

| [NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 4200.1F**  
Effective Date: November 14,  
2006  
Expiration Date: November  
14, 2011

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

## **Subject: NASA Equipment Management Procedural Requirements**

**Responsible Office: Logistics Management Division**

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [AppendixH](#) | [ALL](#) |

## **Chapter 5. Self-Assessment**

### **5.1 Self-Assessments and Headquarters Site Visits**

5.1.1 Purpose. To provide requirements for conducting functional self-assessments. Equipment management self-assessments are internal examinations by a Center functional manager of the performance of an area, as well as its compliance with established laws, regulations, policies, and requirements. Headquarters site visits are intended to support the Center equipment management programs by providing specialized technical or managerial support.

#### 5.1.2 General Policy

5.1.2.1 Each NASA Center shall develop an internal self-assessment program. The program shall include a review of the Center's Equipment Management Program in sufficient detail to determine the adequacy of equipment accountability and control.

5.1.2.2 The self-assessment team, with the support of the NEMS equipment manager, shall perform the self-assessment, using the Center SEMO's approved methods. The self-assessment should examine the integrity of the equipment management program and ensure that the requirements established in NPR 4200.1, Equipment Management Procedural Requirements, are being efficiently accomplished. Self-assessments may be tailored to accommodate individual and unique equipment accountability and control requirements of the Center.

#### 5.1.3 NASA Headquarters Site Visits

5.1.3.1 Each NASA Center will be afforded the opportunity for special technical assistance from NASA Headquarters through site visits. Headquarters conducts site visits in response to equipment management problems that are potential material weaknesses; in support of less critical special needs of the Center equipment management program; or, at the invitation of the SEMO, in support of the equipment management self-assessment.

#### 5.1.4 Site Visit Responsibilities

5.1.4.1 The SEMO is the principal management contact associated with site visits and is responsible for the following:

- a. Coordinating with the Lead, Logistics Management Team, and NASA Headquarters, in support of the site visit.
- b. Implementing equipment management policy improvements identified by the site visit.
- c. Providing technical and functional support to the site visit team.
- d. Implementing operational improvements identified by the site visit.

5.1.4.2 The Headquarters (Agency) Logistics Manager is the principal functional contact associated with the site visits. The Logistics Manager is responsible for:

- a. Coordinating the equipment management operations and workload to support the site visits.

b. Accomplishing any necessary NEMS extracts in preparation for the site visit.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) |  
[AppendixH](#) | [ALL](#) |

| [NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---