



Logistics Management Newsletter

From the Logistics Management Division

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Welcome. This newsletter is brought to you by the Logistics Management Division (LMD). Its purpose is to keep you abreast of the latest business practices and to share information of ongoing logistics management initiatives and events. It also introduces interim policy letters, which shall be incorporated in forthcoming updates of NASA Procedural Directives and Procedural Requirements.

Equipment Management

Loan of NASA Equipment – NASA Form 893

In accordance with NPD 4200.1, Equipment Management, loans of NASA equipment shall be documented using NASA Form 893 (NF893), Loan of NASA Equipment. Therefore, using Center-specific loan forms no longer complies

with Agency policy. NF893 contains interactive form fields. For instance, it allows increasing or decreasing rows to list equipment items as necessary. Additionally, the user can save data typed into the form, electronically sign it, and attach files to it. NF893 is designed to document stand-alone loans of NASA equipment as well as loans of NASA equipment in support of partnership agreements. For clarification, NASA equipment may be loaned to NASA civil servants and to onsite contractor employees on NF892 (Employee Property Pass Agreement and Removal Permit).

NF893 is governed by NPD 4200.1 and shall be completed in accordance with the instructions on page 4 of the form.

Let’s take a more detailed and illustrative look at NF893:

Block I. LOAN/AGREEMENT NUMBER

1. LOAN/AGREEMENT NUMBER

The SEMO, or designee, enters a Center-generated “Loan Number” assigned to the loan for control and tracking purposes in accordance with Center require-

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ments. Record the loan number assigned by the Center in SAP as the “Detail Status Document Number” when updating equipment status. Moreover, if the loan is in support of a partnership agreement, the Space Act Agreement manager will provide the partnership agreement number generated by the Space Act

Agreement Maker (SAAM) to the SEMO. Also enter the partnership agreement number in Block 1 for cross-reference purposes, and record it in SAP as the “Reference Number” to supplement the information in SAP records for equipment on loan status.

Block 2. LOAN FROM (NASA)

Complete items 2a and 2b. This block identifies the NASA organization and the NASA official lending the equipment

2a. ORGANIZATION (*NASA Center sponsoring the loan*) – Enter the name and address of the Center and organization within the Center lending the equipment.

2b. SPONSOR ORGANIZATION – Enter the name of the organization, program, or project and the full name of the NASA Official sponsoring the loan.

2. LOAN FROM: (NASA)
2a. ORGANIZATION (<i>NASA center sponsoring the loan</i>)
2b. SPONSOR ORGANIZATION (<i>Program/Project and name of NASA official sponsoring the loan</i>)

3. LOAN TO: (Borrower)
3a. ORGANIZATION (<i>Name of Borrower and Borrower's address</i>)
3b. ADDRESS WHERE EQUIPMENT WILL BE USED (<i>If different from Borrower's address</i>)

Block 3. LOAN TO (Borrower)

Complete items 3a and 3b. This block identifies the organization borrowing the equipment.

3a. ORGANIZATION (*Name of Borrower and Borrower's address*) – Enter the name and address of the organization borrowing the equipment. Also enter the name of the responsible individual/official representing the borrowing organization.

Block 4. LOAN DETAILS

4. LOAN DETAILS	
4a. START DATE:	4b. END DATE:
4c. WITHIN NASA <input type="checkbox"/> <input type="checkbox"/> CENTER TO CENTER <input type="checkbox"/> WITHIN CENTER <input type="checkbox"/> OTHER	4d. OUTSIDE NASA <input type="checkbox"/> <input type="checkbox"/> US GOV'T <input type="checkbox"/> PRIVATE <input type="checkbox"/> FOREIGN <input type="checkbox"/> PARTNERSHIP AGREEMENT

Complete items 4a, 4b, and either 4c or 4d.

4a. START DATE. Enter the effective date of the loan. This is the date the borrowing official takes custodial responsibility of the NASA equipment; it includes the in-transit period. A calendar with the current date as a default will pop up when the cursor is placed and clicked in the 4a area. The desired date can be selected as necessary.

4b. END DATE. Enter the effective expiration date of the loan. This is the date the NASA official regains physical custody of the equipment after the in-transit period. A calendar with the current date as a default will pop up when the cursor is placed and clicked in the 4b area. The desired date can be selected as necessary.

Per NPD 4200.1, the period of the loan will be clearly defined and not exceed 4 years. A loan extension can be granted for a period not exceeding 1 year. A loan can be extended no more than two times. Each loan extension will be approved by the next higher level of management within the organization. Equipment loans in support of partnership agreements may exceed the 4-year limit; however, these loans are to be of a finite period.

