

National Aeronautics and Space Administration

**Office of Infrastructure**  
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# Potential Artifact Pre-screening Process

Preparation:  
Logistics Management Division, HQ LMD  
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## White Paper

### Potential Artifact Pre-screening Process

#### Background

The Space Shuttle Program (SSP) is scheduled to end in 2010. As part of the transition to the Constellation Program and retirement of this 30-year American icon, NASA must begin to dispose of Shuttle-related property in a highly disciplined fashion. Given the rich and unique history of the Shuttle, the careful assessment of the historical significance of Shuttle-related property as potential artifacts is critical to the success of this effort. HQ's Logistics Management Division (LMD) has been asked to provide clarifying guidance to SSP, its project elements, prime and sub contractors, and Center offices regarding the appropriate disposition of these space icons.

Current records indicate that approximately 1.2 million Shuttle line items will enter the property disposition process as a result of the program retirement. Of these, an estimated 700,000 line items will transfer to Constellation for programmatic use. Approximately 500,000 line items of excess Shuttle personal property will enter NASA's Property Disposal system between FY10 and FY13. The number of potential artifacts among these excess items has yet to be determined.

#### “Potential Artifact” Definition

NPR 4310.1F, “Identification and Disposition of NASA Artifacts,” Appendix A defines a NASA artifact as *“unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; our understanding of the universe; and important or well-known personalities.”*

The Logistics Management Division white paper on [“Shuttle Artifact Determination”](#)<sup>1</sup> further defines three broad categories of shuttle property that have the greatest likelihood of actually being an artifact:

- *Wish List Items;*
- *Space Flown Hardware;* and
- *Non-flight Historically Significant Items*

While these three categories provide the greatest likelihood of artifact designation, line item property descriptions may make the artifact identification and review process difficult. Potential recipients may not be familiar with line item nomenclatures. For this reason NASA decided to initially focus on the potential artifact end items listed on the Wish List. It is hoped that this end item focus will make the pre-screening process easier for internal and

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<sup>1</sup> The “Shuttle Artifact Determination” white paper is available at:  
[http://oim.hq.nasa.gov/oia/nasaonly/itransition/Shuttle\\_Artifact\\_Determination.pdf](http://oim.hq.nasa.gov/oia/nasaonly/itransition/Shuttle_Artifact_Determination.pdf)

external reviewers. The potential artifacts identified from the Space Flight Hardware and other historically significant item categories will be prescreened in FY-10 prior to the SSP program end.

### **Artifact Prescreening**

NASA's objective is to create a Shuttle unique portal for property prescreening for authorized recipients to view potential artifacts and make Shuttle artifact desires known. The Potential Artifact Prescreening process will provide a fair and equitable opportunity for potential recipients to receive Space Shuttle Program Artifacts. Ultimately this process will preserve NASA Space Shuttle Program history.

NASA is working with the General Services Administration (GSA) to pre-screen potential Space Shuttle Program artifacts in anticipation of this unprecedented surge of excess Federal property to ensure that NASA's property disposition process is sensitive to the identification and placement of historically significant Shuttle hardware. The artifact prescreening process will provide eligible recipients an early opportunity to request shuttle artifacts for their collections. Artifact prescreening will occur prior to the item being declared excess and will be followed by a Pre-Decisional Designation (PDD) for placement with a particular recipient. Notification that a PDD has been made enables a potential recipient to design a collection theme, build a support infrastructure as needed and plan the ultimate receipt of the artifact post program close out.

NASA will leverage the current relationship with GSA and the GSAXcess® website to advertise the availability of potential artifacts. By creating an automated data system, NASA will be able to apply a priority system which permits dual viewing -- internal prescreening for NASA and the National Air & Space Museum (NASM), and external prescreening for States Agencies for Surplus Property (SASPs), Federal Agencies, Educational Institutions, and other eligible recipients.

SSP Property that is prescreened through the NASA/GSA SSP Prescreening portal and that is **not** requested by a recipient will not be treated as a potential artifact. In this case, the property will be disposed in accordance with NPR 4310.1.

### **Internal Prescreening**

The internal prescreening process will permit NASA programs the opportunity to request potential artifacts for technical programmatic reuse. NASA Visitor Centers and the National Air and Space Museum (NASM) will be given the opportunity to view potential artifacts during the internal prescreening process for placement at their on-site Visitor Center or placement at NASM as part of America's National Collection, respectively. Internal prescreening will last for thirty days.

