

spares). Also included are deliverable items on which the contractor or a subcontractor has begun work, and materials issued from inventory. Work in Process shall include the unit acquisition cost of completed end items of property which otherwise meet the definition of Agency-Peculiar Property, but which are destined for permanent operation in space, such as satellites and space probes.

[65 FR 54815, Sept. 11, 2000, as amended at 66 FR 41806, Aug. 9, 2001]

**1845.7101-4 Types of deletions from contractor property records.**

Contractors shall report the types of deletions from contract property records as described in this section.

(a) *Lost, damaged or destroyed.* Deletion amounts that result from relief from responsibility under FAR 45.503 granted during the reporting period.

(b) *Transferred in Place.* Deletion amounts that result from transfer of property to a follow-on prime contract or other prime contract with the same contractor.

(c) *Transferred to NASA Center accountability.* Deletion amounts that result from transfer of accountability to the NASA Center responsible for the contract, whether or not items are physically moved.

(d) *Transferred to another NASA Center.* Deletion amounts that result from transfer of accountability to a NASA Center other than the one responsible for the contract, whether or not items are physically moved.

(e) *Transferred to another Government agency.* Deletion amounts that result from transfer of property to another Government agency.

(f) *Purchased at cost/returned for credit.* Deletion amounts that result from contractor purchase or retention of contractor acquired property as provided in FAR 45.605-1, or from contractor returns to suppliers under FAR 45.605-2.

(g) *Disposed of through plant clearance process.* Deletions other than transfers within the Federal Government, e.g., donations to eligible recipients, sold at less than cost, or abandoned/directed destruction.

(h) *Other.* Types of deletion other than those reported in paragraph (a) through (g) of this section such as

those resulting from reclassifications (e.g. from equipment to agency-peculiar property).

[65 FR 54816, Sept. 11, 2000, as amended at 66 FR 41806, Aug. 9, 2001]

**1845.7101-5 Contractor's privileged financial and business information.**

If a transfer of property between contractors involves disclosing costs of a proprietary nature, the contractor shall furnish unit acquisition costs only on copies of shipping documents sent to the shipping and receiving NASA Centers.

[65 FR 54816, Sept. 11, 2000, as amended at 66 FR 41806, Aug. 9, 2001]

**1845.7102 Instructions for preparing DD Form 1419.**

(a) The contractor shall enter the essential information covering Sections I and II before submission of DD Form 1419, DOD Industrial Plant Equipment Requisition, to the Industrial Property Officer (IPO). The IPO shall review each submission for completeness and authenticity. Incomplete or invalid requests shall be returned for correction.

(b) When a suitable item is allocated in Section IV, inspection of the equipment is recommended. Notification of acceptance or rejection of the item offered must reach NASA within 30 days after allocation. A copy of the DD Form 1419, or equivalent format, will serve as the clearance document to inspect the equipment at the storage site. Note acceptance or rejection of the item, without inspection or after inspection in Section VI. If the item is acceptable, execute Section VII. Cite the NASA appropriation symbol where applicable in Section VII.

(c) The IPO shall assign a requisition number to each DD Form 1419, or equivalent format request.

(d) Next will be a four-digit entry comprised of the last digit of the current calendar year and the Julian date of the year. For example, April 15, 1997, would be written as 7095 (April 15 being the 95th day of the year). The last entry will be a four-digit number from 0001 to 9999 to sequentially number requisition forms prepared on the same date. For example, the ninth requisition prepared on April 15, 1997, would be 7095-0009, preceded by the

FEDSTRIP/MILSTRIP Activity Address Code. When submitting subsequent DD Forms 1419, or equivalent format, related to the item requested, the IPO shall use the same requisition number and add the alpha code to the end of the requisition number to indicate a second or third action on the basic request. Alpha "A" would indicate a second request, "B" a third, etc. In this manner, all actions, correspondence, etc., relative to a given request can be identified at all levels of processing by the use of the requisition number.

(e) Detailed directions for completing the DD Form 1419 follow. The contractor may elect to provide the required data in an equivalent format, which complies with these directions.

#### Section I

Item Description. To ensure adequate screening, the item description must be complete. For single-purpose equipment or general-purpose equipment with special features, requests must contain detailed descriptive data as to size and capacities, setting forth special operating features or particular operations required to be performed by the item.

*Block 1.* Not applicable.

*Block 2.* Enter the manufacturer's name and Federal Supply Code for manufacturer (Cataloging Handbook H4-1) of the item requested.

*Block 3.* Enter the manufacturer's model style, or catalog number assigned to the equipment being requisitioned. Always use the model number, if available. The style number is the next preference. Enter "None" in this block if the model, style or catalog number is not known.

*Block 4.* Enter the first four digits of the National Stock Number, if known.

