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NASA
Procedural
Requirements

NPR 4300.1A
Effective Date: July 19, 1999
Expiration Date: July 19, 2011

COMPLIANCE IS MANDATORY

NASA Personal Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1)

Responsible Office: Logistics Management Division

NASA Interim Directive: NASA Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1), NM 4300-67

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Effective Date: July 19, 1999

Preface

P.1 Purpose

This National Aeronautics and Space Administration (NASA) Procedural Requirements (NPR) 4300, "NASA Personal Property Disposal Procedures and Guidelines" serves as a guide to achieve the policy held within the NASA Policy Directive (NPD) 4300.1. This document offers procedural guidance to NASA Centers for the utilization and disposal management of NASA-owned excess, surplus, and exchange/sale personal property. Centers are encouraged to customize disposal management procedures to meet local requirements. This document should be viewed as a supplement to the Federal Regulations and procedures for utilization, donation, and sales, by which all Federal agencies must comply.

P.2 Applicability

This document applies to NASA Headquarters and NASA Centers, including Component Facilities, to JPL and other NASA contractors to the extent specified in contracts, and to NASA-owned personal property wherever located. When the provisions of this NASA document covering property utilization and disposal conflict with specific provisions of Federal personal property laws, international agreements, or Federal Governmentwide policy or procedures (i.e. Executive Orders, Federal Property Management Regulations, Federal Acquisition Regulations, Office of Management and Budget Circulars) the provisions of the latter documents will prevail.

P.3 Authority

This document is issued by the NASA Headquarters Logistics Management Office, Office of Institutional and Corporate Management. It establishes guidance and procedures relating to the utilization and disposal of NASA-owned equipment. The authority for its issuance is contained in many Federal laws and Governmentwide policy documents, the predominate being as follows:

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 483, 484, 485, 511, 512, 513, and 514, Sections 202, 203, 204, 401, 402, 403, and 404 of the Federal Property and Administrative Services Act of 1949, as amended.
- c. 41 CFR Chapter 101, "Federal Property Management Regulations" (FPMR), Subchapter H, "Utilization and Disposal."
- d. Federal Acquisition Regulation (FAR) Part 45, 48 CFR Part 45, and NASA FAR Supplement (NFS) Part 1845, 48 CFR 1845, "Government Property."

P.4 References

- a. 42 U.S.C. 2473(c)(3), Section 203(c)(3) of the National Aeronautics and Space Act of 1958, as

amended.

b. 15 U.S.C. 638, Section 2(9) of the Small Business Act, Public Law (Pub. L.) 85-536 (1958), as amended by the Small Business Innovation Development Act of 1982, Pub. L. 97-219, the Small Business Research and Development Enhancement Act of 1992, Pub. L. 102-564, and other statutes.

c. 15 U.S.C. 3701 et seq., the Stevenson-Wydler Technology Innovation Act of 1980, as amended.

d. 15 U.S.C. 3710(i), "Research equipment."

e. 22 U.S.C. 2174 and 2357, Sections 214 and 607 of the Foreign Assistance Act of 1961, as amended.

f. The Omnibus Appropriations Act, 1997, Pub. L. 104-208, Title VI, "Departments, Agencies, and Corporations," Section 608. (This provision, which allows for Federal agencies to retain 100 percent of sales proceeds from recyclable property, applies only to fiscal year 1997. In order to determine whether an analogous provision is applicable to any future fiscal year, the Government-wide section in the appropriations act for that fiscal year must be consulted.)

g. Executive Order 13101, dated September 17, 1998, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition."

h. Executive Order 12999, dated April 17, 1996, "Educational Technology: Ensuring Opportunity for All Children in the Next Century," 3 CFR (1996 Compilation).

i. Office of Management and Budget Circular A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," Sections 30-37.

j. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 93-1 (Reissued), "Management Oversight of Service Contracting," dated May 18, 1994.

k. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 92-1, "Inherently Governmental Functions," dated September 23, 1992.

l. NASA Policy Directive 4300.1, "NASA Personal Property Disposal Policy."

m. Interservice Support Agreement/Memorandum of Understanding (MOU) for Precious Metals Recovery, dated May 4, 1998.

P.5 Cancellation

NPR 4300.1, "NASA Personal Property Disposal Manual"

/s/ Jeffrey E. Sutton
Assistant Administrator for Institutional
and Corporate Management

Distribution:

NODIS

Chapter 1. Personal Property Disposal Responsibilities

1.1. Background

To obtain maximum utilization and to minimize the procurement of new items, each executive agency shall be responsible for making excess personal property available and shall establish and maintain an adequate system of property accountability. The system must ensure the prevention and detection of situations involving the nonuse, improper use, or unauthorized disposal or destruction of excess personal property received by the agency.

1.2. Agency Responsibility

1.2.1. The Assistant Administrator for Institutional and Corporate Management is responsible for establishing NASA personal property utilization and disposal management policies and guidance and for assessing the effectiveness of implementation.

1.2.2. The Director of each NASA Center will appoint a Property Disposal Officer (PDO) to implement an effective personal property utilization and disposal management program.

1.2.3. If the Center elects to conduct its own sales of NASA-owned surplus or exchange/sale personal property, the Center Director shall appoint a "Sales Contracting Officer" which may be the PDO or other Government employee.

1.2.4. Each operating location will follow the procedures contained in this NPG and develop appropriate local procedures that conform to the requirements of the NPD 4300.1. The method used in disposal management by each Center is at the discretion of the PDO.

1.3. Deviations

1.3.1. Any deviations to NASA guidelines will be authorized only when special circumstances identify such deviations as clearly in the best interest of the Government. Such NASA guideline deviations will be approved by the Center Supply and Equipment Management Officer (SEMO) and the PDO.

1.3.2. Any deviations to NASA guidelines that affect "safety" will be coordinated with the resident Center safety office.

1.3.3. Any deviations to Federal Governmentwide procedures or regulations which require other Federal agency officials' approval shall be submitted first for approval through the NASA Headquarters, Security, Logistics, Aircraft, and Industrial Relations Division, which will coordinate necessary approval from the appropriate other Federal agency (i.e. General Services Administration (GSA)).

1.4. Property Disposal Officer Designation

1.4.1. The PDO, appointed by the Center Director, is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property. This includes transfer, exchange, sale, and abandonment or destruction of NASA-owned personal property, as well as acquiring other Federal agencies' excess personal property for NASA's use in order to reduce NASA's new procurement and infrastructure costs.

1.4.2. Notice of each Center's PDO designation will be forwarded to the NASA Headquarters, Director, Security, Logistics, Aircraft, and Industrial Relations Division, and will include the name of designee, mailing and electronic mail addresses, facsimile and telephone numbers.

1.5. Property Disposal Officer Responsibilities

The following are responsibilities of the NASA PDO's:

1.5.1. Comply with all Federal Governmentwide personal property laws and regulations, including Federal Property Management Regulations and Defense Disposal Manual, and ensure that Center policies and procedures necessary to comply with this document are developed, implemented, and maintained.

1.5.2. Account for all property transferred to the NASA Financial Accounts 1810 and 1820. Provide monthly reports to the Financial Management Officer.

1.5.3. Complete a physical (total wall-to-wall, floor-to-ceiling) inventory at least once every 3 years of all property charged to the Financial Accounts 1810 and 1820. All reconciliations and adjustments to the inventory will be supported by documentation.

1.5.4. Ensure that all Center idle, excess, surplus, or exchange/sale personal property reflects the true condition code and is described, using a complete commercial description.

1.5.5. Ensure internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.

1.5.6. Provide for required screening of all idle, excess, surplus, or exchange/sale personal property, including contractor-held and grantee-held, assuring adequate, secured warehouse or outside storage space if physical receipt is necessary.

1.5.7. Approve all abandon or destroy determinations and ensure that they are properly documented with written determinations of justifications and public notice (if required) in accordance with provisions of Federal Property Management Regulations, 41 CFR 101-45.9.

1.5.8. Approve (within delegation limits of Federal laws and regulations) authorized direct transfers of excess or surplus property to other NASA Centers, Federal agencies, and eligible donees.

1.5.9. Process GSA approved transfer requests and release the property to authorized Federal or donee representatives.

1.5.10. Interface with the Center's Environmental and/or Health and Safety Offices in disposing of all identified hazardous materials and hazardous waste, in accordance with existing Environmental Protection Agency regulations and local laws.

1.5.11. Interface with the local Safety Office or Program Office to ensure that any "hazard reports" on excess equipment are included in the transfer, as well as requiring the Program Office that releases the equipment to ensure that the equipment or hardware has been rendered safe.

1.5.12. Monitor the sales contract administration in selling NASA surplus or exchange/sale personal

property to the public sector. Determine whether the GSA, for a fee, or NASA or NASA's agent will conduct sales. Ensure that NASA sales are in compliance, uniform, and protect the integrity of the Federal Government sales process. Ensure the use of Standard Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate.

1.5.13. Forward mistakes in bids under sales contracts to the SEMO for resolution at the local sales activity level, include local NASA legal counsel, as authorized by Federal Property Management Regulations, 41 CFR 101-45.803, before award and 101-45.804 after award. Sales mistakes that require determinations at "one central authority" at the Agency level without power of redelegation (reference Federal Property Management Regulations, 41 CFR 101-45.8) shall be referred to the NASA Headquarters, Manager of Warehousing and Disposal Programs.

1.5.14. Prepare foreign disposal cases for review by the Center's SEMO and forward cases to the International Relations Division, Office of External Relations, NASA Headquarters for final approval.

1.5.15. Participate in the Center's Recycle Program in accordance with Center internal procedures, ensuring maximum sale proceeds and maximum reduction of waste stream.

1.5.16. Implement and promote an effective Exchange/Sale property program to ensure maximum return of monies to NASA to offset cost of replacement property.

1.5.17. For NASA or NASA's agent-conducted sales, establish a local reviewing authority and ensure approval of reviewing authority for each proposed sale award of (1) negotiated sale of surplus property of \$15,000 or more; (2) negotiated sale at fixed price of surplus or exchange/sale property of \$25,000 or more; and (3) competitive bid sale of \$100,000 or more (reference Federal Property Management Regulations, 41 CFR 101-45.304-6).

1.5.18. Interface with the Center Information Technology Security Manager and Organization Computer Security Official to ensure that copyrighted software licensed to NASA is transferred in accordance with any restrictions of the license or copyright. Ensure that storage media are erased by overwriting of media to prevent software and information with release restrictions from being released outside NASA.

Chapter 2. Reporting NASA Idle or Excess Personal Property

2.1 Background

This chapter sets forth the requirements for the turning in of idle NASA-owned personal property to the NASA PDOs for future utilization or marketing. Information about all NASA idle or excess personal property will be electronically submitted via the NASA Personal Property Disposal Management System to GSA for Federal agency and eligible donee screening or utilization. (See chapter 3.)

2.2. Guidance Information

Federal Property Management Regulations, 41 CFR 101-42.2, 101-43.304, and 101-43.603(d)(2).

2.3. Turn in to NASA Property Disposal Officer

2.3.1. Each NASA organization is responsible for continually reviewing their assigned property to identify property no longer needed for operational purposes or that needs to be replaced. Each NASA organization will provide sufficient commercial descriptive detail to permit electronic or physical screening, transfer, or sales to potential new owners without the need for future reference to the previous NASA organization. Indication of current condition and narrative description of the repairs, if any are needed. Inclusion of any available operating manual, maintenance record log, or other instructional or informational publications on the property should be included when reporting the idle or excess personal property to the Center PDO.

2.3.2. Each NASA organization is encouraged to give at least 42 days or more advance notice to the PDO to report any information technology property (computer equipment) over \$1 million or any large generations of idle or excess property that may be generated from planned moves, new construction, project closings, or new procurement actions. The NASA PDO can then take appropriate actions and coordinate with GSA to reduce the normal disposal timeframes and the need for unnecessary physical movement of the property. Each NASA organization is responsible for ensuring that the NASA PDO is informed of any copyright or license restrictions for software and that information technology storage media is erased and processed in accordance with NPG 2810, Security of Information Technology, section 4.1.13.

2.3.3. Idle NASA property that is controlled by the NASA Equipment Management Systems (NEMS) will be reported to the NASA PDO, including the NEMS Equipment Control Number (ECN), using the NASA Form 1602 or via electronic mode in accordance with local Center procedures.

2.3.4. Idle NASA property that is controlled by the NASA Supply Management System (NSMS) will be reported to the NASA PDO using the NSMS and NASA Personal Property Disposal Management System (NPDMS) electronic interface.

2.3.5. Idle NASA personal property which is not controlled by NEMS or NSMS will be reported to the NASA PDO in accordance with local Center procedures.

2.3.6. All idle or excess NASA-owned personal property requires complete commercial descriptions (reference Federal Property Management Regulations, 41 CFR101-43.304-1, 101-43.4901-120-1). Specific categories and types of property require additional information because of many factors including licensing requirements, shelf life, and safety control issues. Many specific categories of property (hazardous materials, hazardous waste, drugs, Nuclear Regulatory Commission controlled property) require additional descriptive information (reference Federal Property Management Regulations, 41 CFR101-42), including material safety data sheets and certification that the hazardous material has been clearly labeled and packaged for sales processing.

2.4. Reporting Information on NASA Excess Personal Property to the GSA and other Federal Agencies

2.4.1. To reduce Government workload, expedite reporting, and obtain the maximum cost-effective visibility of NASA idle or excess property, each NASA PDO will transmit data on available NASA idle, excess, or exchange/sale personal property to GSA via the NPDMS and GSA electronic interface. This includes both reportable and nonreportable property that would require any Federal agency or eligible donation screening and/or GSA sales action. The NPDMS and GSA interface provides the NASA property data to the appropriate GSA regional office and fulfills the requirement to formally report reportable property to GSA and provide listings of nonreportable property to GSA area utilization officers for utilization and donation screening (reference Federal Property Management Regulations 41 CFR101-43.305(a) and (b)). Additionally, the NPDMS and GSA interface transmits data information on NASA idle personal property to permit the internal NASA Agencywide screening via the GSA's Federal Excess Disposal System immediately after initial input of the NASA idle personal property data to the NPDMS.

2.4.2. Reportable personal property is NASA-owned personal property that must be formally reported to GSA via electronic media (NPDMS and GSA interface) or manually on Standard Form 120 and Standard Form 120A for Nationwide Federal and or donation screening in accordance with Federal Property Management Regulations, 41 CFR 101-43.304, 101-42.204, prior to disposal.

