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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

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

Responsible Office: Logistics Management Division

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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.

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