responsibilities in accordance with NPR 4100.1.
- e. Appoint a Survey Officer and a Survey Review Board to fulfill survey responsibilities in accordance with Chapter 5 of this KNPR and Chapter 5 of NPR 4200.1.

1.2 The Chief, Logistics Branch

The Chief, Logistics Branch shall:

- a. Provide direction, leadership, and general supervision of the Supply and Equipment Management Program at KSC.
- b. Review the KSC supply and equipment training program to ensure all personal property functional leads, property custodians, end users, and Survey Review Board members are sufficiently trained.
- c. Monitor the progress of the Center's annual equipment inventory and ensure results are reconciled with the financial accounting office.
- d. Monitor the progress of the Center's physical supply and material inventory and ensure quarterly results are reported to the Center Director.
- e. Develop corrective action plans when the Center is not meeting policy requirements, Agency established benchmarks, or other Agency expectations regarding property management.

1.3 The Supply and Equipment Management Officer

The SEMO shall:

- a. Provide management and leadership oversight to ensure implementation of an effective Supply and Equipment Management Program at KSC, and interface with other Centers and NASA HQ as appropriate.
- b. Appoint a Supply Officer (SO) to serve as the functional manager responsible for executing the supply management program at KSC.
- c. Appoint an Equipment Manager (EM) to serve as the functional manager responsible for executing the equipment management program at KSC.
- d. Provide oversight of the KSC supply and equipment training program.
- e. Establish processes and procedures to ensure the integrity of the supply records in Systems, Applications, and Products (SAP) Supply Management System (SMS), and equipment records in SAP Property, Plant, and Equipment (PP&E).
- f. Establish and oversee the Center's annual inventory activities of both supply and equipment.
- g. Oversee the KSC equipment loan program.
- h. Ensure processes and procedures are established to execute the supply, equipment, and disposal programs at KSC.
- i. Coordinate with the KSC Property Accounting Office to ensure equipment records are reconciled and material financial reports are accurate.
- j. Perform surveillance to ensure required management activities are being met within the supply, equipment, and disposal programs at KSC.

1.4 The Supply Officer

The SO shall:

- a. Execute and implement the supply management program at KSC in accordance with NPR 4100.1.
- b. Appoint an Activity Address Code (AAC) Coordinator to submit requests for changes to the NASA HQ Supply Program Manager.
- c. Designate a Precious Metals Monitor responsible for surveillance over the acquisition and control of precious metals and critical materials in storage.
- d. Ensure KSC cataloguing activities are in alignment with the Federal Catalog System as described in NPR 4100.1.

- e. Develop and deliver training to all personal property functional leads, property custodians, and end users.
- f. Establish and execute the Center's annual physical inventory of supply and material and adjust supply records as necessary.
- g. Ensure materials no longer required for performance of NASA programs are transferred to disposal in accordance with NPR 4300.1.
- h. Designate and approve supply and material storage areas at KSC including requests for the KSC self-storage program.
- i. Review and provide approval decisions for all bottled water requests.
- j. Perform surveillance to ensure proper controls and management activities are being met.
- k. Perform GIDEP responsibilities for evaluation of GIDEP Notices and NASA Advisories in Notice and Alerts Distribution and Response Tracking System (NANADARTS).

1.5 The Equipment Manager

The EM shall:

- a. Execute and implement the equipment management program at KSC in accordance with NPR 4200.1.
- b. Establish and execute the Center's annual physical inventory schedule of equipment and adjust equipment records as necessary.
- c. Adjust equipment records in the NASA PP&E system to complete cannibalization and modifications, property passes, loans, transfers, survey reports, and other equipment transactions as necessary.
- d. Provide guidance to KSC property custodians regarding their equipment management duties.
- e. Develop and deliver training to all personal property functional leads, property custodians, end users, and Survey Review Board members.
- f. Ensure equipment reinstatement transactions are processed and all relevant stakeholders are notified of any recovered equipment.
- g. Review and approve all transfer documents.
- h. Perform surveillance to ensure proper controls and management activities are being met.

1.6 The Property Disposal Officer

The PDO shall:

- a. Execute and implement the disposal management program at KSC in accordance with NPR 4300.1.
- b. Establish processes and procedures to ensure supplies and equipment identified for excess are transported to the disposal warehouse in a timely manner.
- c. Provide management and guidance to KSC property custodians and end users to ensure compliance with procedures established in the disposal management program at KSC.
- d. Ensure KSC disposal procedures for information technology assets are in alignment with Chief Information Officer sanitization requirements.
- e. Ensure KSC disposal procedures for hazardous materials and hazardous waste are in alignment with Federal, State, and local regulations.
- f. Coordinate with KSC Center Export Administrator to ensure property requiring demilitarization or special handling is disposed of properly.
- g. Coordinate with KSC Historical Preservation Officer to identify potential historical items, scientific items, or artifacts being dispositioned.
- h. Review and provide approval for the reutilization of excess property including General Services Administration approved transfers.
- i. Maintain documentation of all disposal records in accordance with NPR 4300.1.
- j. Ensures all items requested for exchange sale or trade-in are not listed on the Restricted or Prohibited Items list.
- k. Perform surveillance to ensure proper controls and management activities are being met.

1.7 The Cataloger

The Cataloger shall:

- a. Manage cataloging activities at KSC in accordance with Chapter 3 of this KNPR.
- b. Monitor national stock numbers and local stock numbers assigned to all personal property at KSC.
- c. Monitor equipment descriptions to ensure consistency in the NASA PP&E system.

1.8 The Loan Manager

The Loan Manager shall:

- a. Manage the equipment loan program at KSC in accordance with Chapter 5 of this KNPR.
- b. Advise and coordinate loans of equipment both internal and external to KSC.

- c. Maintain equipment loan records in the NASA PP&E system as necessary.
- d. Monitor loan expiration dates and coordinate equipment returns with appropriate personnel.

1.9 The Survey Manager

The Survey Manger shall:

- a. Manage the property survey report process at KSC in accordance with NPR 4200.1.
- b. Maintain equipment survey records in the NASA PP&E system as necessary.
- c. Monitor survey reports to ensure compliance with survey processing timeline.

1.10 The Inventory Adjustment Officer

The IAO shall coordinate the review and approval of inventory adjustment reports as necessary based on material inventory results.

1.11 The Activity Address Code Coordinator

The AAC Coordinator shall manage and coordinate requests for additions, deletions, changes, and extensions of AACs to the HQ NASA Supply Program Manager.

1.12 The Precious Metals Monitor

The Precious Metals Monitor shall maintain surveillance over the acquisition and control of precious metals in storage at KSC.

1.13 The Survey Officer

The Survey Officer shall:

- a. Review all survey reports to determine if there is a clear understanding of the circumstances surrounding the loss, damage, destruction, or theft of Government property.
- b. Conduct investigations, establish facts, and issue findings and recommendations to management to avoid future property loss.
- c. Convene the Survey Review Board to review and process survey reports with suspected negligence, willful misconduct, or wrong doing.
- d. Develop and deliver an annual property loss report to the KSC Center Director.

1.14 The Survey Chairperson

The Survey Chairperson shall:

- a. Review all survey reports sent forward by the Survey Officer for which negligence, willful misconduct, or wrongdoing is suspected.
- b. Coordinate and lead the Survey Review Board to review investigation and facts and determine findings and recommendations to management to avoid future property loss.
- c. Act on behalf of the Survey Officer to review any survey report where there is a clear conflict of interest.
- d. Assist the Survey Officer to develop and deliver an annual property loss report to the KSC Center Director.

1.15 The Survey Review Board Member

The Survey Review Board Members shall:

- a. Attend Survey Review Board meetings when convened to review and process survey reports.
- b. Assist the Survey Officer and Chairperson by reviewing the investigation and facts and determine findings and recommendations to management to avoid future property loss.