2.4.3. Nonreportable personal property is NASA-owned personal property that does not meet the reportable property criteria set forth in Federal Property Management Regulations, 41 CFR 101-43.304, for Nationwide screening. However, it must be locally screened to make it available for Federal transfer and donation. As encouraged by Federal Property Management Regulations, 41 CFR 101-43.305(b), NASA PDO's shall provide information on NASA nonreportable personal property to GSA via the electronic interface using the NPDMS in lieu of providing hard-copy listings to GSA area utilization officers for local utilization and donation screening or GSA sales action.

2.4.4. The NASA PDO shall offer Government-owned information technology equipment that is not outdated (over 6 years old) and has an original acquisition cost per component of \$1 million or more to other Federal agencies for 15 calendar days by performing the following:

2.4.4.1. Notify other Federal agency information technology coordinators of the availability of the information technology equipment. The GSA will maintain a list of these information technology coordinators on the "IT Policy Home Page" at <http://www.itpolicy.gsa.gov>.

2.4.4.2. Fully and accurately describe the information technology excess equipment, including complete commercial description, condition, manufacturer's name, equipment type and model, list of elements removed from each component, description of available software, engineering drawings, and manuals, as indicated in Federal Property Management Regulations, 41 CFR101-43.603(d).

2.4.5. Information on available personal property is directed to the GSA regional office for the region in which the property is physically located (reference Federal Property Management Regulations, 41 CFR 101-43.4802). However, reports of fixed-wing and rotary-wing aircraft shall be submitted electronically via NPDMS and GSA interface to the GSA (9FB), San Francisco, CA 94102.

2.5. Withdrawals and Corrections

2.5.1. Requests to withdraw NASA excess property previously reported to GSA shall be submitted to the GSA regional office to which the report of excess property was forwarded. Disposition of property shall not be made until after approval for withdrawal is received from GSA, except in instances involving the physical transfer of property for purposes of major disaster relief.

2.5.2. Corrections of reports of NASA excess property previously reported to GSA shall be submitted to the appropriate GSA regional office for necessary action.

2.5.3. Withdrawal and corrections are generally submitted on Standard Form 120.

Chapter 3. Utilization and Donation of Personal Property

3.1 Background

Utilization of Federal property should be the first source of supply and is designated to fill current or future authorized requirements in lieu of new procurements. NASA is involved in obtaining property for its official use and making property no longer required by one NASA organization available for further use by other NASA organizations, Federal agencies, and State agencies, or other eligible donees. This chapter sets forth the requirements for establishing and maintaining a program to allow NASA to offer its excess property to NASA organizations and other Federal agencies, and States. Additionally, this program permits the transfer of excess property from other Federal agencies to NASA.

3.2. Guidance Information

Federal Property Management Regulations, Chapter 101, Subchapter H, Section 43 - Utilization of Personal Property, and Section 44 - Donation of Personal Property.

3.3. Coordination

The GSA was established by the Federal Property and Administrative Services Act of 1949. The purpose of the Property Act was to simplify the procurement, utilization, and the disposal of Government property. The Property Act assigned the Administrator of the General Services Administration the responsibility for the supervision and direction over the disposition of excess and surplus property. Coordination between GSA and NASA in the successful utilization and donation of NASA property is paramount.

3.4. Eligible Organizations to Obtain Excess Property

Transfers of excess personal property may be made among Federal agencies, including cost-reimbursement contractors, the Senate, the House of Representatives, the Architect of the Capitol, mixed ownership Government corporations, the municipal government of the District of Columbia, or non-Federal agencies for which GSA procures. See Federal Property Management Regulations, 41 CFR 101-43.309-1.

3.5. Eligible Organizations to Obtain Surplus Property

State Agencies for Surplus Property have been established by each State. These State Agencies for Surplus Property advise applicants of eligibility requirements and procedures to be followed in acquiring Federal surplus personal property from all Federal agencies. Eligible donees may include public agencies, nonprofit educational and public health activities, nonprofit and public programs for the elderly, educational activities of special interest to the armed services for Department of Defense property only, public airports, or the homeless. See Federal Property Management Regulations, 41 CFR 101-44.

3.6. Cost of Excess or Surplus Property

3.6.1. Each holding agency, including NASA shall be responsible for and bear the costs of, performing the care and handling of excess and surplus personal property pending disposition.

3.6.2. Transfers of excess personal property between Federal agencies are normally made without charge for the property itself. Reimbursement is required for certain cases of property transfers as outlined in Federal Property Management Regulations, 41 CFR 101-43.309-3 for exchange/sale property to the United States Postal Service and project grantee. For transfers to project grantees, the sponsoring Federal agency must pay the United States Treasury 25 percent of the original acquisition cost of the property, unless another law specifically exempts the project grantees. Therefore, NASA does not provide excess property to NASA grantees.

3.6.3. Transfers of surplus personal property between Federal agencies and State Agencies for Surplus Property are made without charge for the property itself.

3.6.4. Packing and shipping charges for excess property transferred to a Federal agency, including NASA, will be the responsibility of the requesting organization if billed by the holding Federal agency. Only costs incurred in the actual packing, preparation for shipment, loading, and shipment may be recovered by the holding Federal agency. Billing of a Federal agency by the holding agency for direct costs of less than \$100 for any single shipment is uneconomical for the Federal Government and should be avoided. PDO's or other representatives of holding activities shall not act as the agent or shipper for State Agencies for Surplus Property for eligible donees.

3.7. Availability of NASA Idle, Excess, and Surplus Personal Property

3.7.1. NASA's idle personal property is available to all NASA organizations and cost reimbursement contractors exclusively during the NASA Agencywide screening period. Upon completion of the NASA Agencywide screening period, NASA idle personal property becomes NASA excess and surplus personal property that is still available for all NASA organizations, all Federal agencies, State Agencies for Surplus Property, and eligible donees.

3.7.2. Screening procedures are the processes by which customers learn of what NASA idle, excess, and surplus personal property is available for acquisition and use.

3.7.2.1. Idle property will be reported to the PDO by the responsible NASA organization for timely input to NPDMS and appropriate screening action including NASA internal Agencywide screening. NASA reportable and nonreportable property data will be electronically submitted to GSA daily via the NPDMS and GSA computer interface. Information on the available NASA property is then made available on "Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification" for NASA internal Agencywide screening, to other Federal agencies during Federal screening period, to State Agencies for Surplus Property, and to eligible Property Act donees during donation screening period.

3.7.2.2. Plant Clearance Officers will forward approved termination or residual inventory schedules or excess property lists as submitted by a contractor to the PDO for appropriate screening when applicable. The PDO will ensure distribution of one copy of the contractor inventory schedule to all other NASA PDO's for NASA Agency internal screening, in accordance with the Federal Acquisition Regulations.

3.7.2.3. The accuracy of the descriptive and property condition information provided is crucial to the success of an agency's utilization program. When screening property for potential use, reassignment customers must believe in the accuracy and completeness of the property listing to commit the time and effort to request or requisition the available property. Physical inspection of the desired property by the potential customer is not always possible or cost-effective. Therefore, property is screened only by electronic methods and transfers are processed based on faith of the accuracy of the property description, as well as the integrity of the holding agency. A complete commercial description will be given for each property item.

3.7.2.4. At a minimum, the potential customer will be furnished the same information whether screening via electronic media or physically screening the property at a storage site. Some of the basic information that must be provided are the name and address of the holding Center or contractor; location of property, names of person and/or individuals and the telephone numbers to contact, Federal Supply Classification Group, condition code of property, unit of measure, quantity, unit acquisition cost, year of manufacture, overall dimensions and weight, and special instructions, as appropriate.

3.7.3. Screening timeframes or screening periods represent the amount of time that property must be held by the generating Federal agency prior to being able to conduct a sale of any remaining surplus or exchange/sale personal property that was not transferred to a Federal agency or eligible donee. Although the three phases of screening periods commonly referred to as Agency internal screening, Federal screening, and donation screening are often mentioned as separate sequential steps, they may be concurrent or overlap each other in many processes. The largest cost of disposal is storage cost for the generating agency, and travel costs for potential users of available property. Therefore, it is important to ensure that any and all screeners are permitted to electronically or physically screen the available property at any time, no matter which of the three screening periods the property is currently in on a specific single day. NASA property will be screened through the Federal Government, State Agencies for Surplus Property, and eligible donee organizations as follows:

(1) NASA idle property will be screened simultaneously by the holding Center and other NASA Centers for the NASA Agencywide internal screening period which varies from 0, 10, 21, or 30 calendar days, based on the type of property and appropriate regulations, such as the contractor inventory property. See Screening Table, Figure 1, for details.

(2) Upon completion of the NASA internal screening period, the remaining property becomes excess to NASA and is available for a Federal screening period which varies from 0, 7, 21, 45, or 60 calendar days. See Screening Table, Figure 1, for details.

(3) Any remaining property becomes surplus to the Federal Government and is available for donation screening of 15 or 21 calendar days, if applicable. See Screening Table, Figure 1, for details.

Disposal Timeframes: Figure 1

	Holding period *** before title GOV.	NASA	Federal	Donation	Sales	Total Disposal	Sale can begin after
Whole Aircraft (Regular Excess or surplus)		21	60	21	30	132	102
Abandoned or Unclaimed Property (lost and found)	30	21	21	0	30	102	72
Regular Excess or Surplus		21	21	21	30	93	63
Information Technology equipment \$1 million or more and not outdated		21*	15*	21	30	72	42
Except Information Technology below \$1 million or outdated		21	0	21	30	72	42
Exchange/Sale (long way)		21	7	0	30	58	28

Exchange/Sale (facsimile or electronic email - short way)		10	7	0	30	47	17
Large generations, moves, closings.		0**	3**	3**	14**	5	5

* NASA Agencywide screening and Federal screening periods are performed concurrently.

** Prior coordination and approval by GSA regional office required. Actual days may vary based on volume, type of property, and property location, but minimum is usually 5 workdays. Monday through Wednesday concurrent agency and Federal screening and then donation screening beginning on Thursday. All screening and transferred property removed by close of business Friday. Second Monday begin sales preparation of any remaining property.

*** NASA Agencywide screening period can be changed by NASA without GSA or other approval. NASA PDO submit deviation request to NASA Headquarters, Manager, Warehousing and Disposal Programs.

3.7.4. The Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification (FEDS SCREEN) is structured as an online, real-time data base and is an interactive electronic bulletin board that allows Federal agencies and State Agencies for Surplus Property to search, freeze, and request transfer of excess or surplus property. The electronic transfer document, Standard Form 122, created by FEDS SCREEN will replace the paper printed version. However, until all agencies utilize FEDS SCREEN, NASA will accept all paper Standard Form 122. A freeze request action is instant because of the online, real-time capability of FEDS SCREEN. During the nightly cycle that follows generation of the freeze, the GSA mainframe computer generates a transfer request of the item and faxes it to the requesting agency approving official for signature and the responsible GSA person for information only. The requesting agency approving official manually makes changes on the computerized Standard Form 122, if necessary, and faxes the signed document to the GSA approving official mentioned at the top of the form. Upon approval of the transfer by GSA, an electronic copy of the transfer is faxed to the reporting agency and property location of the respective property for immediate processing of the property for transfer to the new owner organization.

3.8. Obtaining Excess Personal Property for NASA Use

3.8.1 Excess property of other Federal agencies is available to NASA organizations for official Government use.

3.8.2. NASA Utilization Officials.

3.8.2.1. Regional Utilization Officer - Each Center has a local Regional Reutilization Officer assigned to the property disposal function. These individuals are responsible for maintaining "want lists" of NASA requirements for property, physically screening all property excessed by the Federal Government in the local travel area needed by any NASA organization Nationwide, using "FEDS SCREEN" to electronically match customer requests with available excess property generations Nationwide, notifying NASA Agency screener and GSA regional utilization staffs and/or Area Utilization Officers of NASA wants that could not be satisfied from local excess sources within 14 calendar days.

3.8.2.2. NASA Agency Screener - The Agency Screener is currently located at the NASA Langley Research Center in Hampton, Virginia, and is responsible for matching NASA "want lists" to available excess Federal Government property located anywhere in the world. The NASA Agency Screener is authorized to travel to larger generators of Federal property not located within the local travel area of the NASA local regional Reutilization Officers to obtain other Federal agencies excess property for official use. All referrals of NASA "want lists" to the Agency Screener must be processed through the NASA local Regional Utilization Officer.

3.8.2.3. NASA National Utilization Officer - The NASA National Utilization Officer is the Manager, Warehousing and Disposal Programs at NASA Headquarters, and is available to each Center and the Agency Screener for consultation of any conflict resolution and for promoting the acquisition and profitable use of available excess property from all Federal agencies, including NASA.

3.8.3. Transfer Documentation.

3.8.3.1. All NASA transfer requests for excess property from other Federal agencies and NASA excess sources will be completed using "FEDS SCREEN" or a paper Standard Form 122. The transfer document Standard Form 122 will be generated and signed by the NASA PDO or authorized designee.

3.8.3.2. Transfer documentation for all excess property received by the NASA Centers from other Federal agencies will be submitted to NEMS if the transfer contains property that should be controlled by the NEMS.

3.8.4. Transfer Cost.

3.8.4.1 When a Center requests a transfer of excess property from other Centers, that Center will incur all shipping cost. In addition, when property is very large or attached to buildings, the requesting Center will incur all cost for disassembly.

3.8.4.2. In all cases when billed, the acquiring Center will incur all shipping cost when acquiring excess equipment from other Federal agencies.

Chapter 4. Stevenson-Wydler Act

4.1. Purpose

This chapter sets forth the requirements for establishing and maintaining a program to allow NASA to assist the National Education Goals by the transfer of NASA-owned excess research equipment to educational organizations and nonprofit institutions for the conduct of technical and scientific education and research activities. The NASA PDO's are responsible for equally promoting both the Property Act donation programs via GSA and State Agencies for Surplus Property, as well as direct transfers of NASA excess research equipment to eligible nonprofit educational organizations under the Stevenson-Wydler Act.

4.2. Guidance Information

4.2.1. The Stevenson-Wydler Technology Innovation Act of 1980 as amended, 15 U.S.C. 3710 et seq. Section 11 of the Stevenson-Wydler Technology Innovation Act of 1980 was amended by section 303 of Pub. L. 102-245 (February 14, 1992) which added the following new subsection:

"(i) Research Equipment - The Director of a laboratory, or the head of any Federal agency or department, may give research equipment that is excess to the needs of the laboratory, agency, or department to an educational organization or nonprofit institution for the conduct of technical and scientific education and research activities. Title of ownership shall transfer with a gift under the section." These transfers shall be coordinated through the Center PDO's.

