NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Equipment Management Manual for Property Custodians w/Change 1, 9/11/03

Responsible Office: Logistics Management Division

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Chapter 3. Control Documentation and Alternate Options for Processing Transactions

3.1. NASA Equipment Management System (NEMS) Transaction Document (NASA Form 1602).

Transactions may be processed utilizing the NASA Form 1602 (paper document) or any electronic means available at the Center. The NASA Form 1602 and several electronic methods are described as follows:

3.1.1. Purpose and Use

3.1.1.1. The NASA Form 1602 is a NASA form which is used to reflect NASA`s equipment information contained in the NEMS data base. Hence, this form serves as the property custodian`s detailed record for each assigned controlled item.

3.1.1.2. The custodian maintains the complete four-part document until the status of the equipment changes. When an action is initiated, the custodian holds the suspense copy and forwards the rest of the form to the NEMS Equipment Manager for processing. Copy 2 may be given to Transportation when the action involves movement of the item, if this is Center policy. Copy 3 is held by the gaining custodian when accountability is transferred. Copy 1 is used by NEMS Control to update the NEMS data base.

3.1.1.3. If a NASA Form 1602 is lost, damaged, or destroyed, the custodian should generate or obtain a replacement copy of the form.

3.1.2. Sample Form. The NASA FORM 1602 is a computer-generated form containing integral data elements extracted from the NEMS data base, and transaction, approval, and signature blocks (see figure 1).

3.1.3. Characteristics of NASA Form 1602:

3.1.3.1. Instructions for use are on the reverse side of the suspense copy of the form.

3.1.3.2. Transactions are initiated by checking the appropriate boxes(s) in the right-hand column and by following instructions for blocks 31 to 34.

3.1.3.3. Data in blocks 1 through 28 and 36 through 38 are always computer generated. Any changes submitted for blocks 1 through 28 should be annotated in block 33, "Remarks." blocks 36 through 38 reflect data from the last transaction processed, entry reference number, and transaction name for reference purposes. Block 39 is annotated manually in NEMS Control at the time a new transaction is processed. When a transaction has been completed, the new entry reference number that was noted in block 39 becomes the block 36 entry reference number on a newly generated NASA Form 1602 and forwarded to the custodian.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT

1 1482202 EQUIPMENT CONTROL NO. | 2 MONITOR ITEM NAME | 3 329 COST | 4 N CAP/SENS | 5 A S.C. | 6 4 C.C. | 7 7025 FSC

8 JH CUSTODIAN ACCT. NO. | 13 VIEWSONIC CORP/ DIV KEYPOINT MANUFACTURER'S NAME | 14 VCDTS21445 MODEL NUMBER

9 JH ORG. CODE | 15 DH83500561 SERIAL NUMBER | 16 98 YR. MANUF. | 17 981202 DATE NASA ACQUIRED | 18 DATE LOANED/LEASED/BORROWED | 19 DATE LOAN/LEASE/BORROW DUE

10 JH MAIL STOP | 11 2IS BUILDING | 12 6032 ROOM | 20 00008 USER NO. | 21 DATE STORED | 22 DATE STORAGE DUE | 23 UNIQUE EQUIPMENT NO.

24 RESERVED FOR LOCAL DATA

25 DATE CALIBRATED | 26 DATE CALIBRATION DUE | 27 HAZARDOUS MATERIAL | 28 PRECIOUS METAL | 29 WEIGHT | 30 CUBIC FEET

31 AUTHORIZED BY PROPERTY CUSTODIAN (typed or printed name and signature) | DATE | TELEPHONE EXT.

GRAUPENSPERGER, ANN

CURRENT EQUIPMENT LOCATION BLDG. ROOM

32 ACCEPTED BY (typed or printed name and signature) (as appropriate) | DATE | ACCOUNT NO.

NEW EQUIPMENT LOCATION BLDG. ROOM

33 REMARKS (as necessary)

34 APPROVAL (as required) Signature and Title Date

APPROVAL (as required) Signature and Title Date

35

USER NAME: GRAUPENSPERGER, FRANCES ANN

36 1183428094 ENTRY REFERENCE NO. | 37 26 TRANS. NO. | 38 CUSTODIAN ACCOUNT (CHANGE) TRANSACTION NAME

Note-Use typewriter or black ball-point pen.)
NASA FORM 1602 NOV 89 PREVIOUS EDITION MAY BE USED.