1.16 The Division Chief

Division Chiefs shall:

- a. Ensure that property custodians, equipment end users, and other personnel have proper knowledge of both NASA and KSC policies and procedures regarding supply and equipment.
- b. Ensure all supply, material, and equipment purchases are in accordance with NASA regulation and are used for official NASA business.
- c. Ensure that lost, damaged, destroyed, or stolen government property, including supply, material, or equipment, is reported in accordance with Chapter 5 of this KNPR.
- d. Coordinate with the SEMO to ensure all property custodians are designated in writing using KSC31-239.
- e. Reassign the responsibility of a property custodian account when the current property custodian leaves the division or is detailed to another position for more than 30 calendar days.
- f. Review and approve all requests for loans or transfers of government equipment in their area of responsibility and process those requests in accordance with Chapter 5 of this KNPR.
- g. Coordinate with the SEMO to verify items held in storage and provide retention justification every 24 months.
- h. Ensure SO has approved all storage areas in their area of responsibility and take immediate action to correct any deficiencies.

1.17 The Property Custodian

Property Custodians shall:

- a. Update and maintain property records for all equipment in their property custodian accounts in both the EQUIPMENT Application and on their Administratively Controlled Equipment (ACE) listing.
- b. Assign equipment items to the appropriate end user.
- c. Validate and review equipment transactions initiated by end users.
- d. Assist the EM and inventory team with annual physical inventory activities.
- e. Assist senior managers and Contracting Officer Representatives (CORs) with annual walk-through activities.
- f. Attend annual property training conducted by the EM.
- g. Assist the EM or designee in clearing employees from the Center.
- h. Assist end users in initiating and preparing various equipment forms.

CHAPTER 2. ACQUISITION AND REQUISITIONS

This chapter outlines requirements for acquiring new property at the KSC installation.

2.1 Acquiring New Property

2.1.1 Prior to purchasing or fabricating new equipment, division chiefs or heads of purchasing activities shall evaluate alternative means to fulfill their needs, such as equipment reutilization, leasing (when cost effective), or utilizing the loan process described in Chapter 5 of this KNPR to borrow equipment from other NASA Centers.

2.1.2 Methods of acquisition include purchases, fabrication or assembly, receipt from excess, FOS, donation, gift (foreign and domestic), reinstated equipment, transfer from real property, loaned or leased in, transfer in from other Centers, transfer in from contractors on- or off-Center, and exchanges/trade-ins.

2.1.3 Copies of purchase orders, transfer vouchers, or similar documentation that support the estimated acquisition costs are required to record the acquisition of equipment in the NASA PP&E system. In the absence of valid documentation, NF1618 shall be used to bring equipment to record in accordance with NPR 4200.1, Chapter 3.3.6.

2.2 Reutilizing Excess Property

2.2.1 End users interested in reutilizing property from excess will complete the KSC7-49. The end user will complete and sign the form and then obtain signatures from their respective property custodian and division chief, or Contracting Officer, if the end user is a contractor employee. The end user will then forward the form to the KSC PDO and KSC EM and/or the SO for review and approval.

2.2.2 Once final approval has been received, the end user shall coordinate with the Reutilization, Recycle and Material Facility (RRMF) to arrange for pickup of the property.

2.2.3 The end user and property custodian shall notify the KSC EM and/or SO when the property is in place so the record can be adjusted in the appropriate NASA System.

If the property is equipment and does not have an existing record, the end user and property custodian shall coordinate with the KSC EM to ensure a request to tag the equipment is submitted promptly.

2.3 Exchanges and Trade-Ins

Exchanges and trade-ins are permitted with proper approval from a NASA Contracting Officer. The process for requesting exchanges and trade-ins can be found in Chapter 7 of this KNPR.

2.4 Found on Station

Any equipment meeting NASA criteria for control for which audit trail for record accountability cannot be established, per section 3.3.6 of NPR 4200.1.

CHAPTER 3. CATALOGING

3.1 The Cataloging Process

This chapter specifies the KSC cataloging process to meet the objectives of the Federal Catalog System (FCS) and NPR 4100.1.

3.2 The Cataloger

- a. The Cataloger shall ensure consistency in the identification and classification of materials, supplies, and equipment, and improve management effectiveness of such items.
- b. Ensure all items of personal property are assigned a national stock number (NSN) under the FCS to material, supplies, and equipment that are repeatedly procured, stocked, stored, issued, and used. NSNs provide the logistics information required to manage, move, store, and dispose of material, supplies, and equipment. The following items are excluded from the FCS:
 - (1) Printed forms, charts, NPRs, books, and other publications subject to central administrative or numbering controls within a NASA activity
 - (2) Fabricated hardware or local manufactured materials that are in the research and development stage
 - (3) Program and project samples of program material
- c. Local stock numbers may be assigned to personal property (except equipment) that is subject to non-repetitive procurement, storage, distribution, or issue and is deemed a one-time requirement.

Note: the term "repetitive" means recurring requirements for personal property of 3 or more demands on the supply system within a 6-month, 180-day period of time.

CHAPTER 4. SUPPLY SUPPORT AND MATERIAL MANAGEMENT

This chapter specifies the processes and procedures for control of supply and materials in the KSC Supply Management Program at KSC.

4.1 Supply and Material Management

Management of supplies and materials shall be recorded in the SAP SMS in accordance with NPR 4100.1. Supply and materials will be classified using stock designation codes.

- a. Each item record in the SMS provides the quantity of items on hand, unit price, location, physical condition, receipt and issue records, authorized stock numbers, item description, and other information necessary to properly account for and identify supplies and materials in inventory. Every item that is received, issued, or transferred for disposal is recorded in the SMS, thereby providing for effective and efficient accountability of all material and supplies.
- b. Individuals may request a line item be added to stock by submitting a request to the KSC SO that includes the justification for stockage and concurrence by their division chief. The requests will be reviewed for stockage to ensure the line item has sufficient demands to warrant stockage. The final determination will be made to add the item to stock or not, and will notify the requestor of the decision.

4.2 Supply and Material Physical Inventory

4.2.1 Supply and material physical inventory is annually inspected to ensure all supplies and inventory are in approved storage areas and are adequately controlled and preserved. The property in storage care is tagged, labeled, climatically controlled, and secured.

4.2.2 Physical inventories are conducted to update and assess the accuracy of inventory records in SMS. A cyclical, complete wall-to-wall inventory of supply and material shall be conducted every 5 years. The SO is required to ensure five percent of the total line items on hand are inventoried quarterly each fiscal year using the complete inventory method until all assets have been inventoried at the end of 5 years and ensure an inventory analysis is performed when the inventory accuracy rate is not met.

- a. A report of the results of the inventory shall be submitted in accordance with NPR 4100.1 for approval by the SEMO and Senior Logistics Manager, or equivalent, and sent to NASA HQ within 30 days of completion.
- b. When discrepancies exist between inventory records and the physical quantity on hand, an inventory adjustment shall be processed to correct the on-hand balance.

An inventory adjustment report shall be completed in accordance with NPR 4100.1 and submitted to the IAO for review and approval.

This report shall include the number of line items, value, reason for inventory adjustments, and any corrective actions implemented as a result of the discrepancies.

- c. The adjustment report shall be certified by the SEMO and approved by the IAO when the total dollar value of line items is \$5,000 or more and/or classified as a sensitive item.

d. The adjustment may be certified by the SO and approved by the SEMO when the total dollar value of any one item is less than \$5,000.

4.2.3 Loss, damage, or theft of supply and material must be reported on NF598 and submitted to the KSC Survey Manager in accordance with Chapter 5 of this KNPR.