4.2.2. The Federal Property and Administration Services Act of 1949, chapter 288, 63 stat. 377.

4.2.3. Executive Order (EO) 12999 of April 17, 1996, "Educational Technology: Ensuring Opportunity for All Children in the Next Century."

4.2.4. GSA guidelines provided in July 1996 pamphlet entitled, "Computers for Education - A Federal Agency Guide to Executive Order 12999."

4.3. Authorized Excess Research Equipment

NASA has defined NASA excess research equipment to include property included in 8 Federal Supply Classification Groups and Shuttle thermal protection tiles. This is limited to NASA excess pumps and compressors (Federal Supply Classification Group 43); valves (Federal Supply Classification Group 48); Communication, detection, and coherent radiation equipment (Federal Supply Classification Group 58); electrical and electronic equipment components (Federal Supply Classification Group 59); Medical, Dental, and Veterinary Equipment and Supplies (Federal Supply Classification Group 65); Instruments and Laboratory Equipment (Federal Supply Classification Group 66); Photographic Equipment (Federal Supply Classification Group 67); and General purpose Automatic Data Processing Equipment (computers) and software, supplies, and support equipment (Federal Supply Classification Group 70) suitable for the purposes and use as stated in the Stevenson-Wydler Act.

4.4. Eligible Organizations to Obtain NASA Excess Research

Equipment

Under the NASA Stevenson-Wydler Act program, all educational institutions (public, private, or parochial) that intend to use the NASA excess research equipment for the conduct of technical and scientific education and research activities are generally eligible including prekindergarten through 12th grade schools and higher education universities and colleges. Currently, NASA's Stevenson-Wydler Act program does not include any nonprofit institutions that are not educational institutions.

4.5. General Priority Criteria for Education Organizations

Based on EO 12999, NASA attempts to give preference to schools located in Federal enterprise communities and empowerment zones established in the Omnibus Reconciliation Act of 1993, Pub. L 103-66. NASA partnership schools or others that have a formal prior relationship with NASA may receive preference. Additionally, NASA attempts to provide unique, one-of-a-kind property to the appropriate educational institution level that would appear to derive the most benefit from the property. However, in most cases, after NASA and other Federal agencies requirements are honored, any remaining NASA excess research equipment is generally transferred on a first-come first-served basis for screeners of educational institutions.

4.6. Required Documentation

4.6.1. Heads of educational organizations, such as school districts or individual schools, are to provide to a NASA PDO a letter on official letterhead paper requesting permission to participate in the NASA Stevenson-Wydler Act program. This letter should indicate if the school is in a Federal enterprise community or empowerment zone. The school letter will designate officials to sign the transfer order and school employees to screen and remove the property from NASA generating sites.

4.6.2. The NASA PDO will respond, notifying the educational organization of acceptance or rejection, screening methods, and instructions, on how to properly prepare and process the necessary transfer documents. Once approved by any single NASA PDO, an eligible nonprofit educational organization becomes eligible for NASA excess research equipment Nationwide.

4.7. Transfer of NASA Excess Research Equipment

4.7.1. The nonprofit educational organization acquiring NASA excess research equipment is responsible for completing Standard Form 122, Transfer Order, provided by NASA, signing the certification not to hold the Government liable, and indicating that the acquired NASA research equipment will be used for one of the three authorized uses for the conduct of (1) technical or (2) scientific education, or (3) research activities.

4.7.2. The Standard Form 122 may be obtained from the local NASA PDO or from the GSA free "Forms Service" Internet site at <http://www.gsa.gov/forms/zero.htm>. Affixed to each of the disposal organization's file copy of the completed Standard Form 122 will be a "Certification Statement" containing the signature of the appropriate official from the eligible activity acknowledging the following certification that will appear on each separate transfer:

"I hereby certify that the property is being obtained by an educational institution or nonprofit organization and will be placed into use at the organization for the conduct of technical or scientific education or research activities.

"My organization hereby releases and agrees to hold harmless the Federal Government, NASA, or persons acting on behalf of NASA from any and all liability of every kind and nature whatsoever (in accordance with State law) resulting from the receipt, shipping, operation, handling, use, and maintenance of the property after said property is physically removed from the NASA facility."

Name of Organization Standard Form 122 Transfer Order No.

Printed Name of Official Title

Signature of Official Date

4.7.3. The local NASA PDO will sign the Standard Form 122 and approve the transfer to the eligible activity after NASA and Federal requirements are completed. Requests for transfer by NASA activities or other Federal agencies take precedence over transfers to eligible activities under the Stevenson-Wydler Innovation Act.

4.7.4. Each educational organization acquiring NASA excess research equipment is responsible for property removal in a timely manner and not to exceed 14 calendar days. NASA will not normally act as a shipper. The transfer of title to the research equipment is accomplished at no cost to the acquiring activity. However, the acquiring activity is responsible for any packing, shipping, or transportation costs associated with the transfer.

4.7.5. Any NASA excess research equipment not selected by a school continues through the disposal process and becomes surplus and is sold by GSA or NASA to the general public via auction, sealed bid, spot bid, or fixed-price sales.

4.7.6. Federal agency requirements take precedence over Stevenson-Wydler Act transfers to educational organizations.

4.8. Reporting

4.8.1. NASA PDO's send copies of the NASA approved transfer order, Standard Form 122, to the appropriate GSA regional office within 10 calendar days after the transfer is completed, and preferably by fax on the day the transfer is approved.

4.8.2. In accordance with the Property Act, NASA prepares an Annual Report of Property Furnished to non-Federal Recipients for each fiscal year. This report provides the name and address of each recipient and the total original acquisition cost of all property furnished to each recipient, identified by each applicable two-digit Federal Supply Classification Group.

Chapter 5. Sale of Federal Government Personal Property

5.1. Background

This chapter sets forth the requirements for NASA-owned surplus and exchange/sales personal property to be sold. This chapter will also outline the procedures to ensure compliance and uniformity to protect the integrity of the Federal Government sales processes.

5.2. Designation

5.2.1. Each NASA PDO determines whether to have GSA conduct the sale of NASA-owned surplus and exchange/sale personal property or to have NASA or its agent conduct the sale. This determination is made based on performance to achieve the most return of sales proceeds while achieving timely and cost-efficient sales of NASA-owned property. If NASA or its agent conducts the sale, the Center Director must appoint a Government official as the Sales Contracting Officer.

5.2.2. Notice of each designation will be forwarded to the NASA Headquarters, Security, Logistics, Aircraft and Industrial Relations Division, and will include name of designee, mailing and electronic mail addresses, facsimile, and telephone numbers.

5.3. Authority

All sales of NASA-owned surplus and exchange/sale personal property must follow the provisions of Federal Property Management Regulations 41 CFR 101-45, whether the sale is conducted by GSA, NASA, or NASA agent. To ensure inclusion of appropriate terms, conditions, and clauses in Government sales contracts, no deviation shall be made from the Standard Form 114 series, and no special conditions of sales shall be included that are inconsistent with the provisions therein, unless deviation is obtained from GSA via the NASA Headquarters, Security, Logistics, Aircraft, and Industrial Relations Division.

5.4. Guidance Information

5.4.1. Normally, sales are conducted by competitive bid processes, including sealed bid, spot bid, or auction. NASA has obtained GSA approval for a deviation under Federal Property Management Regulations 41 CFR 101-45.304(b) to conduct negotiated sales at fixed prices, sometimes referred to as "retail sales," for specific limited types of property as listed in section 5.6 of this chapter. Scrap property cannot be sold by fixed price. Subsection 20(c) of the Federal Property and Administrative Services Act of 1949 limits negotiated sales to \$500 on exchange/sale property, and subsection 203(e) (3) of the Property Act limits negotiated sales to \$15,000 on surplus personal property.

5.4.2. All sales of NASA property must be conducted in a manner that is fair and equitable for all potential buyers. Restriction of NASA employees and contractor individuals having access to NASA property records, or that have been involved in the administration or termination of contractor inventory, maintenance, use, inspection, and/or support of property before or during the disposal or

sales process, may be necessary because they possess knowledge that may result in, or be perceived to give, an unfair advantage if they were allowed to participate in personal property sales. To assure fairness and equity and adequate internal controls for each sale of surplus or exchange/sale of NASA property, the Center SEMO, after consultation with Center counsel, will establish and define the specific categories of NASA employees and NASA contractor employees restricted from participation, without regard for who conducts the sale, e.g., GSA, NASA, NASA's agent, or Department of Defense. The term employee may include an agent or immediate member of the household of the employee. Notice of each restricted group will be forwarded to the sales activity, as well as to the NASA Headquarters, Security, Logistics, Aircraft, and Industrial Relations Division.

5.4.3. Each sale of Government-owned surplus or exchange/sale personal property is a Government contract. Therefore, the methods and procedures for the proper conduct of Government sales constitute an extensive and complicated process requiring complete training and knowledge of Federal Governmentwide sales regulations, procedures, and Federal contract, dispute-resolution and debarment process. At a minimum, the Government official appointed as the NASA Sales Contracting Officer should successfully complete the GSA "Personal Property Sales" 2-week course. Additionally, it is recommended that the following four courses also be successfully completed: Basic Property Management Technique, Personal Property Utilization and Disposal, Disposal by Negotiation, and Contracting by Sealed Bidding, at least every 5 years.

5.4.4. For NASA or NASA agent-conducted sales, the PDO establishes the appropriate reviewing authority as required per the Federal Property Management Regulations 41 CFR 101-45.304-6. Approval by the reviewing authority is required for NASA or NASA agent-conducted sales when the sales proceeds are one of the following: (1) negotiated sale of surplus property of \$15,000 or more; (2) negotiated sale at fixed-price surplus or exchange/sale property of \$25,000 or more; or (3) competitive bid sale of \$100,000 or more.

5.4.5. Whenever an award is proposed to any private interest of personal property with a fair market value of \$3 million or more, or of a patent, process, technique, or invention, irrespective of cost, the selling agency shall promptly notify the Attorney General and the Administrator of GSA, simultaneously, of the proposed disposal and the probable terms and conditions thereof. Upon request of the Attorney General, the agency shall furnish or cause to be furnished to the Attorney General such additional information as the agency may possess concerning the proposed disposition. The Attorney General will advise the agency and the Administrator of GSA within a reasonable time, in no event to exceed 60 days after receipt of notification, whether as far as the Attorney General can determine, the proposed disposition would tend to create or maintain a situation inconsistent with antitrust laws. The agency shall not effect disposition until it has received such advice. The agency shall include in the notification transmitted to the Attorney General and the Administrator of General Services, the following information:

- (1) Location and description of property, specifying the tonnage, if scrap.
- (2) Proposed sale price of property, explaining the circumstances, if proposed purchaser is not the highest bidder.
- (3) Acquisition cost of the Government property.
- (4) Manner of sale, indicating whether by (a) Sealed Bid, specifying number of purchasers solicited and bids received, (b) Auction or Spot Bid, stating how sale was advertised, or (c) Negotiation, explaining why property was not offered for sale by competitive bid.
- (5) Proposed purchaser's name, address, and trade name, if any, under which it is doing business.
- (6) If a corporation, give name of State and date of incorporation, and name and address of (a) each

partner; (b) each subsidiary; and (c) each company under common control with proposed purchaser.

5.5. NASA Sales Contracting Officer Responsibilities

The following are responsibilities of the Sales Contracting Officer:

- (1) Execute and administer NASA and Federal Government sales contracts.
- (2) Act as Sales Contracting Officer under Federal laws and regulations.
- (3) Exercise reasonable care, skills, and judgment.
- (4) Ensure that adequate price competition has been obtained prior to making awards.
- (5) Personally sign all contracts, modifications, and changes. Contractual documents will not be signed by facsimile stamps or other reproductive means.
- (6) Maintain constant cognizance with respect to contract compliance by the purchaser and Government representatives.
- (7) Report to higher authority, at a minimum, the SEMO of any items or activities required by law, regulation, or by the terms of the contract.
- (8) Review appeals claims, and disputes; prepare findings and determinations; accomplish all administrative actions; and coordinate such matters with the SEMO and other appropriate authorities.
- (9) Report all matters relating to fraud or criminal conduct according to applicable Federal and NASA regulation.

5.6. GSA-Approved Federal Supply Group Classes for Fixed-Price Sales by the National Aeronautics and Space Administration

The following Federal Supply Group Classes have been approved by GSA for Fixed-Price Sales by NASA:

- 22 Ground effect vehicles, motor vehicles, trailers, and cycles
- 36 Special industry machinery
- 40 Rope, cable, chain, and fittings
- 41 Refrigeration, air conditioning, and air-circulating equipment
- 47 Pipe, tubing, hose, and fittings
- 51 Hand tools
- 52 Measuring tools
- 53 Hardwood and abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, millwork, plywood, and veneer
- 56 Construction and building materials
- 58 Communication, detection, and coherent radiation equipment
- 59 Electrical and electronic equipment components
- 61 Electrical wire and power and distribution equipment
- 62 Lighting fixtures and lamps
- 66 Instruments and laboratory equipment

- 67 Photographic equipment
- 70 Automatic data processing equipment, software, supplies, and support equipment
- 71 Furniture
- 74 Office machines, text processing systems, and visible record equipment
- 75 Office supplies and devices
- 76 Books, maps, and other publications
- 93 Nonmetallic fabricated materials
- 95 Metal bars, sheets, and shapes

Chapter 6. Disposal of Foreign Property

6.1. Background

This chapter sets forth the authority and procedures for the disposing of NASA property located in foreign countries.

6.2. Federal Policy

6.2.1. The disposition of foreign personal property whether by utilization, transfer, sale, donation, abandonment, or destruction will conform to the foreign policy of the United States. So that the foreign policy of the United States may be effectively served in foreign countries, NASA foreign property disposal programs will be developed and conducted with the coordination and approval of the United States Diplomatic Mission in the country concerned.

6.2.2. Each NASA Center will be responsible for disposing of all NASA-owned personal property located in a foreign country that is no longer needed to fulfill Center's responsibilities.

6.2.3. The disposition of foreign property will be handled according to and conform to the foreign policy of the United States, including any limitations on the transfer of technology and certain types of property to specific countries. All dispositions of this property will comply with the United States and applicable foreign countries' export/import laws, regulations, and security or trade controls issued by the Congress, President, National Security Council, Council on International Economic Policy, Departments of Commerce, Defense, and State for export-control policy determinations.

6.2.4. No foreign property will be sold without a condition forbidding that its importation into the United States, unless the Secretary of Agriculture in the case of any agricultural commodity, food, or cotton or woolen goods, or Secretary of Commerce in the case of any other property, determines that the importation of such property would relieve domestic shortages or otherwise be beneficial to the economy of this country.