NF893 provides the option in Block 4 to select whether the loan of equipment is internal to NASA or to an entity outside NASA, including foreign countries and organizations. The terms

and conditions of the loan will be populated in Block 7, and these vary depending on whether 4c "WITHIN NASA" or 4d "OUTSIDE NASA" is selected.

4c. WITHIN NASA. Check this box if the loan is internal and institutional to NASA. Also select one of the following:

"CENTER TO CENTER" if the loan is executed among Centers.

"WITHIN CENTER" if the loan is executed among organizations within the Center's responsibility.

"OTHER" if the loan is executed within or among NASA organizations not otherwise covered.

4d. OUTSIDE NASA. Check this box if the loan is to an entity external to NASA. Also select one of the following:

"U.S. GOV'T," if the loan of NASA equipment is to a U.S. Government entity. NASA equipment may be loaned to other Federal agencies if the loan is in the public interest.

"PRIVATE," if the loan is to private individuals or a for-profit organization and approved by a NASA official designated in writing by the Center Director. The approving official is to certify that the equipment will be used to satisfy a NASA mission requirement and that it will not be used by the individual or

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entity on a Government contract. Equipment loaned to private entities or individuals will be unique to NASA. Commercially available equipment may not be loaned to private entities or individuals unless the equipment is needed in an emergency to either protect public safety or health or to preserve other public property. Moreover, equipment may be loaned to for-profit institutions, educational institutions, and other public institutions for use in

public work.
 “FOREIGN” when the loan of NASA equipment is to a foreign country or organization.
 “PARTERSHIP AGREEMENT” if the loan of NASA equipment is required to support a partnership agreement (i.e., Space Act Agreements (SAA), Commercial Space Launch Agreements (CSLA), Cooperative Research & Development Agreements (CRADA), or similar alternative procurement methods).

Block 5. PURPOSE OF THE LOAN

5. PURPOSE OF THE LOAN: *(Enter the Agreement Number if in support of a Partnership Agreement; otherwise, clearly explain the benefit to NASA and the NASA mission requirement satisfied by the loan)*

NASA equipment that is not needed by a NASA custodial organization will not be retained solely for the purpose of a loan. Equipment that is no longer required by the organization is to be reused under prescribed policies within the organization, the Center, the Agency, or reported to GSA for disposition. When the loan is not related to a

partnership agreement, clearly explain the benefit to NASA and the NASA mission requirement satisfied by the loan; otherwise enter the partnership agreement number generated in SAAM to cross-reference to the justification provided in the agreement.

Block 6. EQUIPMENT DESCRIPTION (EQUIPMENT)

6. EQUIPMENT DESCRIPTION (EQUIPMENT)			
6a. ECN	6b. NOMENCLATURE	6c. MODEL/SERIAL NUMBER	6d. ACQ. COST

Complete items 6a through 6d.

The purpose of this block is to list and describe NASA equipment subject to the loan. Items 6a through 6d must mirror the information recorded in the Equipment Master Record (EMR) in SAP. Discrepancies discovered in SAP need to be reconciled prior to the execution of the loan document.

6a. ECN. Enter the Equipment Control Number

(ECN) assigned to the equipment item

6b. NOMENCLATURE. Enter the full nomenclature/description of the item

6c. MODEL/SERIAL NUMBER. Enter the model and serial number (if applicable) of the item