4.2.4 A review of Type I and II shelf-life materials shall be identified and recorded with a report submitted to the SO on a monthly basis in accordance with NPR 4100.1.

4.3 Special Interest

4.3.1 The SO shall participate in the GIDEP in accordance with NPR 8735.1.

a. The SO shall review notifications from the NASA Advisory NANADARTS for products or materials that are defective or counterfeit and that are potentially in use at KSC.

b. The KSC SO shall notify the appropriate contractor or COR requesting a response in regards to the alert.

c. When the response is received, the KSC SO shall close the action in NANADARTS with the appropriate response.

d. If an item is found to be in use at KSC, a disposition for the item will be developed by the user and submitted to the SO, who will attach it in NANADARTS with the response. The SO will follow through to make sure the disposition is accomplished.

e. The SO shall notify the KSC GIDEP/NASA Advisories Coordinator if products or materials in use at KSC are determined to be defective or counterfeit so that a NASA Advisory and GIDEP Alert can be initiated, if applicable.

4.3.2 Acquisition, storage, utilization, and disposal of precious metals, hazardous, and other special items shall be coordinated through the precious metals monitor to ensure compliance with NPR 4100.1, NPR 4200.1, NPR 4300.1, and NPR 8715.3.

4.3.3 The SO shall designate an AAC coordinator. To obtain an AAC for Center activities, requests for additions, changes, extensions, and deletions will be sent to HQ NASA Supply Program Manager.

4.3.4 End users desiring short-term storage space for work related, non-flammable, and non-hazardous items may request space in the self-storage warehouse by submitting KSC50-352 along with an inventory of items to be stored. The SO or designee will review all requests and will provide approval, or disapproval, as appropriate. Task keys to the facility are available from the SO or designee for entrance to the facility to add or remove items to the assigned cages. Task keys must be returned within 24 hours unless otherwise agreed upon. Periodic walk-downs of the facility will be conducted by the SO to ensure all end users are following the self-storage guidelines.

4.3.5 Bottled water is available for facilities that do not have potable water available. Requests for NASA-funded bottled water are submitted via KSC50-146. The Sanitation Officer and the SO will review requests for NASA-funded bottled water. The Sanitation Officer will review the request first to determine if the facility is eligible for bottled water and electronically

sign the form. Based on the determination, the SO will then review the request and will provide approval or disapproval.

Note: "Water Clubs" where office members pay for their own bottled water are allowed and requests do not need to be submitted through the KSC Sanitation Officer and KSC SO.

CHAPTER 5. EQUIPMENT MANAGEMENT

5.1 Equipment Classification and Control

5.1.1 The NASA PP&E system shall be utilized at KSC to identify, account for, and control equipment that meets NASA's definition of controlled equipment. Controlled equipment includes:

- a. Equipment with an acquisition cost equal to or greater than \$5,000
- b. Rolling stock, defined as equipment that requires assignment of a NASA license plate
- c. Equipment defined as a sensitive item, per NPR 4200.1, Appendix C
- d. Equipment loaned or leased to NASA KSC that will remain in NASA custody for more than 60 calendar days
- e. Flight hardware, defined as hardware designed and fabricated for ultimate use in a vehicle intended to fly and meeting criteria of NPR 8715.3
- f. Gifts and donations to NASA as authorized by the National Aeronautics and Space Act [Section 20113(d)]
- g. Heritage assets defined as property and equipment unique for its historical significance; cultural, educational, or artistic importance; or significant architectural characteristics
- h. Exhibits or displays defined as NASA artifacts retired from program or mission use and retained for stationary or rotational display purposes

5.1.2 Equipment that meets NASA's definition of controlled equipment and is recorded in the NASA PP&E system shall be assigned an Equipment Control Number (ECN) tag. KSC uses both metal barcode ECN tags and radio frequency identification ECN tags. See Figure #1.



Figure #1

5.1.3 Equipment that meets NASA's definition for control but cannot be physically tagged due to form, fit, or function shall be virtually tagged. Virtual tagging will be by exception only and will be accomplished by attaching the ECN tag to KSC50-20. See Figure #2.



Figure #2

5.1.4 Equipment that does not meet NASA's definition for control in NASA's PP&E system is considered ACE. ACE shall be affixed with a NF1517 or NF1517A for smaller equipment items and maintained and tracked by KSC custodians using an electronic form that includes item description, model number, serial number, location, and end user information. See Figure #3.



Figure #3

5.1.5 When in possession of equipment meeting NASA's definition for control that does not have an ECN tag and is not recorded in NASA's PP&E system end users and property custodians shall complete a tagging request using the latest Government approved application and route the request to the appropriate property office for tagging coordination. See Figure #4.

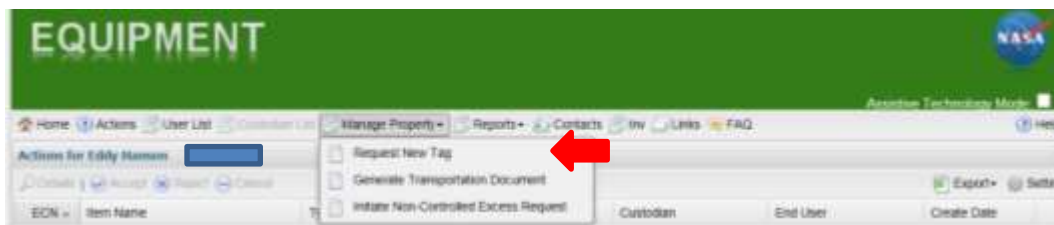


Figure #4

5.1.6 Equipment leased or loaned to NASA shall be controlled as follows:

a. Equipment leased at KSC shall be processed through receiving and will be tracked and controlled by the EM in accordance with NPR 4200.1.

b. NASA or contractor personnel who bring personal or corporate-owned property on-site for the purpose of accomplishing their assigned duties shall report the property to the applicable property custodian with the information shown below (items 1-7).

- (1) Item name
- (2) Date brought onsite
- (3) Model number
- (4) Serial number
- (5) Manufacturer's name
- (6) Owner
- (7) Location

- (a) The property custodian shall forward the information to the EM, who will issue a personal property tag that must be attached to the property.
- (b) Personal or corporate-owned property found untagged during inventories and reviews shall be considered FOS.
- (c) The NF1618 shall be processed and the property placed on Government property records. The owner must present proof of ownership (sales receipts, invoices, etc.) or the property will be considered Government property.

5.2 Loans

5.2.1 Loan Manager

- a. Advise and assist property custodians, loan sponsors, and borrowers in completing and submitting loan forms for approval.
- b. Advise and coordinate stakeholder meetings for loans of equipment outside NASA.
- c. Assign loan agreement number and maintain loan number log.
- d. Adjust equipment records in the NASA PP&E system as necessary.
- e. Obtain and review monthly loan due date report and notify KSC property custodians of loans coming due within 60 business days.
- f. Assist the EM in verifying equipment location during annual physical inventory of equipment.

5.2.2 Equipment Loaned to KSC

- a. Loans shall be documented by a loan agreement.
 - b. NASA KSC organizations requesting loans or borrows from other NASA, Government, or non-Government organizations shall forward their request on NF893 through their appropriate approval authorities and their appropriate property custodian to the SEMO.
 - c. The SEMO shall coordinate with the loaning entity in the negotiation of loan agreements.
 - d. The SEMO shall ensure all incoming equipment items loaned or borrowed from outside KSC, regardless of sources, have adequate KSC controls established when received at KSC.
 - e. Equipment shall be tagged with an ECN loan/lease tag and recorded in the PP&E system when the loan or lease period exceeds 60 days. The equipment will be assigned to the appropriate requesting organization's custodian account.
- (1) Loan extension requests shall be forwarded to the SEMO.
 - (2) All loans or leases of equipment, regardless of source, shall be processed at the time of receipt by the EM through the PP&E system.