6.2.5. Each NASA Center shall develop local procedures to carry out the disposal of foreign excess property. Each NASA Center will ensure that a current version of any local implementing procedures or instructions are provided to the Manager, Warehousing and Disposal Programs, of the Logistics Management Office, NASA Headquarters.

6.3. Authority

6.3.1. These instructions are based on the authority for the disposal of foreign personal property as contained in the following:

- (1) 40 U.S.C. 511-514, Sections 401-404 of the Federal Property and Administrative Services Act of 1949, as amended.
- (2) 22 U.S.C. 2174 and 2357, Sections 214 and 607 of the Foreign Assistance Act of 1961, as amended.
- (3) 41 CFR Subpart 101-43.5, "Utilization of Foreign Excess Personal Property."

(4) 41 CFR Subpart 101-44.3, "Donations of Foreign Excess Personal Property."

(5) FAR Subsection 45.610-4, 48 CFR Subsection 45.610-4, and NFS Subsection 1845.610-4, 48 CFR Subsection 1845.610-4, "Contractor inventory in foreign countries."

6.4. Definitions

6.4.1. "Foreign Personal Property" means any personal property physically located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and the Virgin Islands.

6.4.2. The "Trust Territory of the Pacific Islands" includes Palau and the former trust areas of the Federated States of Micronesia and the Marshall Islands.

6.5. Delegation of Authority

6.5.1. The Administrator has delegated authority to the Associate Administrator for Management Systems to approve policies, procedures, and any other matters related to the disposal of foreign personal property, subject to provisions of applicable laws and regulations.

6.5.2. The Assistant Administrator for Institutional and Corporate Management has redelegated authority to approve disposal of NASA-owned foreign personal property to the following NASA officials:

(1) Director, Logistics Management Office, will issue the appropriate NASA policies and guidelines covering foreign disposal.

(2) Directors of NASA Centers will ensure that the prescribed NASA policies and procedures are appropriately implemented.

(3) Manager, NASA Resident Office, Jet Propulsion Laboratory, will ensure that the prescribed NASA policies and procedures are appropriately implemented.

(4) Director, Headquarters Operations, NASA Headquarters, will ensure that the prescribed NASA policies and procedures are appropriately implemented.

6.5.3. No further redelegation may be made without the written approval of the Assistant Administrator for Institutional and Corporate Management. Any requests for further redelegation will be approved by the officials listed in section 6.5 above and submitted to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, for concurrence and further submission to the Associate Administrator for Management Systems for final approval.

6.6. Sensitivity of Foreign Disposal

6.6.1. The foreign policy of the United States, including national security issues regarding, technology transfer controls or trade issues involving the United States and other countries' import and export controls, impacts the disposal of foreign property.

6.6.2. Due to the sensitive nature of disposing of foreign property, the officials to whom authority is delegated in section 6.5 above will ensure that the Manager, Warehousing and Disposal Programs, NASA Headquarters, is kept informed of proposed foreign property disposal actions, problems, or

other matters related to the disposal of foreign property.

6.6.3. In some cases, this prescribed NASA disposal policy may be found to be in conflict with existing Department of State or NASA country-to-country agreements. Copies of any bilateral agreements should be provided to the Manager, Warehousing and Disposal Programs, NASA Headquarters, for review and approval of appropriate deviations to NASA disposal policy.

6.7. Potential Methods of Disposal

6.7.1. Whenever practical, and in the best interest of the Federal Government, disposal processing at a NASA Center in the United States will be conducted as normal exchange/sale or idle or excess personal property.

6.7.1.1. The NASA Center PDO should document and approve any decision to return foreign property to the United States for disposal processing.

6.7.1.2. Generally, this decision would take place after completion of all screening described in sections 6.9, 6.10, and 6.11 and it has been determined that the property should not be sold, abandoned, or destroyed in the foreign country of location.

6.7.2. The first potential method of disposal is NASA-approved utilization by NASA organizations, including NASA contractors or grantees located in the United States or a foreign country. For this type of disposal, the NASA Center PDO should approve the appropriate transfer documents. No further higher levels of concurrence or approval are required. Competing requests for the same item should not be approved on a first-come-first-served basis but, instead, be based on the least overall cost to the Federal Government. Consideration should be given to prevention of new procurement, transportation cost, packing cost, and retention of title to the property in the Federal Government. Assistance in deciding between similar requests may be referred to the Manager, Warehousing and Disposal Programs, NASA Headquarters.

6.7.3. The second potential method of disposal is NASA-approved transfer to another United States Federal agency in a foreign country for continued use or disposal processing.

6.7.3.1. Transfers for continued use by another U.S. Federal agency in a foreign country should not be approved until exclusive NASA-wide screening is completed. The NASA Center PDO should approve the Standard Form 122, Transfer Order. No further higher levels of concurrence or approval is required.

6.7.3.2. Competing requests, including requests for NASA use in the United States for the same item, should not be approved on a first-come-first-served basis but, instead, be based on the least overall cost to the Federal Government. Consideration should be given to prevention of new procurement, transportation cost, packing cost, and retention of title to the property in the Federal Government. Assistance in deciding between similar requests may be referred to the Manager, Warehousing and Disposal Programs, NASA Headquarters.

6.7.4. The third potential method of disposal is GSA-approved transfer to another U.S. Federal agency and return to the United States for use.

6.7.4.1. Transfers to another United States Federal agency and return to the United States for use should not be approved until exclusive NASA-wide screening is completed. The GSA should approve the appropriate Standard Form 122, Transfer Order. No NASA levels of concurrence or approval are required.

6.7.4.2. As a matter of information, all direct costs involved in returning foreign property to the

United States under the provisions of Federal Property Management Regulations 41 CFR 101-43.5, which are incurred by and billed to GSA from the point of origin to a GSA facility in the United States, shall be reimbursed by the transferee agency upon appropriate billing by the GSA. Direct costs include packing, handling, crating, and transportation.

6.7.5. The fourth potential method of disposal is GSA-approved transfer to an eligible donee and return to the United States for use.

6.7.5.1. In accordance with Federal Property Management Regulations 41 CFR 101-44.3, transfers to an eligible donee and return to the United States for use should not be approved until (a) exclusive NASA-wide screening, (b) theater area screening for United States Federal agencies in nearby foreign countries of 10 calendar days, and (c) other Federal agencies screening for return to the United States for use of 10 calendar days have been completed.

6.7.5.2. The Administrator of the GSA is authorized to make donations at his/her discretion for the purposes of this part. Unless otherwise authorized by GSA, personal property will not be released by NASA holding activities for donation, pursuant to this subpart until NASA has received Standard Form 123, Transfer Order Surplus Personal Property, bearing the signed approval of the appropriate GSA official. No NASA levels of concurrence or approval are required.

6.7.5.3. The State agency representative shall arrange for the shipment of personal property approved for donation and allocated by GSA to State agencies for distribution to an eligible donee. Upon request, handling, crating, and transportation services will be provided on a reimbursable basis.

6.7.5.4. As a matter of information, all transportation and direct costs incurred, incident to donation, including packing, handling, and crating, shall be borne by the State agency or the donee institution or organization receiving the property, including any costs incurred and billed by GSA or NASA. Care shall be exercised by the State agencies in the selection of property to ensure that it is economical to return the items to the United States for donation, giving full consideration to transportation and accessorial costs.

6.7.6. According to the Federal Property and Administrative Services Act, Title IV-Foreign Excess Property, section 491(c), NASA may approve the donation of medical materials or medical supplies only for use in any foreign country to nonprofit medical or health organizations, including those qualified to receive assistance under sections 214(b) and 607 of the Foreign Assistance Act of 1961, as amended, 22 U.S.C. 2174(b) and 2357.

6.7.6.1. The advice of the local representative of the Department of State will be obtained as to how donation of foreign property will be made to serve the U.S. foreign policy interests and objectives in the area. Local arrangements between representatives of the Department of State and NASA should be sufficiently flexible to permit advice covering donation of foreign property on a continuing basis, subject to periodic review as necessary, rather than on a case-by-case basis. The advice of the representative of the Department of State will be documented and given consideration in reaching a decision as to the recipient of the property to be donated.

6.7.6.2. Assistance in verifying information on the activities or organizations unknown or not familiar to the NASA Center concerned should be requested from the local representative of the Department of State or the Director, International Relations Division, Office of External Relations, NASA Headquarters.

6.7.6.3. The local American National Red Cross should be advised and offered, before donating to other agencies, property that can be readily identified as originally processed, produced, or donated by the American National Red Cross.

6.7.6.4. A request from the potential donee for the foreign property must be made in writing and

contain, as a minimum, (a) a brief statement describing the activities of the organization or institution, (b) general information on the planned use of the requested property or the need and purpose of the property, and (c) a statement that the property will not be resold or put to use for any other purpose. The PDO should prepare a Standard Form 122, Transfer Order, and forward it from the NASA Center Director or other official referenced in section 6.5 to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, who will then obtain the concurrence of the Director, International Relations Division, and return the documentation to the Center Director or other official referenced in Section 6.5 for final approval and execution.

6.7.6.5. Donations will be effected without cost to the U.S. Government.

6.7.7. The fifth potential method of disposal is sale with proceeds in U.S. currency or reduced to U.S. currency deposited into the U.S. Treasury as miscellaneous receipts.

6.7.7.1. Following NASA internal screening, other Federal agency screening, and donation screening, any remaining NASA-owned foreign personal property should be sold by competitive bid processes. The sale of NASA-owned foreign personal property will be conducted by (a) foreign service post, U.S. Department of State; (b) U.S. military installation; (c) Agency of a foreign government; (d) NASA. Whenever NASA-owned property is located in a foreign country, the PDO should establish plans for the potential future sale of the property.

6.7.7.2. The preferred sales method is to use the services and facilities of U.S. foreign service posts and U.S. military installations to sell NASA-owned foreign personal property whenever approved arrangements can be effected. NASA-owned foreign personal property may be provided to U.S. foreign service posts and military installations to sell immediately after NASA internal screening is completed, if the procedures ensure that appropriate screening for other Federal agencies and donation will be accomplished. Sales of NASA-owned foreign personal property by a U.S. foreign service post or U.S. military installation will be processed according to the directives and procedures of that installation.

6.7.7.3. The services and facilities of any agency of a foreign government country in which the foreign property is located will be used when an approved agreement or treaty exists between the U.S. Government and the foreign government concerned. Copies of any such agreements or treaties should be provided to the Manager, Warehousing and Disposal Programs, NASA Headquarters. To ensure compliance with U.S. foreign policy, including any limitations on the transfer of technology and certain types of property to specific countries, sale proposals of NASA-owned foreign personal property by any agency of a foreign government in the country in which the foreign property is located will be forwarded by the PDO to receive concurrence from (a) the appropriate U.S. foreign service post of the Department of State, (b) the Director, International Relations Division, NASA Headquarters, and (c) the Manager, Warehousing and Disposal Programs, NASA Headquarters. These sales proposals by foreign country agencies will include (a) copy of the approved finding for proposed sale; (b) designation and address of proposed seller; (c) name of activity and location of property to be sold; and (d) complete commercial description of the property to be sold including manufacturer, manufacturer date, quantity, condition, acquisition cost, features, capabilities, and country of origin.

6.7.7.4. Proposals for NASA, including NASA cost reimbursement contractors or grantees to conduct the sale of NASA-owned foreign personal property, will be prepared by the PDO and forwarded from the NASA Center Director or other official referenced in section 6.5 to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters. The sale proposal will include (a) copy of the approved finding for proposed sale; (b) statement as to necessity for NASA to effect sale; (c) designation and address of proposed seller; (d) name of activity and location of property to be sold; and (e) complete commercial description of the property

to be sold including manufacturer, manufacturer date, quantity, condition, acquisition cost, features, capabilities, and country of origin. The Manager, Warehousing and Disposal Programs, NASA Headquarters, will determine the method and conditions of sale and forward the proposal to the appropriate U.S. foreign service post and the Director, International Relations Division, NASA Headquarters, for appropriate concurrence. Upon receipt of appropriate concurrence, the Director, Security, Logistics, Aircraft, and Industrial Relations, will approve and forward to the Director of the NASA Center or other appropriate individual designated in section 6.5, a sales kit consisting of specific instructions, required sales documents, and authority for the sale to be conducted.

6.7.8. The sixth potential method of disposal is NASA-approved abandonment, destruction or donation of foreign property that has no commercial value or the estimated cost of care and handling which would exceed the estimated proceeds from sale.

6.7.8.1. Normally, abandonment or destruction should not take place until it has been demonstrated in writing that the property has no utility for NASA or other Federal agencies, no donation potential to an eligible U.S. donee, and no sales value even as scrap. Property that is restricted from sales action by U.S. foreign policy, including technology transfer and property that is dangerous to public health or safety, should not be abandoned or destroyed without concurrence from the U.S. foreign service post on the actual abandonment or destruction processes to be used. The proposed abandonment or destruction may be documented by the PDO using NASA Form 812, Determination and Authorization to Abandon or Destroy Surplus Property. A public notice of the proposed abandonment or destruction will be given in the area that the property is located for at least 10 calendar days. The public notice will include a general description of the property, the date and location of the proposed abandonment or destruction, and an offer to donate the property to public bodies, or an offer to sell the property. Following the public notice period, the NASA Center Director or other official referenced in section 6.5 will forward the NASA Form 812 to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters, for concurrence. The Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters, will obtain the concurrence of the Director, International Relations Division, and return the documentation to the Center Director or other official referenced in section 6.5 for final approval and execution.

6.7.8.2. With the exceptions of NASA-owned property restricted by U.S. foreign policy, including technology transfer or property dangerous to public health and safety, NASA-owned personal property may be donated instead of taking abandonment or destruction actions to organizations listed below. Donations may be effected without cost to (a) any organization, institution or agency of any friendly foreign government or local subdivision thereof; and (b) any nonprofit scientific, literary, educational, public health, public welfare, charitable institution, any hospital or similar institution, organization or association in a friendly country, provided its activities are not adverse to the interests of the United States. Besides the NASA Form 812 required by section 6.7.8.1. above, the same documentation and approvals required in section 6.7.6.4. for donations of medical supplies will be prepared and obtained. Donations will be effected without cost to the U.S. Government.