6d. ACQ. COST. Enter the acquisition cost of the item

Block 7. TERMS AND CONDITIONS OF LOANS WITHIN NASA

1. This loan agreement is governed by the Equipment Management policies and requirements in NPD 4200.1 and NPR 4200.1.
2. Equipment is loaned in "as-is" condition.
3. The loan of the equipment is not executed in lieu of excess reporting.
4. The borrowing NASA organization assumes full responsibility for the accountability, care, safeguard, and proper use of the equipment listed on this NF-893.
5. The parties shall not add equipment to the list in Section 6 without reinitiating the formal loan process for review and approval.
6. The Property Custodian responsible for the equipment shall, prior to the issue of the loan, perform a complete physical inventory of the equipment listed on this document, and shall disclose physical inventory results to the POC named in Section 2b (NASA Official sponsoring the loan).
7. The borrowing organization shall be responsible for all costs associated with disassembly, assembly, shipping, receiving, handling, packaging, and storing of the property, including the cost to return the property to the owning NASA organization. The Borrower shall be responsible for any damage or loss occurring while the property is in transit.
8. Upon receipt of the equipment, the Property Custodian of the borrowing organization shall perform a complete physical inventory/inspection of the equipment and shall disclose the results to the POC listed in Section 3 (Responsible individual/NASA Official representing the borrowing organization).
9. The Borrower shall inventory the equipment on loan each fiscal year, and report the results to the NASA POC in Section 2b on receipt and annually during the term of the loan.
10. The borrowing organization shall not permit use of the Government Property for other than the purpose of this loan agreement; including, but not limited to, loaning, transferring or redeliver of the property to any third party.
11. The NASA official representing the borrowing organization shall immediately report all losses, damage, or destruction (LDD) of the property to the POC in Section 2b within 3 business days of discovery of the loss for the initiation of respective Survey Reports. If the equipment is damaged, it must be repaired and restored to the same condition as when it was issued.
12. Survey Reports for the loss, damage, destruction, or theft of the equipment listed on this NF-893 shall be initiated by the owning organization and processed by the borrowing organization/Center IAW Appendix "H," NPR 4200.1
13. The Borrower shall not modify or alter the equipment unless approved in writing by the owning organization.
14. The Borrower shall perform a final, complete physical inventory, record and disclose the results to the NASA POC in Section 2b upon expiration or early termination of this loan agreement.
15. The owning organization reserves the right to recall, for its own use or the use of another, the equipment provided on this loan agreement or to withdraw the recipient's authority to use the property at the owner's sole discretion.

Block 7. TERMS AND CONDITIONS OF LOANS OUTSIDE NASA

7. TERMS AND CONDITIONS

1. NASA loans the Equipment in "as-is" condition with no expressed or implied warranties of any kind.
2. NASA retains title to all Equipment.
3. Borrower shall be responsible for all costs associated with disassembly, assembly, shipping, receiving, handling, packaging, and storing of the Equipment, including the costs to return the Equipment to NASA. The Borrower shall be liable to NASA for any damage or loss occurring while the Equipment is in transit.
4. The Borrower shall inspect and inventory the Equipment on loan and report the results to the NASA POC in Section 2b on receipt, annually during the term of the loan, and upon the expiration or early termination of the loan.
5. Borrower assumes full responsibility for the care, protection, use, and liability of the Equipment while on loan, shall not permit its use for other than the purpose of this loan, and shall return the Equipment to NASA in as good condition as received, except for normal wear and tear.
6. Borrower shall not loan, transfer or redeliver the Equipment to any third party.
7. Borrower shall not relocate the Equipment from the location identified in Section 3b without providing advance written notice to NASA.
8. Borrower shall comply with all legal requirements arising in connection with this loan.
9. Borrower shall not modify or alter the Equipment unless approved in writing by NASA.
10. Borrower shall grant NASA access to the Equipment immediately upon request.
11. Borrower shall immediately report all losses, damage, or destruction of the Equipment to the NASA POC in Section 2b within 3 business days of the Borrower's discovery thereof. In the event any of the Equipment is lost, damaged, or destroyed, the Borrower will, at NASA's option, either replace or repair such Equipment, or pay to NASA an amount of money sufficient to compensate for the loss, damage, or destruction. Borrower acknowledges that this amount may exceed the value of such Equipment listed in this document because NASA may incur other expenses as a direct result of replacing destroyed or lost Equipment.
12. The parties shall not add equipment to the list in Section 6 without reinitiating the formal loan process for review and approval.
13. All communication under this loan agreement shall be in writing.
14. NASA reserves the right to recall the Equipment for its own use, or the use of another, or to withdraw the Borrower's authority to use the Equipment, upon a 5 days' notice.
15. This Agreement may not be modified or amended unless in writing signed by both parties. In the event of any conflict between the provisions of this Agreement and any other Agreement between the parties, as to the Equipment this Agreement shall govern.

Block 8. CERTIFICATIONS

8. CERTIFICATIONS	NAME/TITLE OF SIGNING OFFICIAL	SIGNATURE	DATE
8a. Approved and Authorized	Program/Project Official /Division Director/ Exhibit Manager		
8b. Approved and Authorized	Borrower		

Complete items 8a and 8b.

8a. NAME/TITLE OF SIGNING OFFICIAL.

The loan is approved and authorized by the NASA signing official. The signing official is the Program Official, Project Official, Division Director, Exhibit Manager, or equivalent NASA official. The signing official approves the release of the equipment, signs, and dates. The signing official certifies that the loan does not adversely im-

pact the organization's operation. The Center SEMO is not the approving authority for equipment loans.