5.2.3 Equipment Loaned From KSC

- a. All loans of Government equipment must be documented and submitted to the loan manager on an NF893.
- b. No Government equipment shall be removed from the Center without prior approval.
- c. Loan periods must be clearly defined and cannot exceed 4 years.
- d. A loan extension may be granted for a period not to exceed 1 year. A loan cannot be extended more than twice.
- e. All loans external to NASA require review by Chief Council to ensure legal sufficiency.
- f. The ECN tag shall not be removed or destroyed while on loan.

5.3 Equipment Removal

5.3.1 Property Passes

- a. Employees may request to temporarily remove Government equipment from the Center for official business using form NF892.
- b. Authorization for removal of Government equipment from either a NASA installation or Cape Canaveral Air Force Station (CCAFS) shall be issued to cover the actual period of required use. The property must be returned to the NASA installation or CCAFS at the end of the period designated on the NF892 or when directed differently by the applicable division or equivalent contractor management representative.
 - (1) The NF892 is not applicable to equipment provided under seat service contracts.
 - (2) The issuance of a property pass request and removal permit shall not exceed 180 days.
- c. In cases where the requester or user would otherwise be the approval authority (division chief or contractor equivalent) the removal shall be approved by the next higher level of management or supervision. A requester or user cannot approve their own request.
- d. The NF892 shall not be used as a shipping document. When shipment of property is required removal is authorized only by a properly prepared NASA-approved shipping document.
- e. Government vehicles on official business are exempt from the provisions of this section, but this exemption does not include the contents of the vehicle. Property within the vehicle must be authorized for removal.
- f. Any person and any property in that person's possession or control leaving a NASA installation or CCAFS in a Government vehicle is subject to search or detention. Unauthorized or unlawful use or possession of the property may result in disciplinary action by the employer and prosecution under state or Federal law.

5.3.2 Equipment Transfers

a. Internal Transfer

- (1) An NF894 shall be used in all cases when a change of accountability occurs between NASA civil servants and contractors on the installation.
- (2) Offsite contractors shall work with the Industrial Property Office for all transfers.

b. External Transfers

- (1) An NF894 accompanied by an approved shipping document shall be used in all cases when a change of accountability occurs between NASA Centers.
- (2) Transfers shall be coordinated between both the gaining and releasing Center SEMOs.
- (3) Transfers of property from other Federal agencies shall follow guidance in accordance with Chapter 3.3.10 of the NPR 4200.1.

5.4 Cannibalization and Modification

NASA equipment may be modified to configure the item for a similar purpose, or inoperable equipment may be disassembled and cannibalized for use of serviceable parts, components, or assemblies as replacement parts in useable equipment, or for fabricating another equipment item. Cannibalization or modification of NASA equipment will be documented using NF1617 in accordance with Chapter 3 of the NPR 4200.1. The NF1617 will be reviewed and approved by the SEMO. The SEMO must approve prior to the cannibalization or modification of the equipment.

5.5 Lost, Damaged, Destroyed, or Stolen Property

The property survey process is an administrative action where the loss, damage, destruction, or theft of Government property, including equipment, supplies, and materials, is reviewed and investigated to determine if financial liability or personnel action is necessary.

5.5.1 Property Survey Report

- a. End users shall submit an NF598 to their property custodian within 3 days of discovering the loss, damage, destruction, or suspected theft of Government property.
 - (1) If theft is suspected, end users shall contact Protective Services and report the incident within one hour of discovery. A copy of the protective services report must be submitted with the NF598.
 - (2) Property damaged or destroyed due to mishap will require a copy of the mishap investigation report to be submitted with the NF598.
 - (3) Property damaged or destroyed due to a motor vehicle accident will require a copy of the motor vehicle accident report to be submitted with the NF598.
- b. Property Custodians shall review NF598 for accuracy and completion within five days of receipt.

c. If the document is not complete they shall return it to the end user for further documentation.

d. If the document is complete they shall submit it to the survey manager.

5.5.2 Survey Manager

a. Review the NF598 submitted by end user and property custodian for accuracy and completion.

b. Assign a property survey report number and maintain property survey report log.

c. Submit completed report to the SEMO for approval.

d. Adjust equipment records in the NASA PP&E system as necessary.

5.5.3 Survey Investigations

a. The Survey Review Board Officer will receive the NF598 within 10 days of receipt.

b. The Survey Review Board Officer shall investigate all reports in accordance with Chapter 5 of the NPR 4200.1 within 20 days of receipt.

(1) If no negligence, willful misconduct, or wrongdoing is suspected, the Survey Review Board Officer shall develop findings and recommendations and return the completed NF598 to the SEMO.

(2) If negligence, willful misconduct, or wrongdoing is suspected, the Survey Review Board Officer shall convene the Survey Review Board to investigate further.

(3) The Survey Review Board shall develop findings and recommendations, obtain legal review, and return the completed NF598 to the SEMO.

c. The SEMO shall review the Survey Review Board findings and recommendations and forward it to Division Chief or Contracting Officer for concurrence.

d. The Division Chief or Contracting Officer shall review the findings and recommendations and must reply within 5 days with their concurrence or nonconcurrence.

(1) When concurred upon, recommendations shall be implemented in a timely manner.

(2) Nonconcurrence may be appealed in writing to the Director of Spaceport Integration and Services within 5 days of receipt.

CHAPTER 6. EQUIPMENT PHYSICAL INVENTORY

6.1 Equipment Physical Inventories

Equipment physical inventories are conducted to determine accurate record balances of equipment, verify custodian responsibility and physical locations, locate and identify missing or unrecorded items, and determine what equipment is excess, unused, underutilized, worn out or in need of repair.

6.2 Equipment Inventories that are Mandatory

6.2.1 Annual Inventory

A mandatory complete physical inventory shall be conducted once per fiscal year by the KSC Inventory team. This requires a “wall-to-wall, floor-to-ceiling” sighting and recording of all controlled equipment items including those that meet control criteria but are unrecorded.

6.2.2 New Property Custodian Inventory

A mandatory complete physical inventory of all controlled equipment items charged to a property custodian shall be conducted at the time that custodial responsibility for a property management area passes to a new property custodian.

- a. When a property custodian change occurs, both the outgoing and incoming property custodian shall conduct a 100 percent physical inventory of the equipment prior to the account update.
- b. The outgoing property custodian is responsible for resolving any equipment discrepancies prior to the account update.

6.3 Special Inventories

Special inventories may occur at any time at the discretion of the SEMO. This includes inventory of ACE which is subject to random sampling during annual inventory activities to ensure property accountability and prevent fraud, waste, and misuse.

6.4 Equipment Manager Duties

The EM shall develop the annual inventory schedule by equipment location and provide the schedule to the inventory team, property custodians, and Division Chiefs before the beginning of each fiscal year.

6.5 Pre-Inventory Activities

6.5.1 Annual Walk-through

Senior managers and CORs, accompanied by corresponding property custodians, shall perform an annual walk-through of their respective management areas to ensure all equipment assigned to the organization or contract is accounted for, being properly utilized, and is in good operating condition.

a. Results of the walk-through shall be documented on KSC50-296 and submitted to the NASA Property Management Office.

b. The NASA Property Management Office shall submit a report to the Center Director summarizing the results of the annual walk-through.

6.5.2 Annual Custodian and End User Training

The EM shall conduct an annual training session prior to the start of the annual inventory to ensure all property custodians and end users are aware of NASA property regulations.

6.5.3 Inventory Notification

a. The EM, or their designee, shall notify property custodians and their respective Division Chiefs in writing 30 days prior to the start of the physical inventory by location.

b. The notification will include instructions that property custodians shall take before inventory activities take place.

