

ANNEX 9.7

EQUIPMENT ACCOUNTABILITY

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9.7.1 General Information

9.7.1.1 Annex Description

This Annex identifies the NASA Equipment Management System (NEMS) Documentation Processing operation. The Contractor is required to operate and maintain a total documentation function for the John C. Stennis Space Center (SSC) database in the NEMS. Compliance with all applicable Governmental regulations is required - particularly ****NASA Series 4200, NASA Equipment Management****.

9.7.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interests.

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9.7.2	Process NEMS Reports/Documents	Schedule and process NEMS on-line requested reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians.	1,800 reports/ documents per year. (Historical average time per transaction - 3 minutes	Day request received.
9.7.3	Distribute Reports/Documents	Distribute NEMS on-line reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians via SSC mail system.	12,000 reports/ documents per year.	Day received from printer.
9.7.4	Documentation Function - NEMS	Operate and maintain a total documentation function - NEMS.	15,000 input transactions per year.	See below.
		Input all adds, deletes, changes, and table updates to the NEMS data base.	Nothing additional.	3 workdays.
		Check all transactions processed into the NEMS data-base to verify accuracy; correct all errors prior to beginning the next day's work.	Nothing additional.	Next workday after input.
		Make copies of all adds, deletes, or cost change transactions for capitalized equipment and forward to the SSC Financial Management Division. Resolve all discrepancies, and notify the SSC NEMS Equipment Manager or the Supply and Equipment Management Officer or designee for final reconciliation when appropriate.	Nothing additional.	Copies will be made and forwarded monthly; discrepancies will be resolved immediately upon notification by the SSC Financial Management Division.

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9.7.5	Documentation-NEMS Inventory	Operate and maintain a total documentation function - NEMS Inventory.	3,500 input transactions per year.	See below.
		Input all add, deletes, and changes to the NEMS Inventory database.	Nothing additional.	5 workdays.
		Check all transactions processed into the NEMS Inventory database to verify accuracy.	Nothing additional.	Next workday after input.
9.7.6	Equipment Control Number Register	Post information from NEMS source document and transmittal form to the Equipment Control Number Register per NASA Series 4200.	3,500 postings per year.	See below.
		Information on all adds, deletes, and cost changes to be posted to logbooks located in NEMS control.	Nothing additional.	2 weeks.
		Verify that all NEMS entry reference numbers are accounted for and in numerical sequence from daily input.	Nothing additional.	Next workday after input.
	Testing NASA Equipment Management System (NEMS)	Contractor shall perform tests to NEMS upon notice of new system upgrades (releases).	Three releases annually. Approximately 10 hours testing per release.	Testing of NEMS release to be completed within one week of release being installed.
9.7.7	Physical Inventory (Equipment)	Contractor shall perform physical inventories of all	100% inventory of	Scheduled inventories to

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		<p>NASA/SSC controlled and sensitive equipment in accordance with NASA Series 4200.</p> <p>This function includes advance notification to property users of inventory date, the physical scanning of equipment, creating discrepancy files, suspense files, tracking incident/survey/found on station reports and final close out of inventory process.</p>	<p>controlled and sensitive equipment to be accomplished on approved triennial basis.</p> <p>120 custodial accounts. A minimum of 40 one hundred percent account inventories per year.</p> <p>Approximately 10 unscheduled inventories per year.</p>	<p>be completed and closed out per schedule.</p> <p>Triennial close-out completed and forwarded to NASA HQ on schedule.</p>
9.7.8	Tracking of Shipped Equipment	<p>Maintain a tracking system for all equipment in NEMS shipped from NASA SSC for repair, test, relocation, borrow, etc.</p> <p>Prepare a Borrow Out or Repair Out transmittal form for all controlled equipment shipped from NASA SSC on a **DD 1149 Shipping Document**.</p> <p>Run 2 copies of the DD 1149 Form. Place a check on the original DD 1149 Form and return to NASA SSC Supply and Equipment Management Officer or designee. Forward 1 copy to Central Receiving. Place the second copy with the Borrow-Out, Repair-Out transmittal and input into NEMS.</p>	<p>200 line items per month.</p> <p>Nothing additional.</p> <p>Nothing additional.</p>	<p>See below.</p> <p>5 workdays.</p> <p>Day transmittal is prepared.</p>

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		Equipment returned to SSC will be received by Central Receiving on the DD 1149 Form copy on which it was shipped out. This document is forwarded to NEMS Control by Central Receiving who will process a transmittal showing equipment has been returned	Nothing additional.	5 workdays.
		Receive the Borrow-Out Return Candidate report and the Repair-Out Return Candidate report (NEMS generated). Forward both reports to the appropriate property custodians to determine if the equipment has been returned. Upon receipt of reports from custodians, process the appropriate transaction to return the equipment or extend the due date. Forward reports with no custodian response received to NASA Supply and Equipment Management Officer or designee.	Nothing additional.	Monthly.
9.7.9	Full-time Property Custodians	<p>The Contractor shall provide a full-time property custodian to perform the duties outlined in NASA Series 4200 Equipment Management Users Property Custodian Guide for the control of government property.</p> <p>Full-time custodians will also be responsible for managing bench stock operations in area of assignment utilizing NSMS.</p> <p>Full-time custodians will be assigned work under a SSC Stennis Work Request.</p>	Nothing additional.	

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9.7.10	Property Custodian Training	Provide Training(Quarterly) to SSC Approved Custodians and Managers. All new custodians shall be trained within 4 months. All custodians shall receive refresher training annually.	122 Custodians	All custodians Receive training within 4 months of appointment to position.