6.7.9. The seventh potential method of disposal is any NASA-approved disposal by sale, exchange, lease, or transfer, for cash, credit, or other property with or without warranty, and upon such terms and conditions as the Director, Security, Logistics, Aircraft, and Industrial Relations Division deems appropriate. Any such proposal shall be documented by the PDO and forwarded by the NASA Center Director or other official referenced in section 6.5. to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters, for concurrence. The Director, Security, Logistics, Aircraft, and Industrial Relations Division, will obtain the concurrence of the Director, International Relations Division, NASA Headquarters, and return the documentation to the Center Director or other official referenced in section 6.5 for final approval and execution.

6.7.10. The final potential disposal method is any NASA-approved disposal for foreign currencies or credits, or substantial benefits or the discharge of claims resulting from the compromise or settlement of such claims by NASA in accordance with the law, whenever the Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters, finds to be most practical and advantageous to the Government. Any such proposal shall be documented by the PDO and forwarded by the NASA Center Director or other official referenced in section 6.5 to the Director, Security, Logistics, Aircraft, and Industrial Relations Division, NASA Headquarters, for concurrence. The Director, Security, Logistics, Aircraft, and Industrial Relations Division, will obtain the concurrence of the Director, International Relations Division, NASA Headquarters, and return the documentation to the Center Director or other official referenced in Section 6.5 for final approval and execution.

6.8. Reporting Foreign Property for Disposal Processing

6.8.1. Idle or excess NASA-owned personal property located in foreign countries will be reported for disposal processing in the same manner as required for domestic property. Reference applicable NASA Center local procedures, Section 2.3., Turn in to NASA PDO, of this guideline, Federal Acquisition Regulations, 48 CFR 45.6, and NASA Federal Acquisition Regulations Supplement, 48 CFR 45.6, for specific details.

6.8.2. In order to determine proper disposition of the personal property, complete commercial descriptions, including features and capabilities are required. Depending on the final disposition of the property, it may be necessary to identify if an import license is involved for property shipped from the United States. Also, property manufactured or purchased in a foreign country must be identified since there may be import restrictions to the United States for use by NASA or other Federal agencies.

6.8.3. Under provisions of the Export Administration Act, the Department of Commerce regulations in Federal Property Management Regulation, 15 CFR, Chapter VII, Parts 770 through 779, and Department of Transportation regulations in Federal Property Management Regulations, 49 CFR, Chapter I, Part 173, may require more descriptive information and may determine if the personal property may be disposed of in the foreign country.

6.9. NASA Internal Screening of Foreign Property

6.9.1. NASA-owned property will undergo internal NASA-wide screening as follows:

(1) NASA internal agency screening will be 30 calendar days maximum. Additionally, this property will be screened via electronic method as an additional screening method.

(2) As permitted by the Federal Acquisition Regulations, 48 CFR 45.610-4, and NASA Federal Acquisition Regulations Supplement, 18 CFR 18-45.610-4, NASA hereby establishes a NASA internal screening period of 30 calendar days for all NASA-owned contractor inventory that is not purchased by or retained by the prime contractor or subcontractor or returned to suppliers, regardless of original acquisition cost or current condition code. Contractor inventory property will be listed on paper screening lists or approved inventory schedules and provided to all NASA PDO's to accomplish NASA-wide internal screening.

(3) All other NASA-owned property, not covered by paragraphs 6.9.1.1. and 6.9.1.2. above, will be screened NASA-wide for 30 calendar days by listing on a paper or electronic screening list distributed to all NASA PDO's.

6.10. Other Federal Agency Screening of Foreign Property

6.10.1. Other U. S. Federal agencies located in foreign countries should be encouraged to screen NASA foreign property concurrently during the initial 30-calendar-day internal NASA-wide screening period. However, no transfer to another U.S. Federal agency will be consummated until the internal exclusive NASA screening is completed. Following internal exclusive NASA-wide screening (30 calendar days), theater area (U.S. Federal agencies in nearby foreign countries) screening will be performed for 10 calendar days to make the property available for use in authorized Federal programs outside the United States.

6.10.2. Following the theater area screening period (10 calendar days), the property will be made available for 10 calendar days for return to the United States for use by other Federal agencies.

6.10.2.1. GSA onsite representatives, located in designated overseas locations, will screen foreign property on behalf of Federal agencies for return and use in the United States.

6.10.2.2. The Manager, Warehousing and Disposal Programs, NASA Headquarters, can provide information on the current locations and geographical areas of responsibility for the GSA onsite representatives. The GSA onsite representatives should be mailed copies of the potential available NASA foreign property at the same time NASA-wide screening begins by the NASA PDO's.

6.10.3. All direct costs involved in returning foreign excess personal property to the United States for use by another Federal agency, which are incurred by and billed to the GSA from the point of origin to a GSA facility in the United States, shall be reimbursed by the transferee agency upon appropriate billing by GSA. Direct costs include packing, handling, crating, and transportation.

6.11. Donation Screening of Foreign Property

6.11.1. Following (a) internal exclusive NASA-wide screening (30 calendar days), (b) theater area (U. S. Federal agencies in nearby foreign countries) screening (10 calendar days), and (c) other Federal agencies screening for return to the United States for use (10 calendar days), any remaining NASA-owned foreign property will be made available for 10 calendar days for selection and return to the United States for donation.

6.11.2. To assist donation screening, GSA will provide State agency representatives with available advance information concerning available foreign property to the maximum extent possible.

6.11.3. To locate and select donable property, onsite representatives of State agencies duly accredited by GSA shall be permitted to screen the property.

6.12. Documentation of Disposal

The Center PDO will prepare a written case on all foreign excess property. A case will not be closed until approval is received by the PDO, approval by an official delegated authority in section 6.5 above, concurrence by NASA Headquarters, Director, International Relations Division, approval by the Director, Security, Logistics, Aircraft, and Industrial Relations Division, and the disposal is accomplished.

6.13. Records

Centers disposing of foreign excess property will maintain completely documented records of all

disposal.

Chapter 7. Exchange/Sale Property

7.1. Background

This chapter sets forth the requirements for the identification and processing of NASA-owned personal property declared as exchange/sale property for replacement purposes. NASA strives to the maximum extent feasible and economical, to exchange or sell property for which a replacement is necessary, and to apply the exchange allowance proceeds in whole or as partial payment for the replacement property acquired.

7.2. Guidance Information

7.2.1. Section 201(c) of the Federal Property and Administrative Services Act of 1949, 63 Stat. 384, as amended, 40 U.S.C. 481(c).

7.2.2. FPMR, 41 CFR 101-46, Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority.

7.3. Exchange (Trade In)

7.3.1. An exchange or trade-in generally occurs when a NASA organization desires to replace or upgrade a nonexcess item of property. During the new procurement process, a vendor may offer NASA an exchange allowance for the old, used NASA property that is a direct reduction to the vendor's new property price.

7.3.2. The NASA PDO will ensure that both the old and new property, and proposed exchange transactions, are eligible for exchange/sale in accordance with 41 CFR 101-46. The NASA PDO will determine in each case whether exchange or sale will obtain the greater return for the Government. All administrative and overhead costs shall be considered when estimating the return by either method. The PDO will ensure that quick (10-day via email) NASA Agencywide screening, and appropriate Federal screening, is accomplished to the maximum extent practicable or economical prior to any disposal action. Attempt to further utilize property that is eligible for replacement in accordance with replacement standards in 41 CFR 101-46.201-2 is not required.

7.3.3. The vendor is notified of the amount determined for the property to be exchanged. An exchange generally occurs when a vendor delivers a replacement item and removes the old, used item being replaced.

7.4. Sale of Replacement Property

7.4.1. The sales portion of the exchange/sale process generally occurs when a NASA organization desires to replace or upgrade a nonexcess item of property and no vendor offers an exchange allowance, or the exchange allowance is significantly less than anticipated sales proceeds. A cost-effective method is for the NASA PDO to match completed new procurements of property to incoming similar property for disposal processing and then mark the incoming as used property for exchange/sale processing via sales.

7.4.2. The NASA PDO will ensure that both the old property to be sold, and new property to be procured, are eligible for exchange/sale in accordance with 41 CFR 101-46. The PDO will ensure that quick (10 days) NASA Agency screening and Federal screening of 7 calendar days via NPDMS and GSA interface is accomplished prior to any disposal action. Attempting to further utilize property that is eligible for replacement in accordance with replacement standards in 41 CFR 101-46.201-2 is not required.

7.4.3. The NASA PDO will ensure that sales transactions of less than \$100 in proceeds, which are normally considered to be uneconomical for processing as exchange/sale property, are instead declared excess property and processed in accordance with 41 CFR 101-43.

7.4.4. Exchange/sale personal property does not go through a donation screening period. Instead, exchange/sale personal property may be sold to Property Act eligible donees by negotiation at fixed prices prior to public sale.

7.5. Transfers of Exchange/Sale Personal Property

Exchange/sale property may be transferred to other NASA organizations and Federal agencies as agreed to by the NASA PDO and the acquiring Government organization. The NASA PDO will negotiate the transfer reimbursement which shall not exceed an amount greater than the highest estimate of the gross proceeds if the property were to be sold on a competitive bid basis, or the dollar value offered on a trade-in basis.

7.6. Restrictions and Limitations

7.6.1. Federal restrictions and limitations on exchange/sale property is contained in 41 CFR 101-46. Property in 30 of the 99 Federal Supply Classification Groups is not eligible for processing as exchange/sale property. The item sold or exchanged must be similar (reference 41 CFR 101-46.202(b)(1)) to the item acquired. The items exchanged or sold are not excess. Generally, an item is acquired to replace one similar item. Property in new or unused condition, or scrap materials condition, may not be processed as exchange/sale property.

7.6.2. The acquisition of new property and exchange or sale of old property can occur over a period of time and at different physical locations. The NASA PDO's will coordinate exchange/sale transactions to ensure that the Agency receives maximum benefit without the need to reassign property among NASA organizations to apply the exchange allowance or sales proceeds from the property account of one NASA organizational unit to the cost of a similar item acquired by another NASA organizational unit (including another Center).

7.7. Special Authorizations

7.7.1. Unneeded books and periodicals in Federal agencies libraries may be exchanged for other books and periodicals, without monetary appraisal or detailed listing or reporting.

7.7.2. When acquiring items for historical preservation or display at Federal museums, historic items property accounts may be exchanged without regard to the Federal supply classification group or the requirement to replace items on a one-for-one basis. The exchange transaction must be documented and certified by the Agency head to be in the best interest of the Government and ensure that all other provisions of the exchange/sale Federal regulations have been met.

7.7.3. Deviations from Federal regulations and/or limitations on property to be processed as

exchange/sale property shall be granted by the Administrator of GSA, or designee. In general, if a deviation can save the Federal Government \$100,000 or more, the NASA PDO should develop written justification and submit it for consideration and approval to NASA Headquarters, Security, Logistics, Aircraft and Industrial Relations Division. NASA Headquarters will coordinate the necessary approval from the GSA.

Chapter 8. Recovery of Precious Metals

8.1. Background

This chapter sets forth the policy and procedures for recovery of precious metals from articles of excess and surplus personal property in accordance with FPMR 101-45.10.

8.2. Guidance Information

Situations will occur where, in terms of economy, efficiency, and environmental quality, it is in the best interest of the Government to recover precious metals from articles excessed and surplus personal property instead of using other methods of disposal, including sales. Each Center PDO will determine when recovery is appropriate on the basis of an evaluation of the supply-demand factor, the price of the commodity, the cost of recovering the precious metal, and applicable guidelines or regulations on pollution control.

8.2.1. Each Center PDO is responsible for establishing, maintaining, and pursuing a program for recovery of precious metals. Each Center PDO should designate an individual to monitor its precious metals recovery program. Responsibilities of the precious metals monitor should include conducting and coordinating surveys, implementing and improving recovery procedures, monitoring the Center's recovery program and submitting the Center's annual report.

8.3. Interagency Agreement

In accordance with FPMR 101-45.1004, NASA has chosen to use the DoD Precious Metals Recovery Program and has established an Interservice Support Agreement (ISA) dated May 4, 1998. The ISA establishes policies, principles, and procedures under which Defense/Memorandum of Understanding Reutilization and Marketing Service will provide support to NASA at no cost to effect the recovery of previous metals from "hypo" solutions and receive the turn-ins of scrap film, electronic equipment, and other precious metals bearing materials.

8.4. Use of Recovered Fine Precious Metals

NASA will be entitled to requisition refined precious metals from DLA at well below commercial cost for use as Government-Furnished Material (GFM) to reduce NASA new procurement costs.

Chapter 9. Report Requirements

9.1. Background

This chapter sets forth the authority and procedures related to reporting disposal activity for NASA-owned personal property. This includes idle, excess, surplus and exchange/sale personal property, including onsite or offsite contractor, and grantee held property. Personal property may be physically located within the United States and its territories or in foreign countries.

9.1.2. The information reported by Center PDO`s will be consolidated and analyzed by the NASA Headquarters, Warehousing and Disposal Program Manager. The information and data from these reports will be provided to NASA management and/or provided to external agencies and Congress when requested by external reporting requirements or inquiries.

9.2. Guidance Information

Regulations contained in the Federal Property and Administrative Services Act of 1949, require the reporting on the disposition and acquisition of idle, excess, surplus, and exchange/sale personal property. Additionally, NASA Headquarters, Security, Logistics, Aircraft and Industrial Relations Division, requires information to monitor the performance of the disposal programs and to prevent waste, fraud, and abuse.

9.3. General Report Requirements

9.3.1. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the preparation of the reports required by this chapter. The required reports are as follows:

- (1) Property Held by the PDO Report. (No longer required)
- (2) Annual Report of Utilization and Disposal of Domestic NASA Personal Property.
- (3) Annual Report of Exchange/Sale Transactions.
- (4) Report of Activities Generating Precious Metals.
- (5) Annual Report of Personal Property Provided to Non-Federal Organizations.
- (6) Reports of Negotiated Sales.
- (7) Performance Measure - Timeliness of Disposal.
- (8) Annual Report of Utilization and Disposal of Foreign NASA Personal Property.
- (9) Property Held by the Property Disposal Officer Report

9.4.1. The Property Held by the Property Disposal Officer Report is no longer required per the NASA Agency Financial Management Manual.

9.5. Annual Report of Utilization and Disposal of Domestic

NASA Personal Property

9.5.1. The Annual Report of Utilization and Disposal of Domestic NASA Personal Property and completing instructions are reflected in Appendix B. The Report is required to provide management oversight of the disposal programs. This report is the primary source used by the Manager, Warehousing and Disposal Programs, NASA Headquarters, to prepare the Annual Report of Utilization and Disposal of Excess and Surplus Property. The Annual Report of Utilization and Disposal of Domestic NASA Personal Property is prepared on a fiscal-year basis for the Jet Propulsion Laboratory and each NASA Center, including data for Component Facilities, contractors, and grantees. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the preparation, consolidation, and transmittal of the report to the Manager, Warehousing and Disposal Programs, NASA Headquarters, by October 30th of each year. Negative reports are required.