6.6 Annual Inventory Activities

6.6.1 Inventory Schedule

After receiving inventory notification property custodians shall coordinate with the inventory team to schedule appointments to inventory equipment that is not easily accessible or is in a locked secured area.

6.6.2 Physical Inventory

The inventory team completes inventory validation through a combination of procedures including scanning ECN tags, validating virtual tags, and verifying documentation for equipment located off-site. Equipment items in an out status shall include items out on loan, repair, property pass, or other transaction, and included in the inventory.

6.6.3 Special Conditions

Special conditions may warrant the need to waive or delay physical inventory actions for certain equipment. Conditions may include, but are not limited to, temporary building or work area closure, launch or testing activities preventing access to equipment, or other temporary conditions that would expose property custodians or inventory team members to dangerous or unsafe conditions. All requests for waiver or delay shall be submitted to the EM in writing by the Division Chief of the respective property custodian before the start of the physical inventory. Requests must include a detailed justification supporting the request a time frame indicating when the equipment will become available for inventory and a listing of all equipment that requires waiver or delay.

6.7 Annual Inventory Results

6.7.1 A notification will be sent to all of the property custodians that have missing equipment after the initial inventory scan. Property custodians and end users have 30 days to address and

resolve any missing equipment. If property custodians and end users are unable to locate their equipment within 30 days, an NF598 must be submitted to the survey manager.

6.7.2 Center Inventory Summary Report

The SEMO shall report to the Center Director, in writing, any conditions revealed as a result of any inventory that indicates more than minor non-compliance with NASA and KSC policies and procedures for equipment management.

CHAPTER 7. DISPOSAL PROCESSES AND TURN-IN PROCEDURES

7.1 Turn-In of Materials and Equipment

a. Installation-provided property covered under NASA FAR Supplement 18-52.245-71 shall be turned in through the KSC PDO.

b. Contractor acquired property shall be turned in through the contractor property administrator and the KSC PDO in accordance with FAR 45.6 and the NASA FAR Supplement 18-45.6.

7.1.1 Equipment generally becomes excess as a result of its condition or its inactive use. Organizations shall ensure that excess property is assigned a complete and accurate description and condition code to enhance further use of the property by KSC, other NASA Centers, or other Federal agencies. Disposal condition codes are shown in Appendix D.

7.1.2 The user or using organization shall visually inspect all items that are being turned in or excessed. The purpose of this review is to verify containers' contents in order to ensure that the correct items are being reported and to ensure that no ancillary components or accessories are inadvertently disposed.

7.1.3 Property that is dangerous to public health or safety shall not be turned in as excess unless it has been rendered innocuous or has adequate safeguards. A safety data sheet must accompany all innocuous hazardous materials.

7.1.4 Turn in of tagged equipment shall be accomplished in the current Government approved application with:

- a. An accurate disposal condition code
- b. A complete physical description
- c. All available documentation (i.e., operator's manuals, maintenance records, logs, etc.)

7.1.5 Non-tagged items and materials are to be submitted through the current Government approved application under initiate non-controlled excess request. Required information is highlighted in the application with red asterisks.

7.1.6 Any property containing precious metals shall be identified as such on the appropriate turn in document and coordinated with the precious metals monitor.

7.1.7 If item is a "peculiar item" (an item procured specifically for the space effort and having little or no application to other programs or commercial uses) a statement to that effect shall also appear on the excess request.

7.1.8 Non-functional equipment in condition code salvage or scrap shall be drained of all fluid and accompanied by analytical testing data when delivered to RRMF in accordance with KNPR 8500.1.

7.2 Exchange Sale of Controlled Property for Replacement Purposes

This section provides general information for the exchange sale of controlled property for replacement purposes in order to maximize the financial benefit to the Government. The sales portion of the exchange sale process generally occurs when a NASA organization desires to replace or upgrade a non-excess item of property and no vendor offers an exchange allowance (trade-in) or the offered allowance is significantly less than anticipated sales proceeds.

7.2.1 Controlled property shall be replaced in a manner most economical and efficient to the Government.

7.2.2 Controlled property shall be processed under the exchange sale program so that proceeds may be applied to the acquisition of the replacement item.

7.2.3 Exchange sale authority may be used only if:

- a. The property submitted for exchange sale is similar to the property acquired
- b. The exchange sale property is not excess or surplus and there is a continuing need for that type of property
- c. The property was not acquired for the principal purpose of exchange sale.

Note: Appendix D lists items that are not eligible for exchange sale.

7.2.4 The number of items acquired must equal the number of items submitted for exchange sale unless:

- a. The item(s) acquired perform all or substantially all of the tasks for which the item(s) would otherwise be used or
- b. The item(s) acquired and the item(s) submitted for exchange sale meet the criteria for similarity as specified in the CFR, Title 41, Chapter 102, Part 39, Section 20.

7.2.5 Documentation shall be made at the time of exchange sale (or at the time of acquiring the replacement property if it precedes the sale). The exchange allowance or sale proceeds will be applied to the acquisition of replacement property.

7.2.6 Property that is dangerous to public health or safety is not eligible for exchange sale unless it has been rendered harmless or adequate safeguards have been provided.

7.3 Equipment Exchange/Trade-In

7.3.1 End users wanting to exchange/trade-in government property must work with a NASA contracting officer to complete an exchange/trade-in letter which can be provided by the SEMO. Once the letter has been signed by the contracting officer, it shall be returned to the SEMO with

a copy of the vendor quote. The vendor quote must clearly identify the dollar amount of the new item(s) and the dollar amount being provided as a credit for the item being taken in trade.

7.3.2 The SEMO shall review the request and certify the equipment being offered for exchange/trade-in is not listed on the Restricted and Prohibited Items List found in 41 CFR 102-39.60.

7.3.3 If the exchange is approved, the SEMO shall provide an exchange/trade-in approval letter and will provide direction the end user to coordinate removal of the ECN tag and shipping equipment to vendor.

7.4 Turn-in of Hazardous Property

7.4.1 Items accepted or allowed at the RRMF are listed in KNPR 8500.1. Other items, or those not listed in KNPR 8500.1, should be referred to the PDO or KSC environmental for determination of disposition.

7.4.2 New and unopened non-volatile chemicals, such as paints, oil, adhesives, etc., are not the responsibility of and will not be accepted at the RRMF. Organizations must contact the PDO for disposition.

- a. Non-volatile chemicals shall physically remain in place at the generator's facility.
- b. Non-volatile chemicals must be unused, unopened, and have unexpired shelf life.

7.5 Salvage and Scrap Material

This section provides general information for the collection of manufacturing residue, scrap items FOS, and turn-in of salvage and scrap material.

7.5.1 Salvage and scrap material shall be disposed of in a manner that assures maximum benefits to the Government.

7.5.2 Hazardous scrap material shall not be accepted at the RRMF unless it has been rendered innocuous.

- a. The disposal facility shall not accept physical responsibility for hazardous scrap material.
- b. A safety data sheet shall accompany all hazardous scrap material. Appropriate analytical testing data must accompany turn-in document.

7.5.3 Scrap material shall not be mingled with trash or placed in refuse containers. Trash or refuse is not to be placed in scrap containers. Trash placed in refuse containers is exempt from the provisions of this section.

7.5.4 Debris and materials removed from construction of facility projects is not considered scrap and will not be accepted at the RRMF for recycling.

APPENDIX A

DEFINITION OF TERMS

ACQUISITION:

Acquiring material and capital equipment by purchase, lease, or by transfer from contractor plants, other NASA installations or other Government agencies.

ADMINISTRATIVELY-CONTROLLED EQUIPMENT:

Equipment having an acquisition cost of less than \$5,000 (excluding items which have been designated as sensitive items) including equipment acquired and used under outsourcing initiatives, managed under procedures established by the holding Center, in accordance with the NPR 4200.1.

