14. APPENDIX I - DISPOSAL SCREENING

NPDMS cases undergo four types of screening categories:

- Installation Screening,
- NASA-Wide Screening,
- Other Federal Agency (OFA) Screening, and
- Surplus Donation Screening.

Single cases have one only record in the NPDMS Case File. There are screening date fields on each case record that indicate the current screening status for the case. These fields are the Installation Screening Begin and End Dates, the NASA-Wide Screening Begin and End Dates, the Other Federal Agency Screening Begin and End Dates, and the Surplus Donation Screening Begin and End Dates.

While component systems are considered cases, they may contain one or more records in the NPDMS Case File. The records are identified uniquely by the Property Case Number and Item ID combination. A component system is screened as a single unit. In other words, each active item in a component system will have the same screening time frames as every other item in the component system.

Default screening time frames for each of the four types of screening categories are established during the NSMS Batch Add process for Materials Inventory property that enter NPDMS from the NASA Supply Management System (NSMS) and during the On-line Add process that allows for the entry of all other types of property. These default screening time-frame values are set to alleviate the burden of having to manually enter the screening information each time cases are entered into NPDMS. They can be overridden, but GSA and the PDO should jointly agree to override the defaults for Other Federal Agency and Surplus Donation screening.

The default number of screening days for each of the four screening categories is maintained in NPDMS Table 155, the Screening Timeframe Default Table. Currently, one of four records in this table is accessed depending on the information recorded on the case record being added into NPDMS. The table record accessed contains the default number of screening days for each of the four screening categories listed above. This table is initially loaded by the Property Disposal Officer using the Add Table process of NPDMS (Option 3 on the Main Menu followed by selecting an Add to Table 155). The default values in this table can be modified at any time by personnel with update authorization (as assigned by the NPDMS System Administrator) to the table.

NPDMS determines which table record is to be read by checking the types of information recorded. For property being added via the NSMS Batch Interface process, the data on the records in the NPDMS/NSMS Interface is checked. For all other cases, the user-entered data is examined. The checking and Table 155 record selection process occurs in the following manner:

- If a case is identified as ADPE reportable with an acquisition cost of $1,000,000 or more, and the case is not outdated (i.e., the date of manufacture is within nine years of the current date), the first record in the table is read (e.g., Installation and NASA-Wide screening time frame defaults = 10 days; OFA screening time frame default = 60 days, Surplus Donation screening time frame default = 21 days).

- If a case is identified as Exchange/Sale property that is not reportable ADPE greater than or equal to $1,000,000 and not outdated, the second record in the table is read (e.g., Installation and NASA-Wide screening timeframe defaults = 21 days; OFA screening timeframe default = 7 days, Surplus Donation screening timeframe default = 0 days).

- If a case is identified as Non Reportable ADPE Equipment and Supplies (FSC Group 70) less than $1,000,000 that is not Exchange/Sale property, the third record in the table is read (e.g., Installation and NASA-Wide screening time frame defaults = 21 days; OFA screening time frame default = 0 days, Surplus Donation screening time frame default = 21 days).

- All other reportable and non reportable cases that do not contain data that would put them into one of the three categories listed above will cause NPDMS to access the fourth record in Table 155 (e.g., 21 days for each of the four screening categories time frame defaults).

For reportable ADPE greater than or equal to $1,000,000 and not outdated, the default begin dates for Installation, NASA-Wide, and Other Federal Agency screening categories will be set to the date of the add into NPDMS. The default end dates for these screening time frames will be calculated by adding the number of days read from the first record in Table 155 to the default begin dates. The default begin date for the Surplus Donation screening category will be set to one day after the default end date of the Other Federal Agency screening category. The default end date for the Surplus Donation screening category will be calculated by adding the number of days read from the first record in Table 155 to the Surplus Donation screening category default begin date.

For all other property, the default begin dates for Installation and NASA-Wide screening categories will be set to the date of the add into NPDMS. The default end dates for these screening time frames will be calculated by adding the number of days read from the appropriate record in Table 155 to the default begin dates. The default begin date of the Other Federal Agency screening category will be set to one day after the default end date of the NASA-Wide screening category. The default end date for Other Federal Agency screening category will be calculated by adding the number of days read from the appropriate record in Table 155 to the Other Federal Agency screening category default begin date. The default begin date for the Surplus Donation screening category will be set to one day after the default end date of the Other Federal Agency screening category. The default end date for the Surplus Donation screening category will be calculated by adding the number of days read from the appropriate record in Table 155 to the Surplus Donation screening category default begin date.

If it is necessary to override one or more of the default screening time frames for a particular case (GSA and the PDO should jointly agree to override the defaults for Other Federal Agency and Surplus Donation screening), this can be done at the time of the On-Line Add for non-NSMS cases.

For NSMS cases added during the batch process, there is no way for NPDMS users to override the screening default time frames during the time of the add. If such a modification is desired, it can be performed using the Change process.

All cases can have their screening time frames modified using the Change process. Screening time frames can also be modified when converting a component system item to a single case or when converting a single case to a component system item.

All GSA cases will be electronically reported to GSA when NASA-Wide Screening has completed.

For all property, the Surplus Release date will be set to the Other Federal Agency End Date.