8b. The signing official of the borrowing organization completes this block. The responsible individual/official identified in Block 3a (representing the borrowing organization) agrees with the terms and conditions of the loan, prints full name, signs, and dates.

Block 9. NASA CERTIFICATIONS (FOR INTERNAL USE)

9. NASA CERTIFICATIONS (For Internal Use)	NAME/TITLE	SIGNATURE	DATE
9a. I have reviewed and concur with this loan agreement/modification to the loan agreement.	Center Chief Counsel/Office of General Counsel		
9b. N/A. Proceed to 9c.			
9c. I have processed this loan IAW the requirements of NPD 4200.1.	Supply and Equipment Management Officer (SEMO)		
9d. I have updated the records of the equipment listed on this NF893 in SAP.	Equipment Manager or SEMO Designee		

Complete items 9a through 9d (as applicable).

9a. The Office of General Counsel or the Office of Chief Counsel reviews the loan and by completing this block certifies that the loan is legally sufficient. This is accomplished prior to the agreement being signed on behalf of NASA for loans OUTSIDE NASA.

9b. When "OUTSIDE NASA" and "FOREIGN" are selected in Block 4d, Block 9b is made active for the Office of International and Interagency Relations (OIIR)/Export Control Administrator to certify their review and concurrence with the loan agreement and to certify that the loan is in compliance with all export regulations including

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restrictions under the International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR). Otherwise, Block 9b will remain inactive and the certifications will continue in 9c.

9c. The SEMO certifies that the process of the loan is in accordance with NPD 4200.1, signs, and dates. The SEMO provides oversight and

logistical support for the process of the loan, including transportation arrangements and the proper adjustments of the records in the PP&E system.

9d. The Equipment Manager, or the individual designated by the SEMO, certifies that the transaction(s) is recorded in SAP, signs, and dates.

Mail Management

Processing Personal Mail In Federal Facilities

The purpose of this article is to bring clarification to recent Center inquiries in regard to processing personal mail by NASA mail room facilities. In accordance with the Code of Federal Regulations, personal mail cannot be accepted at a Federal facility since the activity implies the use of government time, equipment, and other government resources. Therefore, personal mail shall automatically be returned to the sender.

The following requirement will be included in developing NPR 1460.1:

"Personal mail shall not be processed in NASA's Federal mail stream. The NASA mail system is not to be used for receiving and/or sending personal letters, merchandise, magazines, or parcels. NASA's mail system is to be used only to conduct official Government business. 15 CFR Subtitle A (1-1-02 Edition) §0.735-14 (a) states that "...An employee shall not directly or indirectly use, or allow the use of, Government time or property of any kind, including property leased to the Government, for other than officially approved activities."

A “Shaggy Dog” Story And Other News

Disposition of NASA property is not limited to equipment, supplies and materials. NASA Property Disposal Officers were recently challenged with the disposition of a NASA dog, Ringo. Under the authority of 40 U.S.C. , §555, “Donations of law enforcement



canines to handlers,” KSC donated Ringo, ECN 2299005, to his handler.

40 U.S.C. states that Federal agencies having control of a canine that has been used by the Federal agency in the performance of law enforcement duties and that has been determined by the agency to no longer be needed for official purposes may donate the canine to an individual who has experi-

ence handling canines in the performance of those duties. Thanks Ringo for your service.

Exchange Sale

Equally important, Centers are strongly encouraged to take advantage of the Exchange/Sales authority (40 U.S.C. 503), which states in part: “In acquiring personal property, an executive agency may exchange or sell similar items and may apply the exchange allowance or proceeds of sale in whole or in part payment for the property acquired,” for replacement of worn or obsolete personal property. During FY 2013, the Agency received \$876,000 through exchange allowances and \$164,000 through sales towards the acquisition of replacement items, which will significantly reduce the cost of replacement personal property to the Agency.

Computers for Learning

Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century, commonly known as the Computers For Learning (CFL) program, encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and educational nonprofit organizations. The Centers who use the GSA CFL program are DFRC, LaRC, KSC, and MSFC. During FY 2013, these Centers have transferred 3,474 pieces with an Original Acquisition Cost (OAC) \$3,515,140 to schools and educational nonprofits through GSA on-line CFL program.