ARTIFACT:

A unique object or item of personal property that may be representative of the history of the science and technology of aeronautics and astronautics. Its significance and interest stem mainly from its relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; understanding of the universe; and important or well-known personalities.

ASSEMBLY:

Two or more items or any combination thereof replaceable as a whole and joined together to perform a specific function.

ASSET MASTER RECORD:

A financial record in SAP that identifies capital equipment.

AUTOMATIC DATA PROCESSING:

The processing (classifying, sorting, calculating, summarizing, recording, printing) of data through the use of electronic digital computers, communications channels and devices used with such computers and associated peripheral equipment. Includes preparation of source data in a form appropriate for such processing.

AUTOMATIC DATA PROCESSING EQUIPMENT:

Electronic digital computers, communications equipment and devices used with such computers and associated peripheral equipment, or any piece of equipment larger than a microcomputer, that does not meet the definition of office equipment as stated in this glossary. This also includes transcription and transmission devices which are designated especially for producing media for mass data processing such as punch cards, paper, or magnetic tapes. This term does not include the office equipment as defined in this glossary.

AUXILIARY ITEM:

An item without which the basic unit of equipment cannot operate such as motors for pumps and machine tools.

BENCH STOCK:

A 30-day supply of low-cost, high-usage stock, or expendable items maintained in a work or maintenance area and for which accountability is dropped upon issue to the bench stock custodian or operator.

BUSINESS WAREHOUSE:

Part of the NASA PP&E system where the user can perform equipment searches and generate reports upon request.

CALIBRATION:

The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.

CANNIBALIZATION:

The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as a replacement in other equipment or to fabricate another end item.

CAPITAL EQUIPMENT:

Equipment with a value of at least \$500,000 and an estimated service life of 2 years or more which will not be consumed in an experiment and which can be identified as independently operable items, i.e., one item need not be integrated into another item in order to be operable, and subject to the financial control, accounting, and reporting capitalization requirements of NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

CENTER:

One of the functional installations of NASA (e.g., KSC, Lyndon B. Johnson Space Center, George C. Marshall Space Flight Center, Langley Research Center, etc.).

COLLATERAL EQUIPMENT:

Encompasses building-type equipment, built-in equipment, and large substantially affixed equipment, and is normally acquired and installed as a part of a facility project.

(1) Building-Type Equipment

A term used in connection with facility projects meaning that equipment which is normally required to make a facility useful and operable. It is built-in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators, heating, ventilating and air conditioning systems, transformers, compressors, and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. It also includes general building systems and subsystems such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

(2) Built-in or Large Substantially Affixed Equipment:

A term used in connection with facility projects and is that unit of equipment of any type other than building-type equipment which is to be built-in, affixed to, or installed in real property in such a manner that the installation cost, including special foundations or unique utility services, or the facility restoration work required after its removal, is substantial.

Note: for capitalization purposes, the costs and installation of the above equipment are generally included in the real property accounts. However, the cost of affixed equipment classified as controlled equipment upon completion of a project will be recorded as such if it otherwise meets the capitalization criteria in NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

COMMODITY:

A group of items or material that possesses similar characteristics, have similar applications, or are managed by similar supply management techniques.

COMPONENT:

An assembly or any combination of parts, subassemblies, assemblies mounted together, and normally capable of independent operation in a variety of situations.

COMPONENT EQUIPMENT ITEM:

An item of equipment that is used as a subassembly to a larger assembly. Parts are not considered component equipment items.

CONDITION CODE:

A code assigned to indicate the physical condition and usability of equipment.

CONTAINER:

Portable devices such as tanks, drums, cylinders, cans, ampules, vials, boxes, etc., in which materials are contained, stored, transported, or dispensed.

CONTRACT:

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

CONTRACTING OFFICER:

Any employee of NASA who is currently designated with the authority to enter into and administer contracts and make determinations and findings with respect thereto.

CONTRACTING OFFICER REPRESENTATIVE:

An authorized representative of a contracting officer acting within the limits of their authority to manage technical aspects of a specific contract.

CONTRACTOR:

The supplier of the end item and associated support items to the Government under the terms of a specific contract.

CONTRACTOR ACQUIRED PROPERTY:

Property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the Government has title.

CONTRACTOR SUPPORTED:

That labor, service, or material provided by a contractor to fabricate, or modify an end item, or accomplish an approved mission task.

CONTROLLED EQUIPMENT:

All equipment which has been identified by the Agency and Center as sensitive (flagged high risk in the NASA PP&E system) and all non-sensitive equipment with an acquisition cost of \$5,000 or more with an estimated service life of 2 years or more and will not be consumed or expended in an experiment and selected items of equipment designated and identified as sensitive by the KSC SEMO.

CONTROLLED EQUIPMENT MANAGEMENT AREA:

An area of property management responsibility selected by the KSC SEMO in conjunction with the head of the organizational unit for the assignment of a property custodian for property control.

DISPOSAL:

The processes involved in the removal of personal property from use and from the property accounting system because of trade-in, utilization by another Federal agency, donation, sale, or abandonment or destruction.

DIRECTORS/DIVISIONS/CHIEFS:

The principal equipment-using officials in the KSC Equipment Management Program with direct responsibility for the equipment assigned to their organization including all aspects of its use and condition.

END ITEM:

A system, equipment item, or an assembled article ready for its intended use; may require only ammunition, fuel, or other energy source to place it in an operating state.

EQUIPMENT:

A tangible asset (real or personal property) that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of NASA personal property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of 2 years or more and will not be consumed or expended in an experiment.

EQUIPMENT APPLICATION:

The Web-based front end of the NASA PP&E system. Users can access the equipment application by direct internet access. The equipment application provides users the ability to accept or reject receipt for equipment and to cancel a pending property action, view assigned property and its history, update property location, transfer property from one custodian account to another property custodian account of the same organization, generate a property pass, request property control tags, request excess of controlled equipment and administratively-controlled equipment, or report any changes of status, location, or user to the responsible property custodian.

EQUIPMENT CONTROL:

The management of processes, records, and documents used to achieve the objective of equipment management.

EQUIPMENT CONTROL NUMBER:

The identification or barcode number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

EQUIPMENT MANAGER:

The individual or office at KSC designated as having responsibility for the review and approval or disapproval certification of all KSC requests for equipment or sensitive items with a unit acquisition cost of \$5000 or more. In addition, the equipment manager determines disposition of existing equipment in terms of availability and suitability to meet the operational requirements of equipment users.

EXCESS:

Personal property determined unnecessary to the need and discharge of the holding organization and which is returned to the Center Property Disposal Officer for reutilization within NASA or among other Federal agencies or disposal.

EXPENDABLE ITEMS:

Spares and materials which are consumed when used or which lose their identity through incorporation in, or attachment to, an end item, and which normally are not repaired when they become unserviceable.

FEDERAL ACQUISITION REGULATION:

The primary regulation for use by all Federal executive agencies in the acquisition of supplies and services with appropriated funds (<https://www.acquisition.gov/far/>).

FEDERAL SUPPLY CLASS:

The first four digits of a stock number. Each class covers a relatively homogeneous area of commodities with respect to their physical performance characteristics or the items included are usually requisitioned or issued simultaneously.

FEDERAL SUPPLY GROUP:

A four digit property identification code describing commodity classification.

FOUND ON STATION:

Any equipment meeting the criteria for control for which records accountability has not been established.

HAZARDOUS MATERIAL:

Any chemical substance which is a physical or a health hazard.