9.5.2. The Annual Report of Utilization and Disposal of Domestic NASA Personal Property indicates the volume of NASA-owned idle, excess, and surplus domestic personal property reported for disposal processing and breakouts showing the actual method of disposition for the property. The report contains NASA-owned personal property including (onsite or offsite) contractors, and grantee held NASA property. The report indicates the volume of idle or excess personal property transferred between NASA Centers and the volume received from other Federal agencies. The report indicates monies or credit (sale proceeds) received from the sale of NASA surplus usable or scrap personal property.

9.5.3. The Annual Report of Utilization and Disposal of Domestic NASA Personal Property applies to all NASA Centers, the Jet Propulsion Laboratory, and NASA Component Facilities. The report applies to NASA-owned domestic personal property, including NASA contractor and grantee-held property. The PDO may gather information from many different organizations and source documents. Source documents may include the signed appropriate disposal turn-in documents, transfer documents, sales documents, abandoned or destroyed documents, and summary reports.

9.5.4. Each NASA Center will establish and issue local procedures for acquiring information and the source documents needed to prepare the Annual Report of Utilization and Disposal of Domestic NASA Personal Property. These local procedures will establish timeframes for the submission of the appropriate summary data to the PDO. The local procedures should include the implementation of NASA Federal Acquisition Regulation Supplement 18-45.615 by deciding whether the NASA Center Industrial Property Officer or the PDO will receive the Standard Form 1424, Inventory Disposal Report. The local procedures will also identify the individual responsible for totaling the data contained on the Standard Forms 1424 received each year for inclusion on the Annual Report of Utilization and Disposal of Domestic NASA Personal Property.

9.5.5. For the purposes of the Annual Report of Utilization and Disposal of Domestic NASA Personal Property, domestic property is idle, excess, or surplus personal property physically located inside the United States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Virgin Islands, and the Trust Territory of the Pacific Islands which includes Palau and the former trust areas of the Federated States of Micronesia and the Marshall Islands.

9.5.6. The Annual Report of Utilization and Disposal of Domestic NASA Personal Property should not include exchange/sale property nor foreign property.

9.5.7. The NASA Property Disposal Management System (NPDMS) can computer generate the report 010 which summarizes all disposal transactions processed using NPDMS. Transfer transactions not processed in NPDMS will need to be manually added to the report.

9.6. Annual Report of Exchange/Sale Transactions

9.6.1. The Annual Report of Exchange/Sale Transactions, reflected in appendix C, is required to provide management oversight of the disposal program. This report is the primary source used by the Manager, Warehousing and Disposal Programs, NASA Headquarters, to prepare the consolidated NASA Annual Report of Exchange/Sale Transactions submitted to GSA, by December 29th of each year. The Annual Report of Exchange/Sale Transactions is prepared on a fiscal-year basis for the Jet Propulsion Laboratory and each NASA Center, including data for Component Facilities, cost-reimbursement contractors and grantees. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the preparation, consolidation, and transmittal of the report to the Manager, Warehousing and Disposal Programs, NASA Headquarters, by November 14th of each year. Negative reports are required.

9.6.2. The Annual Report of Exchange/Sale Transactions indicates the volume of NASA-owned personal property that was exchanged or sold for replacement purposes to acquire similar items during the fiscal year. The report includes NASA-owned personal property, including that held by onsite and offsite NASA contractors and grantees located in any part of the world. The report segregates exchange/sale property transactions by type of transaction as exchange or sale, geographic location as domestic versus foreign, source of property, and historical items. For property that was exchanged, the report indicates the line items exchanged, total original acquisition cost of the property exchanged, and the exchange allowance received, broken down by the 2-digit Federal supply classification groups. For property that was sold, the report indicates the line items sold, total original acquisition cost of the property sold, and the sales proceeds received, broken down by the first 2-digit Federal supply classification groups, and the cost of sales.

9.6.3. The Annual Report of Exchange/Sale Transactions applies to all NASA Centers, Jet Propulsion Laboratory, and all NASA Component Facilities. The report applies to all NASA-owned personal property including NASA contractor and grantee-held property located anywhere in the world that was replaced using the provisions of exchange/sale. Source documents may include disposal turn-in documents, the signed procurement documents, or supply requisition documents for exchange transactions to a vendor. Standard Form 122 transfers documents and/or sales documents for property that could not be exchanged with a vendor and must be sold.

9.6.4. Each NASA Center will establish and issue formal local procedures for acquiring information and source documents needed to prepare the Annual Report of Exchange/Sale Transactions. These local procedures should establish timeframes for the submission of summary data to the PDO.

9.6.5. For the purposes of preparing the Annual Report of Exchange/Sale Transactions, the following terms are provided for clarity:

- (1) "Acquire" means procure, purchase, or obtain in any manner, including transfer and manufacture or production, at Government-owned or-operated plants and facilities. Obtain in any manner includes lease of property.
- (2) "Domestic" means the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Island, American Samoa, Guam, the Trust Territory of the Pacific Island, and the Virgin Islands.
- (3) "Exchange" means to replace a nonexcess personal property item by trade or trade-in with the supplier of the replacement item when the value of the replaced item is used to reduce or offset the cost of the acquired item. The supplier may be a Government agency, commercial or private organization, or an individual.

(4) "Foreign" means all other areas of the world excluding the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Island, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.

(5) "Historic Item" means property having added value for display purposes because of its historical significance that is greater than the fair market value of the item for continued use. Items that are commonly available and remain in use for the intended purpose, such as military aircraft still in use by active or reserve units, would not be regarded as historic items.

(6) "Replacement" means and is limited to the process of acquiring property specifically to be used in place of property that is still needed but will no longer adequately perform all the tasks for which it was used.

9.7. Report of Activities Generating Precious Metals

9.7.1. Report of Activities Generating Precious Metals, Standard Form 291, is required to provide management oversight of the disposal programs. This report is used by the Manager, Warehousing and Disposal Programs, NASA Headquarters, to prepare the consolidated NASA annual report. The Report of Activities Generating Precious Metals is prepared on a fiscal-year basis for the Jet Propulsion Laboratory and each NASA Center and includes data for Component Facilities, cost-reimbursement contractors, and grantees. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the preparation, consolidation, and transmittal of the report to the Manager, Warehousing and Disposal Programs, NASA Headquarters, by October 20 of each year. Negative reports are required.

9.7.2. The Report Of Activities Generating Precious Metals indicates specific information regarding the types of silver and other precious metal-bearing equipment and materials processed for recovery of precious metal content. The report includes NASA-owned personal property, including that held by onsite and offsite NASA contractors and grantees located anywhere in the world. The report indicates the volume of materials processed for recovery, the potential and actual amount of precious metals recovered, and the estimated savings based on the market value of the precious metals recovered.

9.7.3. The Report of Activities Generating Precious Metals is required for all NASA Centers, the Jet Propulsion Laboratory, and NASA Component Facilities. The report applies to all NASA-owned domestic personal property, including NASA contractor-and grantee-held property. The source of the data may include photographic laboratories, production activities, medical activities, and surveys. Each NASA Center will establish and issue formal local procedures identifying the various organizations that will be required to gather the data and source documents needed to prepare the Report Of Activities Generating Precious Metals. These local procedures should establish timeframes for the submission of summary data to the PDO.

9.8. Annual Report Of NASA Personal Property Provided To Non-Federal Recipients

9.8.1. The Annual Report of NASA Personal Property Provided To Non-Federal Recipients, reflected in appendix E, is required to provide management oversight of the disposal programs. This report is the source used by the Manager, Warehousing and Disposal Programs, NASA Headquarters, to prepare the consolidated Annual Report of NASA Personal Property provided to

Non-Federal Recipients, submitted to the GSA, by December 29 of each year, as required by section 202(e) of the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 483, and FPMR 41 CFR 101-43.4701(c). The Administrator of GSA submits a report to Congress, summarizing and analyzing the reports of the Executive agencies. The report is used to identify the various alternative disposition methods and volume of personal property provided to non-Federal recipients, along with its positive or negative impact on the disposal programs.

9.8.2. The Annual Report of NASA Personal Property Provided to Non-Federal Recipients is prepared on a fiscal year basis for the Jet Propulsion Laboratory each NASA Center, NASA Component Facilities, and cost reimbursement contractors and grantees. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the report and forward to the Manager, Warehousing and Disposal Programs, NASA Headquarters, by November 14 of each year. Negative reports are required.

9.8.3. The Annual Report of NASA Personal Property Provided to Non-Federal Recipients indicates NASA-owned personal property and to be no longer required or obtained as excess property from another Federal agency and furnished to any recipient other than a Federal Agency. The report provides the name and address of each recipient and the total original acquisition cost of the property furnished to each recipient, identified by the applicable 2-digit Federal Supply Classification Group.

9.8.4. The Annual Report of NASA Personal Property Provided to Non-Federal Recipients is required for to all NASA Centers, the Jet Propulsion Laboratory, and all NASA Component Facilities. The report applies to all NASA-owned domestic personal property, including NASA contractor-and grantee-held property. The PDO may gather information from various organizations such as Grant Control Activities, Loan Control Activities, Exhibit Control Activities, and source documents. Source documents may include the signed, appropriate disposal turn-in documents, Standard Form 122 transfer documents, loan documents, grant documents, and exhibit documents.

9.8.5. Each NASA Center will establish and issue formal local procedures identifying the various organizations that will be required to gather the data and source documents needed to prepare the Annual Report of NASA Personal Property Provided to Non-Federal Recipients. These local procedures should establish timeframes for the submission of the appropriate summary data to the PDO.

9.8.6. For the purposes of the Annual Report of NASA Personal Property Provided to Non-Federal Recipients, the following terms are provided for clarity:

(1) "Personal Property" is that which includes equipment, materials, and supplies, but excludes real property.

(2) "Excess personal property" is that which is under the control of any Federal agency that is not required for its needs and the discharge of its responsibilities, as determined by the head of that agency.

(3) "Appropriation" is the major categories of funds made available by Congress to NASA in appropriations bills. This does not apply to subaccounting levels established by NASA internally.

(4) The term "within the United States" includes the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, Commonwealth of the Northern Mariana Island, and the Trust Territory of the Pacific Islands. The Trust Territory of the Pacific Islands includes Palau and the former trust areas of the federated states of Micronesia and the Marshall Islands.

(5) The phrase "furnished in any manner whatsoever" includes but is not limited to transfer, loan, lease, license agreement, and sale transactions.

(6) The term "non-Federal recipients" includes all contractors, grantees, and any other individuals or organizations that are not a Federal agency. State and local government entities are regarded as non-Federal recipients.

(7) "Federal agency" means any Executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and the Architect of the Capitol, and any activities under the Architect's direction.

(8) The phrase "NASA-owned personal property determined to be no longer required for the purposes of the appropriation from which it was purchased" includes (a) property that was no longer needed for direct NASA use by the organization unit accountable for the property, and was subsequently furnished during the reporting period to a non-Federal recipient rather than placed in the NASA Center's internal redistribution or disposal programs; and (b) property that entered the NASA Center's internal distribution or disposal programs, and was subsequently furnished during the reporting period to any non-Federal recipient.

(9) The phrase "obtained as excess property" includes personal property that was obtained from another Federal agency under the provisions of Federal Property Management Regulations, 41 CFR 101-43.

9.8.7. The Annual Report of NASA Personal Property Provided to Non-Federal Recipients should not include exchange/sale property or foreign property. NASA-owned personal property that was determined to be surplus that was disposed of by donation, sale, abandonment, or destruction under the provisions of Federal Property Management Regulations, 41 CFR 101-44 or 101-45, should not be included in the report. With respect to reporting "NASA-owned personal property determined to be no longer required for the purposes of the appropriation from which it was purchased," NASA activities are not required to research acquisition, inventory, or maintain accountable property records to determine the source of this property or the appropriation from which it was purchased.

9.9. Report Of Negotiated Sales By NASA or Agent

9.9.1. While it is Federal policy to sell property after publicly advertising for bids, property also may be sold by negotiation, subject to obtaining appropriate approvals and competition. Any negotiated sales of NASA-owned property, including contractor inventory, must be fully and adequately justified. According to section 203(e)(6) of the Federal Property and Administrative Services Act of 1949, 40 U.S.C. 484, and FPMR, 41 CFR 101-45-304-2(c), an explanatory statement of the circumstances of each disposal by negotiation of personal property will be prepared. An outline for the preparation of explanatory statements relative to negotiated sales is provided in FPMR, 41 CFR 101-45.4806. The PDO will prepare 10 copies of each explanatory statement and forward to the Manager, Warehousing and Disposal Programs, NASA Headquarters. NASA HQ will submit the explanatory statements to the Administrator of GSA for review and transmittal by the GSA to the appropriate committees of the Senate and House of Representatives. Copies of the GSA transmittal letters to the committees will be furnished to the Manager, Warehousing and Disposal Programs, NASA Headquarters, and then to the applicable PDO. In the absence of any action by a committee on the proposed negotiated disposal, NASA may consummate the sale on or after 35 days from the date of the GSA letter transmitting the explanatory statement to the committee.

9.9.2. The PDO should prepare and retain a copy of the explanatory statement for all negotiated sales. However, the explanatory statements are not required for the following:

(1) Disposal of personal property at fixed prices only when prior approval by the Administrator of GSA of the property categories to be sold.

(2) Negotiated sales at fixed prices, through State agencies for surplus property, to State and local governments including territories, possessions, political subdivisions thereof, or tax-supported agencies therein, that have expressed an interest in the property.

(3) Disposal of personal property authorized to be made without advertising by any provision of law other than section 203(e) of the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C 484.

(4) Disposal of personal property having a fair market value of \$15,000 or less.

9.9.3. The PDO at each NASA Center and the Jet Propulsion Laboratory will prepare or oversee the preparation, consolidation, and transmittal of the negotiated sales report to the Manager, Warehousing and Disposal Programs, NASA Headquarters, by October 31 of each year. Negative reports are required. An annual report listing and describing any negotiated disposal of NASA-owned surplus personal property having an estimated fair market value of more than \$5,000, other than disposal for which an explanatory statement has been previously submitted to NASA Headquarters, will be prepared on a fiscal year basis. In accordance with FPMR, 41 CFR 101-45-4702, the Manager, Warehousing and Disposal Programs, NASA Headquarters, will prepare a consolidated NASA report for submission to GSA by November 29 of each year.

