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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Personal Property Disposal Procedural Requirements

Responsible Office: Logistics Management Division

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Chapter 3. Disposal of NASA Excess Property

3.1 Background

3.1.1 This chapter sets forth the requirements for turning in NASA-owned property (including contractor-held property located on NASA Centers) to the Center PDOs for future utilization or marketing.

3.1.2 Disposition decisions should be made after considering reuse opportunities in order to offset cost of acquiring replacement property (see Chapter 2 and Chapter 6).

3.1.3 Abandonment and/or destruction of excess property may occur any time during the disposal process and shall be coordinated and processed through the Center PDO (see Chapter 10).

3.2 Turn-In of Excess Property to Center PDO

3.2.1 Each NASA organization is responsible for continually reviewing its assigned property to identify property no longer needed for operational purposes, property that needs to be replaced, or property that is a potential artifact.

3.2.1.1 Each NASA organization turning in property shall provide sufficient commercial descriptive detail (41 C.F.R. 102-36.260) to permit electronic or physical screening, transfer, and sales to potential new recipients.

3.2.1.2 NASA organizations shall indicate the current property condition and provide a narrative description of any hazards and required repairs.

3.2.1.3 Operating manuals, maintenance record logs, or other instructional or informational publications on the property shall be included when reporting the excess property to the Center PDO in accordance with 41 C.F.R. 102-36.235 and § 102-36.240.

3.2.2 Each NASA organization is encouraged to give at least 90 working days advance notice to the Center PDO to report excess property that may be generated from planned moves, demolitions, new construction, project closings, new procurement actions, or any other situation that will require advance resource planning on the part of the Center PDO. This allows the Center PDO time to coordinate with GSA to reduce the normal disposal timeframes and minimize physical movement of the property.

3.2.3 Excess NASA property that is controlled by the NASA PP&E System shall be reported to the Center PDO by ECN in N-PROP or in accordance with local Center procedures.

3.2.4 Excess NASA property that is controlled by the NASA Materials Management Information (MMI) System shall be reported to the Center PDO using the DSPL electronic interface.

3.2.5 Excess NASA property that is not controlled by the NASA PP&E System or MMI shall be reported to the Center PDO through N-PROP "Initiate Non-Controlled Excess Request" or in accordance with local Center procedures.

3.2.5.1 The Center Communications Office, HPO, Center Exhibit Manager, and programs shall assist in the identification and disposition of potential artifacts by reporting the items of historic significance in accordance with NPR 4310.1.

a. In the case of building demolitions, the Center Facility Manager responsible for the demolition shall coordinate a walkthrough of the building by representatives of the Center's Real Property Accountability Officer (RPAO), Communications Office, Historical Preservation Office, Exhibit Manager, and Center PDO to determine if any related property or property generated during the demolition process (an item detached from real property is considered personal property) should be treated as a potential artifact in accordance with NPR 4310.1. This walkthrough should be done early to allow for any potential offset in the cost of demolition.

b. If a determination warrants screening the potential artifacts (e.g., by the Agency, schools, universities, museums), the Center PDO shall contact the NASA Headquarters DPM for guidance.

3.2.5.2 Specific categories of property (such as, but not limited to, hazardous materials, drugs, Nuclear Regulatory Commission (NRC) controlled property) require additional descriptive information and shall be accompanied by additional documentation such as material safety data sheets, shelf life, and certification that the hazardous material has been clearly labeled as specified in NPR 4100.1.

3.2.5.3 The Center PDO shall not receive or accept any hazardous waste products.

3.2.5.3.1 Hazardous waste shall be disposed of in accordance with NPD 8500.1, NPR 8553.1, and with the NASA Center environmental policies and procedures.

3.2.6 When NASA mission-specific property/hardware is no longer required by a Program, the Program or Project Manager, in consultation with the CEA, shall determine the export control classification. Typically, this determination is required to confirm either ITAR or EAR export control jurisdiction. The export control determination will affect disposal options and notification requirements for recipients (see NPR 2190.1). There also may be a limited number of items that fall under Department of Energy (DOE) (e.g., nuclear materials and systems for spacecraft thermal and power systems) or NRC (e.g., radioactive sources and nuclear reactor systems for spacecraft thermal and power systems) jurisdiction and regulations.

a. The determination whether an item can be sold to a U.S. citizen (the EAR states "U.S. person" but NASA has restricted it to U.S. citizens) through Federal sales should consider compromise to national security, commercial and industrial sensitivities (e.g., terrorist threat assessment; compromise to proprietary military, commercial, and industrial technology; and the ability for conversion and use as a weapon). This determination should identify whether key point destruction can mitigate the concerns or whether complete destruction is required. See Figure C-1, Special Handling Requirement Planning Process.

b. Generally, items that are controlled under the ITAR are controlled to some level under the EAR. However, many are classified as EAR 99; EAR 99 items generally consist of low-technology consumer goods, do not require a license in many situations, and do not warrant the strict Agency scrutiny described in section 3.2.6.a unless the program or the NASA Export Administrator requires it.

3.2.6.1 Mission-specific property/hardware is NASA-owned hardware or property that has a technical use or applies to a NASA scientific, aeronautics, or space mission. For example, spacecraft, space vehicles, aerospace vehicles, remote sensing equipment, x-ray hardware, guidance and control, engineering instrumentation, specially designed storage containers, measuring and test equipment are considered mission-specific property/hardware. Mission-specific property/hardware would also include cranes, forklifts, and engineering equipment that is specifically designed or modified for a NASA mission. It does not include office furniture or general operating equipment available as off-the-shelf open purchase.