(1) Health Hazard:

A chemical substance for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

(2) Physical Hazard:

A chemical substance for which scientifically valid evidence exists that it is a combustible liquid or gas, a compressed gas, an organic peroxide, an oxidizer, all flammables, pyrophoric, unstable (reactive), or water reactive.

INDUSTRIAL PROPERTY OFFICER:

The IPO is the individual designated by the Center Director to serve as the Center expert in contract property matters; advising COs, Program and Project Managers, and other Center officials on Center logistics activities and correct methods, processes, and requirements for managing Government property being used by or in the custody of NASA contractors. The responsibilities of the IPO, under the Contract Property Management Program, are outlined in NPD 4500.1 and NPR 4500.1.

INSPECTION:

The examination including testing of contractor fabricated work end items and services to determine conformance to contract requirements.

INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY:

NASA property that has been provided to contractors under the requirements of the FAR "Government Property" clause (NFS 1852.245-71), is located within a NASA Center or installation, is accountable to that Center or Installation, and is recorded on that Center or installation's property management records.

INSTALLATION:

Terminology used in the NASA PP&E system for "Centers."

INSTITUTIONAL SERVICES CONTRACT:

The KSC contractor responsible to provide installation and base services for KSC, such as facilities, systems, equipment, utilities, engineering support, logistics, laboratories, propellants, and life support.

INVENTORY:

The sighting, tagging or marking, describing, recording, and reporting of the property concerned and reconciling the property recorded with the property records.

INVENTORY ADJUSTMENTS:

Changes made to the official property record when physical inventories and official records do not agree. All changes require approval and some type of documentation trail for audit purposes.

INVENTORY CONTROL:

An element of logistics that consists of all management actions, procedures, and techniques necessary to determine requirements to acquire, catalog, receive, store, transfer, issue, and dispose of spares, repair parts, and supplies. The process includes provisioning for initial support, as well as acquiring, distributing and replenishing inventories.

INVENTORY MANAGEMENT SYSTEM:

Systems and processes that identify material requirements, set targets, provide replenishment techniques, and report actual and projected inventory status.

ISSUE:

The process of providing material from inventory for use or consumption.

ITEM NAME:

A name approved by the Directorate of Logistics Data Management, Defense Logistics Agency, which is published in the Department of Defense (DoD) 4140.26M, dated May 16, 1997, Appendix E, DoD Issuances.

LEASED EQUIPMENT:

Equipment that has been conveyed by or to NASA by contract for a certain time period in consideration of payment of a rental fee.

MAINTENANCE:

The function of retaining material in or restoring it to operating condition. It includes repair cycle activities at any level of maintenance as well as the servicing cycle.

MAINTENANCE AND REPAIR OF EQUIPMENT:

Recurring day-to-day, periodic, or scheduled activity required to keep equipment in working condition, or to restore it or its components to a condition substantially equivalent to its original designed capacity and efficiency.

MANUFACTURER'S PART NUMBER:

A number used to identify an item by the vendor who controls the design, characteristics, and production of the item by means of engineering drawings, specifications, and inspection requirements.

MATERIAL:

Property that may be consumed or expended during its lifespan, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

NASA FAR SUPPLEMENT:

A document that, with the FAR, establishes uniform policies and procedures relating to the procurement of property and services. NASA FAR Supplement (NFS) applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

NASA PP&E SYSTEM:

The Integrated Asset Management (IAM), PP&E system, herein referred to as the NASA PP&E system is used throughout the Agency to identify, control, and account for Government-owned equipment acquired or used by NASA and its onsite NASA contractors under the NFS clause 1852.245-71 (Installation-Accountable Government Property). The PP&E system is an Agency-wide tool hosted at the Integrated Enterprise Management Program Competency Center at NASA's Marshall Space Flight Center and consists of the following components: SAP, EQUIPMENT Application (the web-based front end), the disposal module, and Business Warehouse. The SAP component contains the following modules: Asset Accounting and Plant Maintenance (containing the Equipment Master Records).

NATIONAL STOCK NUMBER:

A discreet identifying number assigned to each item of supply within the Federal Catalog System. A data chain consisting of the four-digit Federal supply classification, a two-digit country code, and a seven-digit Federal Item Identification Number in that order. It may also have a two-character Dual Cognizance Code, a one character Material Control Code prefix, and a two-character Special Material Identification Code suffix.

NEGLIGENCE (GROSS):

An act or omission of the employee(s) which constitutes misconduct, willful negligence, or a wanton and reckless disregard for the Government property.

NEGLIGENCE (SIMPLE):

The failure or omission to observe, for the protection of Government interests, that degree of care, precaution and vigilance which the circumstances justly demand, whereby the Government suffers through loss, damage, destruction, or theft of Government property.

NOMENCLATURE:

A name approved by the Directorate of Logistics Data Management, Defense Logistics Agency, and published in their Cataloging Directive H6-1 and its supplements. Abbreviations must conform to MILITARY-STANDARD-12B. If not contained within the directive, the basic noun word which establishes the basic concept of an item.

NON-CAPITAL EQUIPMENT:

Equipment with a value of at least \$5,000 and less than \$500,000 not subject to the capitalization requirements of NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

NON-STOCK ITEM:

An item not carried in the KSC Supply and Equipment System but which may be procured to satisfy a requirement.

PART:

One piece (or two or more pieces joined together) which is not normally subject to disassembly without destruction of designed use.

PERSONAL PROPERTY:

Property of any kind, including equipment, materials, and supplies, but excluding real property and certain naval vessels.

PHYSICAL INVENTORY:

The verification of existence, by actual count or other means, of the quantity of property or material on hand. A list will indicate each item of property or material inventoried, the quantity, and sometimes the cost or other appropriate data.

PROPERTY ACCOUNTABILITY:

A record of transactions, systematically maintained, which at any given time discloses item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a Center or contractor.

PROPERTY ADMINISTRATOR:

An individual duly designated by the contracting officer to administer contract requirements and obligations relative to Government property. The property administrator is an authorized representative of the contracting officer (See NASA FAR Supplement Subpart 1845.72).

PROPERTY CUSTODIAN:

An individual who is assigned responsibility for all controlled equipment assigned to a designated KSC property management area for which the KSC SEMO is accountable.

PROPERTY CUSTODIAN ACCOUNT:

A numbered account, with an assigned custodian, in which controlled equipment and sensitive items are held for use in a specific controlled property management area or program or project.

PROPERTY DISPOSAL OFFICER:

The official appointed by the Center Director who is responsible for managing the Center's screening, redistribution, and disposal functions.

PROPERTY, PLANT AND EQUIPMENT:

The Integrated Asset Management, Property, Plant, and Equipment System, is used throughout the Agency to identify, control, and account for equipment meeting NASA's criteria for control, acquired by or in use by NASA and its onsite NASA contractors.

It is part of the Agency-wide business software applications network, SAP, and is hosted at the Agency Applications Office at NASA's Marshall Space Flight Center.

The PP&E System consists of a user equipment data management component (EQUIPMENT); a property disposition component (DISPOSAL); a property inventory, query, and report component, Business Objects; an Asset Accounting component containing ASSET MASTER Records; and a Plant Maintenance component containing Equipment Master Records.

PROPERTY SURVEY BOARD KSC:

Composed of four to six members and a chairperson appointed by the Center Director to investigate and make recommendations to division directors and other appropriate Center officials concerning the loss, damage, destruction, or theft of Government property.

PROPERTY SURVEY OFFICER:

An individual appointed by the Center Director with authority to investigate the circumstances and make findings and recommendations relating to lost, damaged, destroyed, or stolen Government property listed on a property survey report.

PROVISIONING:

The process of determining and procuring the range and quantity of spare parts deemed necessary or advantageous for the support of a system, subsystem, or end item of equipment for an initial period of time.

