

1. DRD Title Reports Required for Logistics	2. Version 09/10/2013	3. DRL No. 14	4. RFP/Contract No. NNJ13470997R / NNJ14HA03B
5. Use (Define need for, intended use of, and/or anticipated results of data) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity.		6. DRD Category Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs)		

8. Preparation Information (Include complete instructions for document preparation)

A. SCOPE:

The following reports are required when on-site storage of program stock totaling \$75,000 or greater is in one location.

B. CONTENT:

1. Data Input for NASA Form 1324, Semi-Annual Report of Personnel Property Management Operations.

This semi-annual report defines the following line item data elements, of March 15 and September 15 of each year:

- a. Material Inventory Status
- b. Material Inventory Activity
- c. Material Acquisition Activity
- d. Material Receiving Activity
- e. Logistics Personnel Resources Report

Reference: NPR 4100, NASA Materials Inventory Management Manual

Due Dates: March 25 and September 25

2. Data Input for NASA Form 1489, Semi-Annual Analysis of Fixed Inventory Assets

- a. This semi-annual report defines the following monetary data elements as of March 15 and September 15 of each year.
- b. Starting Price: Price of Receipts, Price of Issues, Ending Price

Note: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Programs and Standby stock (see the JSC Stocks Stock Catalog prefaces for a detailed

explanation of these codes).

Reference: NPR 4100, NASA Materials Inventory Management Manual.

Due Dates: March 25 and September 25

Forms for Data Input are available through JB3/Contract Property Management Branch web page under "Reporting Support".

<http://www6.jsc.nasa.gov/ja/jb/jb3.cfm>

3. NASA Form 1619, Physical Inventory of Materials Annual Report:

This annual report identifies the sampling inventory actions completed by the Contractor. This report contains the following data by Object Class Code (see the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)

- a. Line items and dollar value of items inventoried.
- b. Number of line items with variance.
- c. Dollar value of discrepant items, including overage, shortage, and gross discrepancies.
- d. Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.
- e. A brief explanation of cause, of discrepancies, and actions to minimize the chance for recurrence.

Due Date: September 25

Note: All of the above are to treat Contractor-Acquired Material (CAM) and Government Furnished Material as one lot.

4. Quarterly Report of Contractor-Acquired Material (CAM):

This report will consist of two transfer documents (DD Form 1149) that identify material purchased, and received by the Contractor for on-site use. The two documents will be differentiated as follows:

- a. Items bought for direct consumption on site.
- b. Items issued to storeroom(s) that will impact the dollar value of assets on hand.

The DD Form 1149 will be transferring accountability of these assets to NASA and will be accompanied by requisitions, issue documents, engineering work orders (if flight material destined for a bond room), or any other similar form approved for use by the JSC Property Administrator. The DD Form 1149 shall identify total number of line items and total value.

Due Date: 15 working days after the end of the Quarter/Fiscal Year.

5. Annual Report of Exchange/Sale:
- a. As defined by the NASA Property Administrator (PA).
 - b. Submitted 15 days after the end of each Government Fiscal Year if required by the NASA PA.

C. FORMAT:

Forms for Data Input are available through JB3/Contract Property Management Branch web page under "Reporting Support".

<http://www6.jsc.nasa.gov/ja/jb/jb3.cfm>

D. MAINTENANCE:

See Data Requirements List (DRL).

E. DISTRIBUTION:

Distribution shall be in accordance with the DRL.

F. APPLICABLE DOCUMENTS:

N/A