COPY 1-NEMS CONTROL

TRANSACTIONS (check appropriate block)

CHANGE
- CUSTODIAN ACCOUNT (26)
- EQUIPMENT LOCATION (29)
- STATUS/CONDITION CODE (30)
- USER NUMBER (31)
- BORROWED OUT (38)
- BORROWED OUT-RETURNED (39)
- LOAN/LEASE OUT (40)
- LOAN/LEASE OUT-RETURNED (41)
- LOAN POOL OUT (42)
- LOAN POOL OUT-RETURNED (43)
- STORAGE IN (44)
- STORAGE RETURNED (45)
- EXCESS TURN-IN (52)
- REPAIR (56)
- RECORD CHANGE (60)

DELETE
- TRANSFER TO ANOTHER NASA INSTALLATION (65)
- TRANSFER TO OGA (66)
- TRANSFER GFE TO CONTRACTOR (67)
- LEASE-IN RETURNED (69)
- LOAN IN-RETURNED (70)
- SURVEY (71)
- MODIFY/CANNIBALIZE (73)
- LOST TAG Note: Mandate changes in Block 33 (74)

39 NEW ENTRY REFERENCE NO.

FIGURE 1

3.1.3.4. NEMS Control may need to make a correction to an equipment record, which could generate a new NASA Form 1602 for the custodian. Therefore, it is possible for the custodian to receive more than one NASA Form 1602 for the same item, at the same time. The custodian can identify the most current form to be filed by reviewing the Entry Reference Number (ERN). The ERN is 10 positions consisting of --

Positions 1 - 2 Center number (See Appendix I)

Positions 3 - 6 Julian date (year and day)

Note: The year in position 3 represents years 1984 through 1993, as well as 1994 to present year.

Position 7 Year 1994 to present.

Positions 8 - 10 Sequence number assigned each transaction processed by NEMS Control, starting each day with 001.

3.1.3.5. If a custodian receives two NASA Form 1602`s for the same item, one with an entry reference number of 0172557013 and the other with 0172557022, the latter entry reference number is the most current.

3.1.3.6. blocks 1, 8, 9, 10, 11, and 12 are outlined to easily identify the equipment control number, accountable property custodian, organization, mail stop, and location.

3.1.3.7 The equipment control number (1), cost (3), Federal Supply Class (7), manufacturer`s name (13), model number (14), serial number (15), and date NASA acquired (17), should only be changed by a custodian if erroneous data are suspected in these fields. The custodian should discuss possible errors with the NEMS Equipment Manager for verification prior to submittal of record changes (Transactions 60).

3.1.3.8. Supporting NASA information may be recorded in block 24, local data. NEMS Control will use this field to record data critical to the identification and tracking of an item or to supplement NASA information on a transaction. Custodians may request, or provide NASA information such as equipment characteristics and document and shipping numbers for input to the local data field.

3.2 NEMS Subsystem--Property Custodian Module.

The NEMS Property Custodian Module is designed as an extension of NEMS that provides an interface to approve equipment status by "Electronic Signatures" of the property custodian and/or the NEMS Equipment Manager. The custodians are able to process online changes to equipment within their accounts that primarily deal with equipment ownership. Access to the NEMS Property Custodian Module automatically allows access to the NEMS for inquiry purposes.

3.2.1. The use of the NEMS Property Custodian Module is strongly encouraged because it significantly reduces paperwork required for NASA Form 1602 processing.

3.2.2. Contact your Center`s NEMS Equipment Manager for details on obtaining access to the module, a copy of these procedures and guidelines, and training.

3.3. Electronic Mail Processing.

Custodian transfer and user changes can be initiated via electronic mail. Your password to access electronic mail is considered your "signature."

However, electronic mail is not a secure medium, and transmissions should be validated through other available means, such as telephone calls or personal visits with the requester.

3.3.1. User Changes. Electronic mail a message to the new user, listing the Equipment Control Number(s) and Item Name(s) that will be assigned to their name. Request that the new user concur on your electronic mail message and forward it to the NEMS Equipment Manager, with a copy to the initiator. NEMS Control will use the electronic mail message as the source document to process the requested change.

3.3.2. Property custodian transfer. Use the process described in 3.3.

3.3.3. Property custodian transfer requiring a user change. The losing custodian will electronic mail a message to the gaining custodian, using the process described in 3.3. The gaining custodian will concur with the transfer on the electronic mail message and forward it to the gaining user. The concurrence of the gaining user will be added to the message that is forwarded to the NEMS Equipment Manager with copies to the losing and gaining custodians.

3.4. Internet.

Contact your local Property Management Office for available processes.

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