*Block 5.* Not applicable.

*Block 6.* Self-explanatory.

*Block 7.* Place an "X" in the applicable block to indicate whether you desire to physically inspect the item before acceptance.

*Block 8.* Self-explanatory.

*Block 9.* Enter the complete description of the item. Continue the description in Block 53 if additional space is needed.

#### Section II

*Block 10.* Enter the contractor's name, street address, city, state, and zip code from which the requisition is being initiated. The address should be the one to which inquiries of a technical nature will be referred. Specify the telephone number of an individual who will respond to inquiries concerning the request.

*Block 11.* Enter the contract number or document number authorizing acquisition of the items shown in Section I. This normally will be a facility contract number. Otherwise, it should be a purchase order or procurement request number.

*Block 12.* Self-explanatory.

*Block 13.* Not applicable.

*Block 14.* Disregard the "Military" block. Show the NASA contract number and program for which the item is to be used.

*Block 15.* Enter the specific function to be performed by the equipment. When applicable, enter the tolerances, capacities, specifications, etc., that the equipment must satisfy.

*Block 16.* Determine the date the item must be installed to meet production requirements. From this date deduct the estimated number of days required for installation. Enter the adjusted date in this block.

*Block 17.* Enter the date by which NASA must issue a Certificate of Non-availability. Determine the date by subtracting the acquisition lead time and 30 days administrative lead time from the date shown in Block 16.

*Block 18.* Enter the Defense Priority and Allocations System (DPAS) rating assigned to the contract or anticipated purchase order, if applicable.

*Block 19.* Place an "X" in the appropriate box. If for replacement, identify the item being replaced and the reason for replacement.

*Block 20.* Place an "X" in the appropriate box. Show the appropriate symbol if the answer is "yes."

*Block 21.* Not applicable.

*Blocks 22 and 23.* In addition to the official's title and signature, type the signing official's name, office symbol or name, and telephone number plus extension. The company representative

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who prepares and submits the requirement to the cognizant NASA certifying office should sign.

*Block 24.* Self-explanatory.

*Block 25a.* Not applicable.

*Block 25b.* Enter the name and address of the installation certifying the requirement.

*Block 25c.* This block is for signature of the property administrator or contracting officer at plant level.

*Block 25d.* Self-explanatory.

*Block 25e.* This block is for the signature of NASA installation official certifying the requirement.

*Block 25f.* Self-explanatory.

Section III

*Blocks 26–29.* Self-explanatory.

Section IV

N/A

Section V

Complete this section if equipment is unavailable.

Section VI

*Blocks 44–47.* The requesting official signing Section II, Block 23, shall complete Section VI and shall list reasons for non-acceptance in Section VIII, Remarks, or on a separate document attached to the DD Form 1419.

Section VII

*Block 48.* Enter the complete name, street address, city, state, and zip code of the contractor or installation to which the item is to be shipped. Indicate railhead and truck delivery points when other than the address named.

*Blocks 49 and 50.* Self-explanatory.

*Blocks 51 a. and b.* Ensure that NASA appropriation symbols are included with the work order number.

*Block 51c.* Enter the NASA appropriation symbol chargeable for any special work ordered (e.g., rebuild, repair, or accessory replacement).

*Block 51d.* Enter the NASA installation and office symbol for the organization that will make payment for transportation and packing, crating, and handling.

*Block 52.* Self-explanatory.

Section VIII

*Block 53.* This block can be used to expand or explain entries made in Blocks 1 through 52. When requisitioning equipment from excess listings, identify the issuing office, list number, date, control number, and item number assigned to the equipment. When requesting equipment from DOD inventories, refer to DOD instructions.

**Subpart 1845.72—Contract Property Management**

**1845.7201 Definitions.**

*Supporting responsibility,* as used in this subpart, relates to the assignment of a subcontract, or a portion of a prime contract being performed at a secondary location of the prime contractor, to a property administrator other than the individual assigned to the prime location.

*Property control system,* as used in this subpart, identifies a contractor’s internal management program encompassing the protection of, preservation of, accounting for, and control of property from its acquisition through disposition.

**1845.7202 General.**

This subpart describes major elements of the NASA Contract Property Management Program. It provides guidance to NASA installation personnel responsible for NASA contract property (NASA personal property in the possession of contractors). It applies to all NASA installation personnel charged with this responsibility, including industrial property officers and specialists, property administrators, and plant clearance officers. It also provides detailed procedures for property administration. The NASA Contract Property Management Program includes the following three major elements:

(a) Performance of property administration and plant clearance by DOD under delegations from NASA, pursuant to 1842.101.

(b) Performance of property administration and plant clearance by NASA under certain situations, pursuant to 1842.203.