REAL PROPERTY:

Land, buildings, structures, utilities systems and improvements, and appurtenances thereto, permanently annexed to land. The term also includes installed collateral equipment (i.e., building-type equipment, built-in equipment, and large substantially affixed equipment).

RECEIVING:

The process of equipment being accepted into an organization or facility and the point at which an organization's obligation, liability, and accountability begin.

RECONCILIATION:

Comparison of the property located during the physical inventory against the official property records. To include actions to reconcile overages and shortages with the official property records using the appropriate adjustment instrument or documentation to make the records whole and accurate.

RECURRING DEMAND:

Any valid requirement for material placed on the supply system which is measured in terms of quantity and frequency. Frequent demands for an item in the past presumes the necessity of such an item for future consumption and a candidate for stockage in the supply system. Annotating "recurring" does not automatically establish stockage.

REPAIR TURNAROUND TIME:

The interval between the time a recoverable item is removed from use and the time it is available for reissue in a serviceable condition. This is the total accumulated time required to package and ship an item to the repair facility, accomplish the repair, and return the repaired item back to the Center and enter it into the Agency's IAM PP&E system, thus ensuring availability for issue.

REPLENISHMENT:

The process of determining requirements for and procuring material or supplies based on usage, consumption data, checkout, launch experience, etc., for support of end items as a result of provisioning.

RESPONSIBLE OFFICIAL:

A NASA division or office chief or a comparable contractor official.

REUTILIZATION:

A process that identifies excess or idle items or items no longer needed by one discipline within an organization and manages the transfer of the assets to another location that has a requirement.

SALVAGE:

Property that has a value greater than its basic material content but for which repair or rehabilitation is clearly impractical and uneconomical.

SCREENING:

Review or comparison of property on hand against a known or anticipated requirement.

SCRAP:

Material that has no value except for its basic material content.

SELF-SUPPORTING:

This terminology is used to describe the philosophy of contracting under a completion form contract which usually contains the characteristics of a diminished Government role for day-to-day operations where the Government determines what to do (mission) and guidelines for how to do it (policy) but not the details of implementation. The performance responsibility rests with the contractor and the contractor is responsible for the results.

SENSITIVE EQUIPMENT:

Equipment, capital or noncapital, which due to its pilferable nature or the possibility of it being a hazard requires strict control. Sensitive equipment items are listed in NPR 4200.1, Appendix C: NASA Minimum Standard, Sensitive Items List.

SPARE:

An item peculiar to a system or an end item and held in reserve.

STOCK ITEM:

A spare part for which a level of usage has been predicted and for which an appropriate inventory level is maintained in the Agency's IAM PP&E system.

STOCK NUMBER:

A NSN or a local stock number assigned to an item at KSC for inventory management purposes.

SUPPLIER:

A contractor or subcontractor actually performing the services or producing the contract articles.

SUPPLY AND EQUIPMENT MANAGEMENT OFFICER:

The NASA official who is charged with direct responsibility for the supply property management activities of KSC including accountability, control, and disposal functions.

SURVEY REPORT:

A report of administrative action taken to investigate and review the loss, damage, destruction, or theft of Government property, to assemble pertinent facts, to determine the extent of such loss, damage or destruction, theft, and remove the item(s) from accountable records.

SYSTEMS, APPLICATIONS AND PRODUCTS:

Software product capable of integrating multiple business applications with each application representing a specific business area. SAP is categorized into three core functional areas: logistics, finance, and human resources.

TRANSFER:

Transfer of accountability or responsibility to an authorized person for NASA equipment items subject to NPR 4200.1, either within NASA or outside NASA.

TRANSACTION:

Refers to document identifiers create equipment and change equipment type actions to the equipment management records in the NASA PP&E system.

UNIT OF ISSUE:

A standard or basic quantity in which an item of supply is divided, issued or used. Examples are piece, pair, bottle, can, each, dozen, gross, pound, gallon, foot, yard, and set.

UTILIZATION:

The identification, reporting, and transfer of excess personal property among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

VIRTUAL TAGGED EQUIPMENT:

Equipment that cannot be physically tagged due to form, fit, and function are tagged using a virtual (card) tagging process. This process will be applied by exception only and will include putting the tag on KSC50-20.

APPENDIX B
ACRONYM LIST

AAC	Activity Address Code
ACE	Administratively Controlled Equipment
CCAFS	Cape Canaveral Air Force Station
CFR	Code of Federal Regulations
CORs	Contracting Officer Representatives
DoD	Department of Defense
ECN	Equipment Control Number
EM	Equipment Manager
FAR	Federal Acquisition Regulation
FCS	Federal Catalog System
FOS	Found on Station
GIDEP	Government-Industry Data Exchange Program
HQ	Headquarters
IAM	Integrated Asset Management
IAO	Inventory Adjustment Officer
KNPR	Kennedy NASA Procedural Requirements
KSC	Kennedy Space Center
NANADARTS	Notice and Alerts Distribution and Response Tracking System
NASA	National Aeronautics and Space Administration
NF	NASA Forms
NFS	NASA FAR Supplement
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
NSN	National Stock Number

PDO	Property Disposal Officer
PP&E	Property, Plant, and Equipment
RRMF	Reutilization, Recycling, and Marketing Facility
SAP	Systems, Applications, and Products
SEMO	Supply and Equipment Management Officer
SMS	Supply Management System
SO	Supply Officer

APPENDIX C

NASA MINIMUM STANDARD, SENSITIVE ITEMS LIST

C.1. Equipment items, regardless of acquisition value. These sensitive items need to be safeguarded and kept under strict access and control and include:

- a. Weapons, all types including, but not limited to, air, spring, powder, or other propulsion system
- b. Night vision devices
- c. Binoculars
- d. Satellite radios
- e. Hazardous devices* including environmentally hazardous devices
- f. Cameras, all types
- g. Camera lenses
- h. All unmanned aircraft vehicles, including drones
- g. Automatic data processing equipment, which includes the following:
 - (1) Computers, includes all microcomputers, personal computers, and mainframe computers. Examples include: desktop systems, work stations, laptops, notebooks, handheld computers, palms, and other portable computers.

(2) External computer peripherals, including: tape drives, projectors.

C.2. Equipment items with an acquisition cost equal or greater than \$500.

- a. Radios, all types
- b. Receivers
- c. Computer monitors
- d. Transceivers
- e. Televisions
- f. Printers and/or scanners
- g. Video and sound recorders and players
- h. Removable disk drives
- i. Compact disk and digital versatile disc drives

*Self-contained breathing apparatus (with compressed gas cylinders), portable x-ray sources, radio frequency transmitters, high frequency radio transmitters, pneumatic nail devices, certain categories of powder actuated tools, hand-held laser devices (laboratory), and weld inspection devices.

APPENDIX D
CONDITION CODES AND DEFINITIONS

Disposal Condition Code	Description
1	New. Property which is in new condition or unused condition and may be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but may be used without significant repair.
7	Repairable. Property which is unusable in its current condition but may be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

APPENDIX E

PROPERTY INELIGIBLE FOR EXCHANGE SALE PROGRAM

Items in the following federal supply classification groups are not eligible for exchange sale.

**FEDERAL SUPPLY CLASSIFICATION
GROUP NUMBER AND GROUP IDENTIFICATION**

- 10 Weapons
- 11 Nuclear ordnance
- 12 Fire control equipment
- 14 Guided missiles
- 15 Aircraft and airframe structural components (except Federal Supply Class 1560 airframe structural components)
- 42 Firefighting, rescue, and safety equipment
- 44 Nuclear reactors. (Federal Supply Class 4472, only)
- 51 Hand tools
- 54 Prefabricated structure and scaffolding
- 68 Chemicals and chemical products, except medical chemicals
- 84 Clothing, individual equipment, and insignia