CCR Recurring Observation

During our CCR reviews we observed a recurring issue regarding items in a "Request for Excess" status's not reaching the Disposal Office. Center Logistics should set up a process to review/monitor items in this status to ensure that the property is received by the PDO or accounted for in accordance with NPR 4200.1 (NASA Equipment Management Procedural Requirements). This area of interest will continue to be reviewed during the Logistics CCR.

Surplus Sales

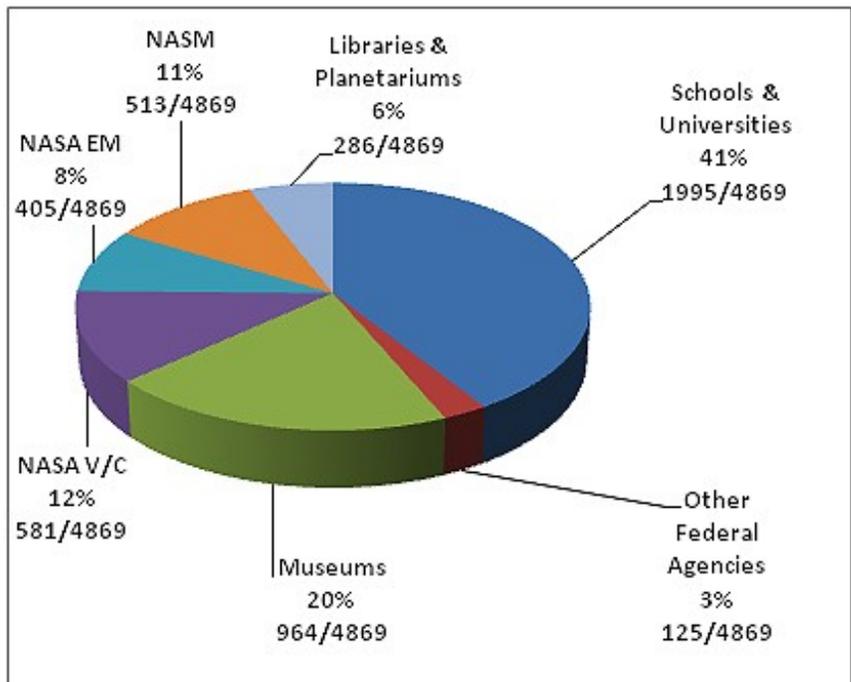
As of December 2013, GSA has sold NASA surplus personal property with the potential net proceeds coming back to NASA of \$3,298,125. Within NASA, the expenses related to the sale of surplus property may be paid from the proceeds of sale. The following expenses related to the sales function could be considered expenses that may be paid from the proceeds of sale: warehousing/storage; sales preparation; environmental services; demilitarization services; advertising; appraisal; transportation of the property; labor or contract costs related to the sale of property; and Agency-established overhead rates for these functions. For Federal and NASA policy, refer to Federal management Regulation 102-38 (Sale of Personal Property), sections 295 through 300 (Disposition of Proceeds) and NPR 4300.1 (NASA Personal Property Disposal Procedural Requirements), section 5.5.2.

Artifact Placement Update

NASA Logistics has completed 20 postings of 35,783 potential artifacts in the GSA Arti-

fact module, resulting in allocation of 4,869 artifacts to NASA Visitor Centers, Exhibit Managers, Smithsonian Air & Space Museum, Museums, Schools, universities, libraries and planetariums. The map on page 10 illustrates the distribution of the artifacts by State.