NASA programs with technical programmatic reuse requirements will be given first priority for all property and can claim potential artifacts at any-time during both the internal and external prescreening process. If NASA programs do not desire the property, and only a

single request is made for a potential artifact, then the item is provisionally reserved for the requesting recipient. When there are competing requests for the same artifact, the final decision will be made by the Artifact Working Group based on predetermined recipient merit criteria.

### **External Prescreening**

The external prescreening process will again permit NASA programs the opportunity to request potential artifacts for technical programmatic reuse. Additionally, Federal Agencies, State Agencies for Surplus Property (representing museums) and eligible educational institutions will be given the opportunity to view potential artifacts during the external prescreening process. External prescreening will last for a total of sixty days. The additional time will permit potential recipients, unfamiliar with NASA property, the opportunity to coordinate with the identified program point of contact for additional technical and transport information (size, weight, etc). However, potential recipients in the external screening category will not be able to request an item; until after the first thirty days of the external screening period has elapsed. After the sixty day period, NASA will make a determination of the potential recipient similar to the process above for the internal prescreening process. NASA programs will continue to be given first priority for all property and can claim potential artifacts at any-time. If NASA programs do not desire the property, and only a single request is made for a potential artifact, then the item is provisionally reserved for the requesting recipient. When there are competing requests for the same artifact, the final decision will be made by the Artifact Working Group based on predetermined recipient merit criteria.

### **Artifact Working Group**

The Artifact Working Group (AWG) will create a forum to review potential recipient reservations of prescreened property. The group will validate financial ability to transport, ensure appropriate display capability, and apply the criteria for determining merit. Members will include individuals from the following organizations:

- Transition Manager for Infrastructure (Chair)
- Deputy Transition Manager for Infrastructure
- 3 Center Property Disposal Officer Representatives
- Director, Agency Logistics Management Division
- Agency Logistics Management Division Representative
- Agency Public Affairs Office Representative
- Agency Environmental Management Division Representative
- Office of General Counsel Representative
- SSP Transition Management Office Representative
- Export Control/ITAR Representative, as needed
- History Office Representative, as needed
- Mission Directorate representatives from ARMD, ESMD, SMD,& SOMD

The AWG will only review and make selection decisions for competing requests of SSP artifacts. The AWG will meet as required to support the internal and external prescreening process.

## **Artifact Pre-Decisional Designation**

The Potential Artifact Prescreening process will result in eligible recipients being notified that they have been selected to receive SSP artifacts. A PDD letter is the method which documents NASA's intent to tentatively transfer Space Shuttle personal property when the item is no longer needed by NASA. A tentative date is identified and tentative approval is made subject to the following conditions:

1. The item requested is available for transfer at the date indicated. The item may be unavailable for transfer if:
  - a. It is consumed, damaged or destroyed in supporting Space Shuttle Program operations or other NASA mission requirements.
  - b. The Federal government has a continuing functional need for the item.
  - c. Alternate disposition of the item is directed by a lawful authority external to NASA.
2. The organization is eligible to receive the property in accordance with 40 U.S.C. The Federal Property and Administrative Services Act of 1949, as amended, at the time the item is available for transfer.
3. The organization has available adequate resources funds, facilities, and personnel to accept the item and effect proper accountability and stewardship of the item.
4. The organization agrees to pick up the item at the location designated by NASA within the designated time period after being notified that the item is available (normally within 15 days of availability).
5. The organization agrees to abide by the regulations governing conditional transfer of surplus federal property through General Services Administration (GSA). GSA can prohibit the organization from selling or otherwise transferring custody ownership of Space Shuttle personal property for a minimum of 5 years without prior approval of NASA. Any secondary transfer will require the recipient to perform special handling (e.g. DEMIL) to ensure International Traffic in Arms Regulations (ITAR) and Export Administration Control (EAR) concerns are mitigated prior to the transfer. Coordination with NASA will be required.
6. If NASA determines that the property is under the jurisdiction of the International Traffic in Arms Regulations (ITAR, 22 CFR Part 120-130), the person receiving the property on behalf of the organization signs an ITAR End-Use Certificate of Transfer. Signing the End-Use Certificate is an acknowledgement of the organization's responsibility to ascertain and comply with all applicable Federal, State, local, and multi-jurisdictional laws, ordinances, and regulations pertaining to the registration, licensing, handling and special handling (e.g. DEMIL), possession, transportation, transfer, export, processing, manufacture, sale, use or disposal of the property.
7. The organization agrees to hold harmless and indemnify the Government for any and all costs, judgment, action, debt, liability costs and attorney's fees or any other request for monies or any type of relief arising from or incident to the transfer, donation, use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.



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