

ANNEX 9.6

REDISTRIBUTION AND UTILIZATION OPERATIONS

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9.6.1 General Information

9.6.1.1 Annex Description

This Annex identifies the functions necessary to operate and maintain a total mechanized inventory control system, as well as a total storage function for all excess Government property from time of receipt into storage through accomplishments of reutilization or disposal activities. All functions shall be performed in accordance with all applicable Federal Property Management and NASA Regulations including: 41 Code of Federal Regulations (CFR) Chapter 101, Subpart H, NASA Series 4300 NASA Disposal Management.

9.6.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interest. The handling of all precious metals shall be restricted according to the following:

- a. Upon receipt of precious metals contractor shall record the required information from the turn-in document into the precious metals logbook.
- b. All precious metals shall be secured in the designated area.
- c. The Contractor shall conduct a monthly inventory of all precious metals or precious metal-bearing materials and verify the count with the logbook.

9.6.1.3 Applicable Documents

The Contractor shall comply with all applicable regulations, policies and procedures. To include 41 CFR 101; NASA Series 4100; 4200; 4300 and the NASA Property Disposal Management System (NPDMS) Users and Operations Guide.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.6.2	Reutilization and Disposal	Operate and maintain a total warehousing and documentation function, utilizing the NPDMS for the reutilization and disposal of excess Government property. Processed is defined as actions required from original input to reutilization or final disposal. Operate and maintain all functions necessary to successfully complete General Services Administration (GSA) sales. This includes:	4,000 line items processed in NPDMS per year. Semi-annually	See below
9.6.2.1	GSA Auction Sales	a. Lot sale in NPDMS and obtain concurrence from GSA b. Pull stage, mark and verify lotted items per GSA documentation c. Walk-thru inspection with GSA d. Assist Bidder Inspection/Registration e. Obtain on site Security assistance f. Provide tailgate loading service for sold items g. Provide special tailgate services to include loading by crane and/or forklifts rated higher than 6,000 lbs.	1,000 line items 12 sales per year.	From start to final concurrence 7 workdays Sale items properly lotted, verified and marked prior to opening of Sale Inspection by bidders. Exchange/Sale items shall be identified for separate lotting. Verify lots against GSA paperwork, remove NASA tags and load trucks.
9.6.2.2	GSA Sealed Bid Sale	a. Lot sale in NPDMS and obtain concurrence from GSA b. Pull stage, mark and verify lotted items per GSA documentation.		Same as above Notify bidder within 24 hours of receipt from GSA.

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		<ul style="list-style-type: none"> c. Perform registration and inspection surveillance. d. Coordinate sold items with successful bidder and schedule removal. e. Provide tailgate loading service for sold items f. Provide special tailgate services to include loading by crane and/or forklifts rated higher than 6,000 lbs. 	12 sales a year.	Must follow GSA minimum sale requirements.
9.6.2.3	GSA Drop Bid	<ul style="list-style-type: none"> a. Special sale conducted for office furniture set in a display area of the warehouse. <p>Receive and check, verify and place property in storage location.</p> <p>Forward all documentation requiring NASA signature of receipt to SSC Property Disposal Officer or designee.</p> <p>Upon receipt, all hazardous material shall be placed only in designated storage areas. Upon receipt of all artifacts/historically significant items shall be placed only in designated secure area.</p> <p>Process all input/output documentation to and from the NPDMS. Documentation includes; turn-in documents, freeze lists, requests for issuance of property, title request letters, letters requesting screening authorization. Review and maintain all documentation generated from NPDMS printers.</p> <p>Process all requests for reutilization and authorizations for disposal including, "Standard</p>	<p>4,000 line items</p> <p>Nothing additional</p>	<p>Within 5 workdays of physical receipt of property.</p> <p>Same day as received. No instance of improperly stored material.</p> <p>2 workdays to process all documentation.</p> <p>Within 5 workdays of request.</p>

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		<p>From SF122" Transfer order Excess Personal Property, Request for Turn-in SSC Form 55, NASA 811, Determination for Classification of Property as Scrap or Salvage, NASA Form 812 Determination and Authorization to Abandon or Destroy Surplus Property.</p> <p>Complete reutilization or disposal activities including issuance of property to requestors (on-site, other NASA Centers, other Federal Agencies, schools and other qualified non-federal recipients of donated property) placing scrap metal and material for destruction in appropriate bins.</p>		<p>Within 5 workdays from screening end date.</p>
9.6.3	Reserve			
9.6.4	Physical Inventory	<p>Contractor shall perform a physical inventory of the SSC R& U Warehouse and all related facilities to include the laydown yard and scrap yard.</p> <p>Accomplish complete reconciliation and notify the Property Disposal Officer (PDO) of the final results, including number and original acquisition cost of items on hand at start of inventory, number and original acquisition cost of line items located, number and original acquisition cost of line items not located.</p>	Triennial basis.	<p>Next inventory shall be performed fiscal year 1999.</p> <p>Complete reconciliation and reporting within 30 workdays after completion of physical count.</p>
9.6.5	Property Held by Property Disposal Officer Report	Prepare and submit original report to the PDO or designated Technical Managers Representative by	12 reports per year.	No later than close of business the 5 th workday of

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		close of business on the 5 th workday of each month DR 9-LS02 for data requirements		the month for the previous month's activity.
9.6.6	Annual Report of Exchange/Sale Transactions	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative See DR 9-LS03for data requirements.	1 report per year.	No later than October 10 of each year.
9.6.7	Report of Activities Generating Precious Metals	Prepare and submit original SF291 Report of Activities Generating Precious Metals to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative . See DR 9-LS04 for data requirements	1 report per year.	No later than October 10 of year.
9.6.8	Annual Report of Personal Property Provided to Non-Federal Recipients	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative. See DR 9-LS05 for data requirements.	1 report per year.	No later than October 10 of year.
9.6.9	Performance Measures Report	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative . See DR 9-LS06 for data requirements.	2 reports per year.	No later the April 10 and October 10 of every year.
9.6.10	Semiannual Report of Personal Property Management Operations	Provide the specific data elements for the semiannual time periods (October - March; April - September) and submit original to the SSC Supply & Equipment Management Officer(SEMO) or designated	2 reports per year.	No later the April 10 and October 10 of every year.

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Representative.
See DR 9-LS07 for data requirements