Excess Property Transfer to Non-Federal Recipients



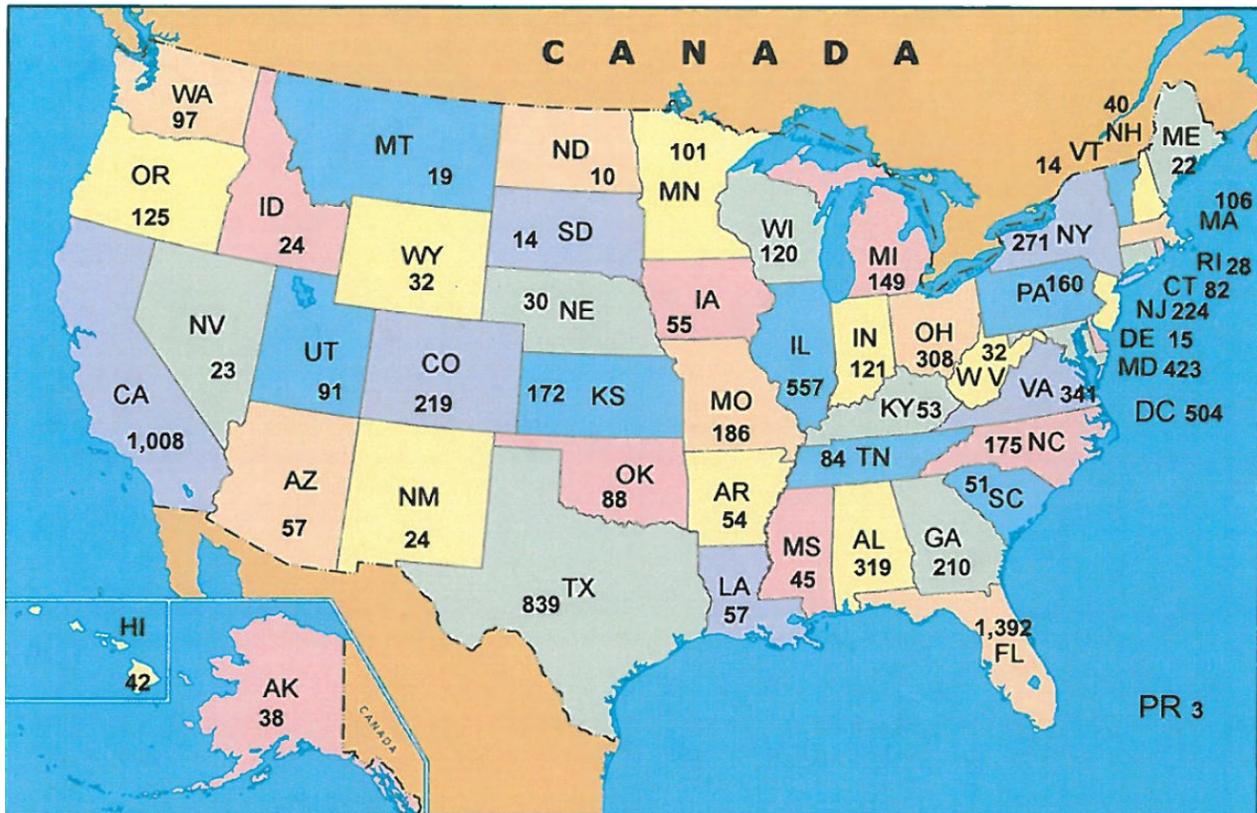
Highlights of excess personal property provided to eligible non-Federal recipients during FY 2013 are: UNICOR (Agency R2 Recycler) received Federal Electronic Assets (FEA) of \$258,873,763 (OAC); schools and educational nonprofits received \$116,460,873 (OAC) through the Stevenson/Wydler Act and CFL program; public bodies (any department, agency, special purpose district, or other instrumentality of a State or local government) \$666,945 (OAC) received "in lieu of abandonment/destruction"; and scrap recyclers received \$13,668,316 (OAC).

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From an initial analysis of the data, some unusable FEA are inappropriately going to scrap recyclers instead of to UNICOR in accordance with the guidance in GSA Bulletin B 34, Disposal of Federal Electronic Assets, and the Agency's Memorandum of Agreement (MOA) with Federal Prison Industries, INC. (UNICOR). As a result, FEA will be

an area of interest, e.g. quarterly telecoms, Compensating Control Reviews (CCRs). Center Property Disposal Officers (PDOs) are to ensure that their Federal and contract disposal employees are trained appropriately. Under no circumstance should FEA be thrown in the trash or end up in a landfill.



CALENDAR OF EVENTS

THE FOLLOWING COURSES ARE TENTATIVELY SCHEDULED (SUBJECT TO FUNDS AVAILABILITY), AND ARE AVAILABLE FOR ENROLLMENT IN SATERN:

PP&E TRAINING (MSFC)

JUNE 16–19, 2014, 8:00 A.M.–4:30 P.M.
4200, G13A (Self-Study Learning Center)

SAP, Supply Management System Training (MSFC)

September 11–5, 2014, 8:00 A.M.–4:30 P.M.
4200, G13A (Self-Study Learning Center)

THE POC FOR TRAINING IS EDWARD A. AHMAD, MSFC (256) 544–7964 OR PAT HILL, MSFC (256) 544–4501

Update on Center RFID Implementation to track NASA equipment

Recurring Teleconference on the second Tuesday of each month, 10:00 - 11:30 EST
Beginning on March 11, 2014

Dial-in information is provided in the meeting invitation.

Contact Us

Your involvement, understanding, and feedback are essential to make the Logistics Management Program a success. Please send us your questions or stories to share by calling or e-mailing:

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