9.10. Performance Measures

Timeliness of Disposal Processing Metric. The format and instructions for preparing the Disposal Processing Metric is contained in Attachment A of NASA Policy Directive 4300, "NASA Personal Property Disposal Policy."

9.11. Annual Report of Utilization and Disposal of Foreign NASA Personal Property

(RESERVED)

Appendix A. Property Held by the Property Disposal Officer Report

Property Held by the Property Disposal Officer Report

Month Ending _____, 19__

This Report is no longer required per the NASA Agency Financial Management Manual

Appendix B. Annual Report of Utilization and Disposal of Domestic NASA Personal Property

ANNUAL REPORT OF UTILIZATION AND DISPOSAL OF DOMESTIC NASA PERSONAL PROPERTY

NASA Center: _____ Page 1 of 2

Report Period: MM/DD/YY through MM/DD/YY

.....Section A - Dispositions.....

1. Beginning Balance	\$ _____,_____,_____
2. Adjustments	\$ _____,_____,_____
a. Gains (+)	\$ _____,_____,_____
b. Loss (-)	\$ _____,_____,_____
3. Property Reported for Disposal Processing	\$ _____,_____,_____
4. Utilization by	\$ _____,_____,_____
a. Generating Center	\$ _____,_____,_____
b. Other NASA Centers	\$ _____,_____,_____
5. Determined NASA Excess	\$ _____,_____,_____
6. Transferred For Use of	\$ _____,_____,_____
a. Other Federal agency by GSA	\$ _____,_____,_____
b. Other Federal agency (w/o GSA Approval)	\$ _____,_____,_____
7. Transferred for Disposal Processing by	\$ _____,_____,_____
a. GSA	\$ _____,_____,_____
b. Defense Reutilization and Marketing Office	\$ _____,_____,_____
8. Transferred to other (w/o GSA Approval)	\$ _____,_____,_____

9. Donations

a. Approved by GSA

\$ _____, _____, _____

b. to Public Bodies (w/o GSA Approval)

\$ _____, _____, _____

10. Sold

a. by GSA

\$ _____, _____, _____

b. by NASA or Agent

\$ _____, _____, _____

11. Expended to Scrap

\$ _____, _____, _____

12. Abandoned or Destroyed

\$ _____, _____, _____

13. Ending Balance

NASA Center: _____ Page 2 of 2

Report Period: MM/DD/YY

.....Section B - Idle or Excess Property

Acquired.....

14. From Other NASA Centers

\$ _____, _____, _____

15. From Other Federal agencies

\$ _____, _____, _____

.....Section C - Sale Proceeds.....

16. Usable Property Proceeds

\$ _____, _____, _____

a. Sold by GSA

\$ _____, _____, _____

b. Sold by NASA or Agent

17. Scrap Property Proceeds

\$ _____, _____, _____

a. Sold by GSA

\$ _____, _____, _____

b. Sold by NASA or Agent

.....Section D - Remarks.....

Cost of Sales

Provide the cost to NASA for the sale of NASA property sold in line 10, 16, and 17 above. Cost include both Government and contractor hours and associated tasks to complete the following:

- \$10,000 - Clerical - data input, duplication, preparing invitation for bids and receipts.

- \$ 20,000 - Contract Administration - Sales Contracting Officer and Collection Officer(s).

- \$ 2,600 - Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily

- \$ 40,000 - Warehousing - pulling and lotting, removing tags and markings, registration, auctioneer, recorder, scheduling pickup, testing and setups of computers, inventory property removal.

- \$ 3,000 - Security - gate house registration, guard during collection periods.

- \$ 5,000 - Supervision - management oversight.

- \$100,600 - Total Cost of Sales

Signature - Property Disposal Officer Date Prepared

Instructions for preparing the Annual Report of Utilization and Disposal of Domestic NASA Personal Property Appendix B, and proper recording of typical disposal actions are as follows:

On line 1, "Beginning Balance," enter the original acquisition cost of NASA domestic personal property undergoing disposal processing at the beginning of the reporting period. This will be the amount shown as the ending balance (line 15) of the previous year's report.

On line 2a, "Adjustment Gains," enter value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from physical inventory. Report the net gains to the beginning balance figure (line 1) resulting from overages and corrections. Explain all net gains exceeding \$50,000 or greater than 10 percent of line 1, whichever is

lower, under "Section D - Remarks" of the report.

On line 2b, "Adjustment Gains," enter the value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from a physical inventory. Report the net loss to the beginning balance figure (line 1) resulting from shortage and corrections. Explain all net losses exceeding \$50,000 or greater than 10 percent of line 1, whichever is lower, under "Section D - Remarks" of the report.

On line 3, "Property Reported for Disposal Processing," enter the original acquisition cost of all NASA-owned domestic personal property reported for disposal processing during the fiscal year, excluding property identified as foreign or exchange/sale. This includes component Facilities, onsite and offsite contractor-and grantee-held property. (NOTE: A warehouse receipt or acceptance of accountability by the PDO is not required.)

On line 4a, "Utilization by Generating Center," enter the original acquisition cost of all NASA-owned domestic personal property transferred for use by organization at the generating NASA Center, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. An example would be property accountable to the Johnson Space Center transferred for use to another organization at the Johnson Space Center or to a contractor at the White Sands Test Facility. The White Sands Test Facility is a Component Facility of Johnson Space Center. These various transfers should not be recorded on the report until all appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

On line 4b, "Utilization by Other NASA Centers," enter the original acquisition cost of all NASA-owned domestic personal property transferred from the generating NASA Center for use by organizations at the Jet Propulsion Laboratory or another NASA Center, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

On line 5, "Determined NASA Excess," enter the sum of lines 6a, 6b, 7a, 7b, 8, 9a, 9b, 9c, 10a, 10b, 11, and 12 if disposal records are not maintained in a computer system. For disposal records maintained in a computer system, enter the sum of the original acquisition cost of all NASA-owned domestic personal property records that have completed the internal NASA-wide screening period during the fiscal year minus transfer transactions entered on lines 4a and 4b accomplished after the internal NASA-wide screening period.

Appendix C. Annual Report of Exchange/Sale Transactions

ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS

Report Period: MM/DD/YY through MM/DD/YY

Part I: Exchange/sale transactions (Excluding exchange/sale transactions listed in sections II and III below.)

*****				*****			
EXCHANGED				SOLD			
*****				*****			
FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sale Proceeds	
=====	=====	=====	=====	=====	=====	=====	
Domestic:	*16	10	83,649	19,760	0	0	0
	36	0	0	0	5	581,305	50,398
	66	5	12,325	4,600	0	0	0
	70	100	1,210,550	430,000	6	80,073	30,300
	74	15	27,786	2,998	0	0	0
Foreign:	70	50	595,312	119,830	0	0	0
Part I Total:		180	\$ 1,929,622	\$ 577,188	11	\$ 661,378	\$ 80,698

Part II:

Property acquired from any source other than new procurement that was subsequently exchanged or sold after being placed in official use for less than one year.

*****				*****			
EXCHANGED				SOLD			
*****				*****			
FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sale Proceeds	
=====	=====	=====	=====	=====	=====	=====	
Domestic:	None	0	0	0	0	0	
Foreign:	None	0	0	0	0	0	
Part II Total:		0	\$ 0	\$ 0	0	\$ 0	

ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS

NASA Center: _____ page 2 of 2

Report Period: MM/DD/YY through MM/DD/YY

Part III: Historical Items

*****				*****			
EXCHANGED				SOLD			
*****				*****			
FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sale Proceeds	
=====	=====	=====	=====	=====	=====	=====	
Domestic:	None	0	0	0	Historical items cannot be sold under exchange/Sale		
Foreign:	NONE	0	0	0			

Part III Total:	0	\$ 0	\$ 0			
Grand Total:	180	\$ 1,929,622	\$ 5776,188	11	\$ 661,378	\$ 80,698

PART IV - Cost of Conduct Sales

Provide the cost for NASA your Center to conduct each type of for the sale of NASA for property sold in Part I and II above. Cost should include both government and contractor hours and associated tasks to complete the following:

- \$ 10,000 - Clerical - data input, duplication, preparing invitation for bids and receipts.
- \$ 20,000 - Contract Administration - Sales Contracting Officer and Collection Officer(s).
- \$ 2,600 - Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily
- \$ 40,000 - Warehousing - pulling and plotting, removing tags and markings, registration, auctioneer, recorder, scheduling pickup, testing and set ups of computers, inventory, property removal.
- \$ 3,000 - Security - gate house registration, guard during collection periods.
- \$ 5,000 - Supervision - management oversight.
- \$100,600 - Total Cost of Sales

PART V - Remarks

Federal Supply Classification Group 16, aircraft components and accessories listed in Section I of this report were exchanged (trade-in) to the manufacturer in order to acquire replacement parts for NASA Boeing aircraft B-747 and KC-135. Reference GSAGSA approved deviation, May 1, 1991, for federal supply classification group 16 items and these NASA aircraft.

Signature - Property Disposal Officer

Date Prepared

Instructions for preparing the Annual Report of Exchange/Sale Transactions and proper recording of typical disposal actions are as follows:

In "Part I: Exchange/sale transactions," the data shall be separated into two geographic categories, "domestic" or "foreign." The data in Part I should not include transactions involving books and periodicals from NASA libraries or data listed in Part II or III of this annual report. Show the 2-two-digit Federal Supply Classification Group and the total original acquisition cost of property exchanged along with the exchange allowance received. Show the 2-digit Federal Supply Classification Group and the total original acquisition cost of replacement property sold along with the sales proceeds received. If the GSAGSA combines several property items with different Federal supply classification groups into one sales lot, no attempt should be made to separate classification groups. For each mixed Federal Supply Classification Group sale lot place a sequential alpha character (e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sale proceeds for the entire lot. On the report enter a narrative in "Part V - Remarks" listing all the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSAGSA approved deviation granting approval for the transaction.

In "Part II: Property acquired from any source other than new procurement," property subsequently exchanged or sold after being placed in official property acquired as unconditional gifts or excess from other Federal agencies that were replaced prior to completion of active use for 1 full year. Show the 2-two-digit Federal Supply Classification Group and the total original acquisition group and the total original acquisition cost of property exchanged along with the exchange allowance received. Show the 2-two-digit Federal Supply Classification Group and the total original acquisition cost of replacement property sold along with the sales proceeds received. If the GSAGSA combines several property items with different Federal Supply Classification Groups into one sales lot no attempt should be made to separate the proceeds among the various Federal Supply Classification groups. For each mixed Federal Supply Classification Group sale lot, place a sequential alpha character (e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sales proceeds for the entire lot. On the report, enter a narrative in "Part V - Remarks" listing all the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSAGSA approved deviation granting approval for the transaction.

In "Part III: Historical Items," show property that was exchanged and the property was determined to have added value for display purposes because of its historical significance, that is greater than the fair market value of the item for continued use. Show the 2-two-digit Federal Supply Classification Group and the total original acquisition cost of property exchanged along with the exchange allowance received. Historical item from any Federal Supply Classification Group may be exchanged, on a one-for-one basis, without regard to any similarity restriction or ineligible Federal Supply Classification Group restrictions. Historical items may not be sold under the exchange/sale procedures.

In "Part IV - Cost to Conduct Sales," provide the cost for the Center to conduct each type of sale for property sold in Part I. Cost should include both Government and contractor hours and associated tasks to complete all sales activity listed in appendix C.

In "Part V - Remarks," enter the appropriate narrative explanation for any entry in Parts 1 or 2 of the report for (a) if the GSAGSA combines several property items with different Federal Supply Classification Groups into one sales lot thereby preventing any attempt to identify the proceeds among the various Federal Supply Classification Groups; or (b) for any Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. For each mixed Federal Supply Classification Group sales lot, place a sequential alpha character (e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sales proceeds for the entire lot. Enter a narrative listing all of the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply

Classification Groups on the sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as exchange/sale transactions that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSAGSA approved deviation granting approval for the transaction.

Appendix D. Precious Metals Report

PRECIOUS METALS REPORT

PRECIOUS METALS INTERSERVICE SUPPORT AGREEMENT/MEMORANDUM OF UNDERSTANDING

The Precious Metals Interservice Support Agreement/Memorandum of Understanding was approved on May 5, 1998. The content of the Agreement states the following:

1. This Interservice Support Agreement (ISA) is made by and between two agencies of the United States Government, the Defense Reutilization and Marketing Service (DRMS), Battle Creek, MI, and the National Aeronautics and Space Administration (NASA), Washington, D.C., to provide for support service for the cooperative services set forth herein.
2. Authority to execute and accept this agreement on behalf of DRMS is vested in the Commander or a designated representative, Director, DRMS-R), pursuant to authority contained in the DoDI 4000.19, Interservice and Intragovernmental Support, and the DoD 4160.21-M, Defense Disposal Manual, and the Federal Property Management Regulation (FPMR), which authorize civilian agencies, including NASA, to utilize the Department of Defense Precious Metals Recovery Program conducted by DRMS for the Defense Logistics Agency (DLA).
3. Authority to execute and accept this agreement on behalf of NASA is vested in the Administrator, NASA (or a designed representative), pursuant to authority contained in the Federal Property Management Regulation (FPMR), which authorizes civilian agencies, including NASA, to utilize the Department of Defense Precious Metals Recovery Program conducted by DRMS for DLA.
4. Purpose: The purpose of this agreement is to establish policies, principles, and procedures under which DRMS will provide support to NASA to effect the recovery of precious metals from hypo solutions and receive the turn-ins of scraps film, electronic equipment and other precious metals bearing materials.
5. Implementation: Support will be provided by DRMS on a nonreimbursable basis. Recovered precious metals (gold, silver and platinum family metals) will become the property of the Defense Industrial Supply Center (DISC) of the Defense Logistics Agency (DLA), which is the Item Manager. NASA will be entitled to requisition refined precious metals from DLA for use as Government-furnished material (GFM) to reduce new procurement costs.
6. Provisions/Responsibilities:

a. DRMS will--/p>

- (1.) Provide technical advice to NASA activities/personnel.
- (2.) Provide funding authority and shipping instructions, on an as needed basis for turn-ins of precious metals bearing materials/scrap from NASA to the DRMOS.

b. DRMS-DEO/DWO will--

- (1.) Determine the need and arrange for the silver recovery surveys to establish the type and quantity of silver recovery equipment for the removal of silver from photographic fixer solutions required by NASA activities.
- (2.) Provide and assist in the installation of silver recovery equipment, as required, at the NASA locations.
- (3.) Provide guidance on the operation, performance and maintained of silver recovery equipment.
- (4.) Maintain accountability of all serialized silver recovery equipment furnished by DRMS, by means of a hand receipt, to the using NASA activity.

c. DRMOs will--

- (1.) Provide technical assistance on turn-in procedures to NASA activities.
- (2.) Accept excess/surplus precious metals bearing materials/scrap from NASA activities.
- (3.) Provide NASA activities with receipt(s) (DD Form 1348-1/1a) from the turn-in of precious metals bearing materials/scrap.

d. NASA will--

- (1.) Comply with the Federal Property Management Regulation (FPMR) and the procedures set forth in the DoD 4160.21-M, Defense Material Disposition Manual.
- (2.) Provide DRMS current status of major changes to locations, personnel, silver recovery equipment and shipping/turn-ins, on an as-required basis.
- (3.) Identify to DRMS, on an as-needed basis, all NASA activities who generate precious metals under their controls, to include those specifically for photographic processing.
- (4.) Install, operate, and maintain DRMS provided silver recovery equipment.
- (5.) Ensure maximum participation by all NASA activities.
- (6.) Maintain data, prepare and provide reports, as required, in accordance with governing regulations, directives and manuals.