3.2.7 Special handling may be required for disposition of property that is controlled under ITAR or listed on the United States Munitions List (USML). The export control determination affects NASA options for disposal (e.g., transfer, donation, or sale) of the item when it is no longer needed. The Center PDO shall contact the program and CEA for assistance in this determination. Appendix C provides classification and special handling guidelines for disposition of some property controlled per ITAR and EAR.

3.2.7.1 NASA shall follow DoD DEMIL procedures contained in DoD Manual 4160.28-M-1 when disposing of items procured by or under the control of DoD.

3.2.7.2 For all other USML items acquired by NASA that are not procured by or under the control of DoD, the NASA program with custodial responsibility for the property shall determine the special handling requirements when disposing of the items.

3.2.7.3 In addition to USML items, military sensitive technologies may also require special handling. Military sensitive items include: night vision goggles and technology; remote sensing equipment, such as hyperspectral and synthetic aperture radar (SAR) imagers; space-qualified, cooled infrared (IR) detectors; guidance, navigation and control systems; attitude control systems; autonomous capabilities systems; propulsion systems; launch vehicle and spacecraft antennas, such as phased array and beam-forming antennas; optical cross-links and laser

communications; power generations systems, including high efficiency solar cells and panels; radiation hardened microelectronic circuits; and systems engineering knowledge. The CEA shall be consulted as required.

3.2.7.4 Transfer documentation for all personal property categorized as EAR and/or ITAR shall include documentation signed by recipients disclosing that they understand and agree to comply with the control requirements (see Appendix F.2).

3.2.8 Firearms may be reported for disposal (41 C.F.R. 102-36.375). However, excess firearms shall only be transferred to those Federal agencies authorized to acquire firearms for official use. GSA may donate certain classes of surplus firearms to State and local government activities whose primary function is the enforcement of Federal, State, and/or local laws and whose compensated law enforcement officers have the authority to apprehend and arrest.

3.2.8.1 Firearms not transferred or donated shall be destroyed and sold as scrap (41 C.F.R. 101-42.1102-10 (c)).

3.2.9 Each NASA organization shall provide the Center PDO with any copyright or license restrictions documentation for software; if not, the software cannot be transferred outside of NASA or it has to be destroyed.

3.2.9.1 NASA-held information technology digital media storage, as defined in NPR 2810.1, shall be removed and destroyed in accordance with NPR 2810.1 and the associated Information Technology Security (ITS) Handbooks on Media Protection (ITS-HBK-2810.11-01: Media Protection and ITS-HBK-2810.11-02, Media Protection: Digital Media Sanitization).

3.2.9.2 All NASA-held computers and other devices with storage shall not leave the Agency through disposal without hard drives and any functional equivalent information storage technology or media having been destroyed unless otherwise specified by the Headquarters Office of the Chief Information Officer (OCIO) and the LD.

a. Sanitization documentation shall accompany hardware in the form of Media Sanitization Record, which can be found in ITS-HBK-2810.11-02 Media Protection: Digital Media Sanitization or equivalent document.

b. All removed hard drives and any functionally equivalent information storage technology media shall be kept in a controlled area (not in an unsecured area or outside).

c. Removed hard drives/data storage devices shall be destroyed as soon as possible and the destruction witnessed and recorded using a NASA Form (NF) 812, Determination and Authorization to Abandon or Destroy Surplus Property (see Chapter 10.5). Due to complete destruction, no verification by sampling is required. The remains of the unit (minus data) will go to a certified Responsible Recycler (R2) in accordance with Federal regulations and policies (see Chapter 8).

d. The National Security Agency (NSA) provides a list of evaluated products that are acceptable and approved for high-security disintegrators, optical storage devices destruction apparatus, punched tape destruction devices, and degaussers. This list can be found at the following Web site:

http://www.nsa.gov/ia/mitigation_guidance/media_destruction_guidance/index.shtml. For a list of NASA approved sanitization tools, see ITS-HBK-2810.11-02: Digital Media Sanitization.

3.3 Reporting NASA Excess Property

3.3.1 Center PDOs shall electronically transmit the excess report to GSA via DSPL for maximum visibility of NASA excess property located in the United States (reporting requirements are provided in section 2.6).

3.4 Withdrawals and Corrections

3.4.1 Requests for withdrawal (for NASA utilization) of NASA excess property previously reported to GSA shall be submitted to the GSA regional office to which the report of excess property was forwarded.

3.4.1.1 Property should not be utilized until approval for withdrawal is received from GSA, with the exception of property transferred for major disaster relief (41 C.F.R. 102-36.370)

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

3.4.3 Property withdrawal and data correction requests shall be transmitted via DSPL to GSA.

3.5 Inventory of Excess Property

3.5.1 A physical (total wall-to-wall, floor-to-ceiling) inventory of all property managed in DSPL shall be conducted no less than once every three years to ensure accountability and to minimize property loss.

3.5.2 Unannounced, random physical inventories (as determined by the Center PDO) shall be conducted at least once every quarter to verify inventory accuracy and the results recorded.

3.5.2.1 Any adjustments required as a result of any physical inventory shall be supported by the appropriate documentation and recorded as adjustments to the appropriate inventory and/or financial records.

3.5.2.2 Once the excess property has been receipted for by the disposal personnel, in the event of the loss of the property, the Center PDO shall submit the Property Survey Report, NF 598, to the Center SEMO.

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