7. Period of Agreement:

- a. This agreement between DRMS, for DL, and NASA will remain in force indefinitely.
- b. This agreement will be reviewed every 5 years and, if necessary, amended as agreed upon by DRMS and NASA.

Specific Provisions

<p>Category Of <u>Support</u></p>	<p><u>Supplier Will:</u></p>	<p><u>Receiver Will:</u></p>
<p>STORAGE AND WAREHOUSING</p>	<p>Provide technical advice to NASA activities/personnel. Provide funding authority and shipping instructions, on an as needed basis, for turn-ins of precious metals bearing materials/scrap from NASA to the DRMOS.</p>	<p>Comply with the Federal Property Management Regulation (FPMR) and the procedures set forth in the DoD 4160.21-M, Defense Material Disposition Manual.</p>
	<p>Determine the need and arrange for silver recovery surveys to establish the type and quantity of silver recovery equipment required by NASA activities.</p>	<p>Provide DRMS current status of major changes to locations, personnel, silver recovery equipment and shipping/turn-ins, on an "as required" basis.</p>
	<p>Accept turn-ins of precious metals bearing materials/scrap from NASA activities. Provide NASA activities with receipt(s) (DD Form 1348-11a) from the turn-in of precious metals bearing materials/scrap.</p>	<p>Identify to DRMS, on an as needed basis, all NASA activities that generate precious metals under their control, to include those specifically for photographic processing. Ensure maximum participation by all NASA activities.</p>
<p>Category Of <u>Support</u></p>	<p><u>Supplier Will:</u></p>	<p><u>Receiver Will:</u></p>

		Maintain data, prepare and provide reports, as required, in accordance with governing regulations, directives and manuals.
EQUIPMENT MAINTENANCE REPAIR AND CALIBRATION	Provide and assist in the installation of silver recovery equipment, as required, at the NASA locations.	Install, operate maintain DRMS provided silver recovery equipment.
	Provide guidance on the operation, performance and maintenance of silver recovery equipment used for the removal of silver from photographic fixer solutions.	
	Maintain accountability of all serialized silver recovery equipment furnished by DRMS, by means of a hand receipt, to the using NASA activity.	

**(SEE ORIGINAL HARD CARD)
 SUPPORT AGREEMENT
 DD FORM 1144, MAR 92 (EG)**

Appendix E. Annual Report of NASA Personal Property Provided to Non-Federal Recipients

ANNUAL REPORT OF NASA PERSONAL PROPERTY PROVIDED TO NON-FEDERAL RECIPIENTS

NASA Center: _____ page 1 of 4

Report Period: MM/DD/YY through MM/DD/YY

Part I:

1. Personal property not excess to NASA but determined to be no longer required for the purposes of the appropriation from which it was purchased including (a) property that was no longer needed for NASA use by the organizational unit accountable for the property, and was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient rather than placed in the NASA Center's internal redistribution or disposal programs; and (b) property that entered the NASA Center's internal redistribution or disposal programs, and was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient.
2. Personal property obtained as excess property from another Federal agency under the provisions of FPMR, 41 CFR 101-43, that was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient. Property determined to be surplus that was subsequently disposed of by donation, sale, abandonment, or destruction under the provisions of FPMR, 41 CFR 101-44 or 101-45, is not included in this report.

RECIPIENT ORIGINAL

=====ACQUISITION

NAME/ADDRESS STATUS COST FSG

Boeing Co. Contractor \$ 3,848 70
 129 Jetplex Circle Cost Plus Award
 Madison, AL 35758 Fee
 Case Western University Grantee \$ 2,104 58
 123 Street
 Cleveland, OH 33333 Project \$ 5,082 70
 Old Dominion University Grantee \$ 2,000 66
 321 Street
 Norfolk, VA 23333

ANNUAL REPORT OF NASA PERSONAL PROPERTY PROVIDED TO NON-FEDERAL RECIPIENTS

Part I. Continued Page 2 of 4

RECIPIENT ORIGINAL

=====ACQUISITION

NAME/ADDRESS STATUS COST FSG

Lockheed Contractor \$ 40,209 23
 Yellow Creek Facility Cost reimbursement
 J.P. Coleman Park Road
 Iuka, MS 35882
 Lockheed Missiles & Space Contractor \$ 4,760 70
 Co., Inc. Cost Plus Fixed
 4800 Bradford Drive Fee
 Huntsville, AL 34444
 Lockheed Space Operations Contractor \$ 950 23
 Company Cost Plus Award \$ 71,695 48
 1100 Lockheed Way Fee \$ 369 51
 Huston, TX 44444 \$ 166 53
 \$ 440 58
 \$ 16,503 59
 \$ 4,533 66
 Texas A & M Grantee \$ 16,413 66
 123 Street Project \$ 3,191 70
 College Station, TX 44445
 Yale University Grantee \$ 4,800 66
 123 Street Formula
 New Haven, CT 23333

..... PART I - Federal Supply Classification Group Totals

Federal Supply Classification Group

23 Vehicles \$ 41,159
 48 Valves \$ 71,695
 51 Hand Tools \$ 395
 53 Hardware and Abrasives \$ 166
 58 Communication and Coherent Radiation Equipment \$ 2,544
 59 Electrical Equipment Components \$ 16,503
 66 Instruments and Laboratory Equipment \$ 27,746
 70 Automatic Data Processing Equipment \$ 18,881

..... PART I - Total: \$ 177,063

ANNUAL REPORT OF NASA PERSONAL PROPERTY PROVIDED TO NON-FEDERAL RECIPIENTS

Part II: Page 3 of 4

Loans of NASA-owned personal property to non-Federal recipients still required by NASA and being used for its authorized programs and missions, accomplished under the authority of the National Aeronautics and Space Act of 1958, as amended.

RECIPIENT ORIGINAL

=====ACQUISITION

NAME/ADDRESS STATUS COST FSG

Aerospace Corporation Loan \$ 5,000 66
 Mail Station MS-754 Profitmaking
 123 Avenue 754
 El Segundo, CA 92555
 Arizona State University Loan \$ 810 43
 Department of Chemistry Nonprofit \$ 6,823 66
 123 Street
 Tempe, AZ 82222
 Federal Republic of Germany Loan \$ 38,161 26
 Bundesministerim Fuer Nonprofit
 Forschung Und Technology
 D-5300 Bonn 2
 Frankfurt, Germany

..... PART II - Federal Supply Classification SGroup Totals

Federal Supply Classification Group

26 Tires and Tubes 38,161
 43 Pumps and Compressors 810
 66 Instruments and Laboratory Equipment 11,823

..... PART II - Total: \$ 50,794

PART III - TRANSFER OF EXCESS RESEARCH EQUIPMENT

(Stevenson-Wylder Act)

Part III: Page 4 of 4

Transfers of NASA excess research equipment under the provisions of the Stevenson-Wylder Act. If all transfer transactions have been entered into the NASA Personal Property Management and Disposal System, this portion of the report can be obtained by attaching the computer generated Report 160 created by NASA Personal Property Disposal Management System.

RECIPIENT ORIGINAL

=====ACQUISITION

NAME/ADDRESS STATUS COST FSG

Bannaker High School education organization \$ 40,209 66
 120 Hope Street scientific education
 Iuka, MS 35882
 John F. Kennedy High School education organization \$ 10,500 58
 4800 Bradford Drive technical education \$ 50,000 70
 Huntsville, AL 34444

..... PART III - Federal Supply Classification Group Totals

Federal Supply Classification Group

58 Communication and Coherent Radiation Equipment \$ 10,500
66 Instruments and Laboratory Equipment \$ 40,209
70 Automatic Data Processing Equipment \$ 50,000

..... PART III - Total: \$ 100,709

Signature - Property Disposal Officer

Date Prepared

Instructions for preparing the Annual Report of NASA Personal Property provided to Non-Federal Recipients (Appendix E) and proper recording of typical disposal actions are as follows:

In Part I, excluding loans, list any (a) NASA-owned personal property that was no longer needed for NASA use by the organizational unit accountable for the property and was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient rather than placed in the NASA Center's internal redistribution or disposal programs; (b) property that entered the NASA Center's internal redistribution or disposal programs, and was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient; or (c) personal property obtained as excess property from another Federal agency under the provisions of FPMR, 41 CFR 101-43 that was subsequently furnished during the reporting period in any manner whatsoever to any non-Federal recipient. NASA activities are not required to research acquisition, inventory, or accountable property records to determine the source of this property or the appropriation from which it was purchased. Enter the name and address of each recipient of property; the status of each recipient (i.e., cost-reimbursement contractor, fixed price contractor, project grantee). If the recipient acquired Federal personal property under two or more arrangements (e.g., cost-reimbursement contract and project grant) each arrangement will be specified in the report; and total original recipient, identified by each applicable 2-digit Federal Supply Classification Group. List recipients in alphabetical order by name and list multiple Federal Supply Classification Groups from low to high on the report. At the end of Part I, list the total value of the personal property (excluding loans) provided to all the recipients listed in Part I, subtitled by each applicable Federal Supply Classification Group.

In Part 2, list any loans of NASA-owned personal property to non-Federal recipients. If a loan is for more than one year, then it should be listed the year the loan was first made and not listed in the following year, unless formal renewal is performed. If any loans are renewed, they should be listed again in the year of renewal. Loans should be listed during the fiscal year they occur even if the property is loaned for less than a year and the property has been returned to NASA prior to preparing the report. Enter the name and address of each recipient of property. Identify the transaction as a loan and enter the status of each recipient as either profit making or nonprofit making. Enter the total original acquisition cost of all property loaned to each recipient, identified by each applicable 2-digit Federal Supply Classification Group. List recipients in alphabetical order by name and list multiple Federal Supply Classification Groups from low to high on the report. At the end of Part II, subtitled by each applicable Federal Supply Classification Group.

In Part 3, list any transfers of excess research equipment under Stevenson-Wylder Act authority for providing NASA-owned personal property to non-Federal recipients. Provide the name and address of each recipient and the total acquisition cost of all property furnished to each recipient, identified by each applicable 2-digit FSCG. If all transfer transactions have been entered into NPMDS, this portion of the report can be obtained by attaching the computer-generated Report 160 created by NPDMS. At the end of Part III list the total value of the personal property provided to all the recipients listed in Part III, subtitled by each applicable Federal Supply Classification Group.

SUPPORT AGREEMENT			
1. LINE ITEM NUMBER	2. SUPPORTED FISCAL YEAR	3. EFFECTIVE DATE (FPMR)	4. SUPPORT DATE
58-4601-9713-001	970801	970801	INDEFINITE
5. SUPPORTING ACTIVITY		6. RECEIVING ACTIVITY	
7. NAME AND ADDRESS Defense Remediation and Marketing Service ATTN: DRMS-RB Federal Center 74 N. Washington Bante Creek, MI 48017-3092		8. NAME AND ADDRESS National Aeronautics and Space Administration Code JLG, Logistics Management Office Washington, D.C. 20546-0001	
9. NAZOS COMMAND DLA		10. NAZOS COMMAND NASA	
11. SUPPORT PROVIDED BY SUPPLIER			
12. SUPPORT QUANTITY, UNIT, VALUE, AND UNIT PRICE		13. BASIS FOR REIMBURSEMENT	14. ESTIMATED REIMBURSEMENT
STORAGE		Non-reimbursable	0
EQUIP MAINT		Non-reimbursable	0
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. SUPPORTING AGREEMENT			
16. CONTRACT NUMBER	17. DATE SIGNED	18. SIGNATURE	19. DATE SIGNED
	7-10-97	MALCOLM L. PETERSON	4-20-98
20. APPROVING AUTHORITY		21. APPROVING AGENCY	
22. TITLE NAME BARRY L. CHAPMAN, Comptroller		23. TITLE NAME JEFFERY F. SUTTON, Act. Assoc. Admin.	
24. TELEPHONE NUMBER Office of Comptroller (DRMS-R) (616) 961-5771		25. TELEPHONE NUMBER Office of Management Sys & Facilities (Code J) 202-358-2800	
26. SIGNATURE Barry Chapman		27. SIGNATURE Jeff Sutton	
28. DATE SIGNED 5/4/98		29. DATE SIGNED 4/20/98	
30. APPROVING AUTHORITY SIGNATURE		31. APPROVING AGENCY SIGNATURE	

DD FORM 1144, MAR 92 (EG) FORM III

11. GENERAL PROVISIONS (Complete blank sections and add additional general provisions as appropriate. A.g., responses to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

a. The receiving component will provide the supplying component progress of requested support. (Significant changes in the receiving component's support requirements should be substantial to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of DRMS-SOM prior to changing or canceling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to: N/A

d. All rates representing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as inflation, cost increases, and personnel salary rate increases. The recipient will be notified immediately of such rate changes that must be passed through to the support recipient.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

g. Enclosure 1 lists NASA Precious Metals Recovery Locations.

h. Enclosure 2 lists the DRMS Points of Contact for D&D Silver Recovery Equipment.

i. Enclosure 3 lists all the DRMOs to utilize for the turn-in of precious metals bearing materials/scrap.

ADDITIONAL GENERAL PROVISIONS ATTACHED: YES NO

12. SPECIFIC PROVISIONS (As appropriate. A.g., describe use and of receipt facilities, where applicable and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/assessment of support requirements.)

SEE ANNEX II

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: YES NO

DD FORM 114, MAR 82 (REV 88)

DRMS-SOM [Signature] CONCUR [Signature]
 DRMS-SO [Signature] CONCUR [Signature]